

# Pi Delta Phi

## The National French Honor Society

*How to establish a new chapter of Pi Delta Phi at your school.*

### WHO CAN APPLY FOR A CHAPTER?

Any group of students and/or teachers of French at an accredited US college or university may apply to the National President for affiliation with Pi Delta Phi, the National French Honor Society. Students who submit a letter of interest should include the name and email address of a French faculty member who has agreed to serve as Chapter Moderator. The Qualifications for a chapter are: a major or minor in French or French studies—or related major or minor in Romance or Modern Foreign Languages, Global or International Studies, etc.—that requires students to complete a minimum of two advanced-level courses taught in French (beyond the intermediate series of classes). Visit [www.pideltaphi.org](http://www.pideltaphi.org) for additional information.



*Pi Delta Phi West Vice President Dr. E. Joe Johnson installed chapter RHO GAMMA in 2022 at the United States Air Force Academy in Colorado Springs*

### STEP ONE

The new faculty chapter advisor (Chapter Moderator) will initiate the application process:

1. Contact the National President via email to state that you are ready to begin the application process. Provide the complete

contact information of the Chapter Moderator.

2. Send via email to the **National President** the following documents:

- a scanned copy of the institution's catalog page (or include the URL of an appropriate school webpage) that attests to the institution's accreditation;
- a letter (PDF or email) from the head of the French section of the sponsoring institution that assures the school's support of Pi Delta Phi and that describes briefly how a chapter of the Society might enhance the French program and/or the mission or goals of the department or institution
- a brief letter (PDF or email) from the college or university President—or Dean, Provost or other appropriate administrative officer—indicating that the school officially approves affiliation with Pi Delta Phi.

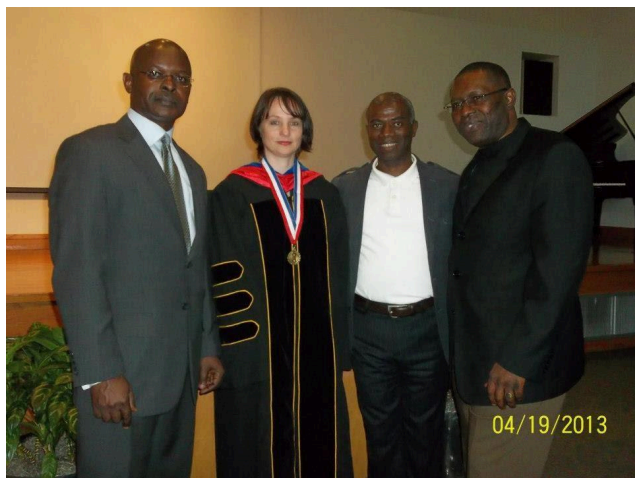
Send to the **Executive Director**:

- a check in the amount \$150 for the required chapter installation fee which covers the chapter banner and charter. Faculty are advised that if an institution requires payment via a university check, it may take several weeks for the university to cut a check, so apply and make requests for checks early.

The annual deadline to apply for a chapter and to have it installed during the current school year is **March 1**. Applications received after March 1 will typically be installed during the next academic year.

## STEP TWO

Upon receipt of the application materials and payment confirmation from the Executive Director, the President will act on the application. If the application is approved, the regional Vice President or other member of the Executive Board will be directed to contact the new Chapter Moderator and to select a date and time for the installation of the chapter; the host school is expected to accommodate the teaching schedule of the installing volunteer PDP officer who is also a full-time faculty member. The designated Board member will forward the installation date to the President. The President will the



*Pi Delta Phi South Vice President Dr. Olga Amarie installs chapter Omicron Lambda in 2013 at Spelman College in Atlanta, Georgia*

## STEP THREE

Only upon receipt of the confirmed chapter installation date, the President will instruct the new Chapter Moderator to create a chapter account in the online PDP database, and **at least 3 weeks** prior to the chapter installation date complete the following::

1. Have each candidate for membership complete a **membership form**—available for download on the national website—and return it to the Chapter Moderator. Moderators are responsible to assure that each candidate for membership meets all eligibility requirements (available on both the membership form and national website); exceptions to the eligibility requirements are not allowed. Moderators

should keep the paper forms on file in their office or department; do not send member forms to the Executive Director.

2. Have each candidate for membership pay (by check or cash) the lifetime Regular or Honorary membership fee to the Chapter Moderator. Pi Delta Phi strongly recommends Premium Memberships that include one set of honor cords, and that help reduce last minute student requests for cords at the end of the academic year and save candidates \$5.00 when compared to ordering cords separately.
3. Use the *How-to Use the Database* brochure (available in the Moderators > Forms section of the national website) and enter information for each new member—at least name and induction date—into the **new** database chapter account, and pay for memberships via Paypal®. Faculty moderators may use a personal, departmental or university credit card to pay for memberships; a Paypal® account is optional.

## STEP FOUR

Pi Delta Phi Regional Vice Presidents conduct chapter installations via Zoom. If, however, the sponsoring chapter desires an in-person installation by the Vice President or other Board member, the host school is expected to cover:

- any round-trip transportation (air or rental car);
- any needed transfers (round-trip airport-hotel and/or hotel-campus shuttle) such as might be provided by a faculty member or student;;
- any housing and meals while the officer is on campus.

Pi Delta Phi will cover any meals in-route for the traveling Board member; and gas and tolls; and any airport parking needed.

The official ceremony begins with the Chapter Installation conducted by the PDP Board member, immediately after which the Chapter Moderator inducts the first group of members into the Society. The Induction Ceremony document that includes the text used to induct

new members is available for download in the Moderators > Forms section of the national website, where you'll also find sample completed Regular and Honorary certificates to consult; scholarship posters, and more. As part of the ceremony to induct new members, Moderators are encouraged to include a program of music, literary recitations, student research projects or other activities that are appropriate for a national academic honor society. Finally, gain exposure for your French program by inviting your local or school's newspaper to cover the event, and by inviting school officials and others who support French to attend.

**FINALLY, DON'T FORGET!**

Send information and photos of your annual chapter ceremony or activities to the Editor of our [Newsletter](#). Download a summer scholarship poster and encourage your best students to apply. Chapter Moderators will be invited to join the free Pi Delta Phi listserv in order to stay in touch with the National Office and to receive periodic annual reminders and other announcements.

Members are also encouraged to join our free Facebook®, LinkedIn®, Instagram® and Bluesky® social media groups.



*Chapter Mu Gamma at the University of Wisconsin-Milwaukee inducts Honorary Member Christiane Taubira, Minister of Justice in France, in 2016.*



<http://www.facebook.com/pideltaphi>



<http://www.linkedin.com/groups/Pi-Delta-Phi-National-French-2146041/about>



<https://www.instagram.com/pideltaphi1906/>



<https://bsky.app/profile/pideltaphi.bsky.social>

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