

Pi Delta Phi

INSTRUCTIONS FOR CHAPTER MODERATORS

Moderator duties take very little time annually and moderators may ask another faculty member, graduate student or department secretary to assist in *some* duties.

- Hold at least one meeting a year, including an annual initiation ceremony for any new members. Have each candidate for membership complete a *Membership Form* (available: Moderators > Forms section of the website); keep the forms on file if your department.
- Place online orders early in the semester. Recommended submission dates for receipt of student Member Forms and checks: Oct. 15 (fall ceremony) or Mar. 15 (spring ceremony).
- Enter new member information (at least student names and induction dates) into the online database; if student information is not entered into the database, the national office has no record of your inductees.
- Place a **single**—not multiple—order for memberships via the database, and make payment using Paypal. Submit orders at least 3 weeks prior to your ceremony; **no later** than Nov. 20 (fall) or Apr. 20 (spring). Late requests are not accepted. Payment by check is also available; consult the online *How to Use the Database* brochure for instructions.
- Encourage your best students to apply for a Pi Delta Phi scholarship for summer study abroad.
- Send brief chapter news and photos (with captions of any student names) for our Newsletter: news@pideltaphi.org
- Join the Pi Delta Phi listserv in order to receive occasional reminders, election ballots, and important information.
- Consider keeping an extra set (or two) of honor cords in your office for students who desire cords at the last minute.
- Assure that any new chapter moderator complete either the online (via the database) or paper (see the website Forms section) *Change of Moderator Form*; submissions allow the national office to keep chapter records up-to-date.
- Make sure to download updated forms, brochures, posters, etc. from the website; they are subject to changes and updates annually.



FALL DEADLINES

- Sept. 1—Deadline for scholarship winners to submit a report about their study abroad experience and thank you letter in writing to the Executive Director.
- Oct. 15—Recommended date for students to submit membership forms and payment to the Moderator.
- Nov. 1—Deadline (postmarked) for Regular undergraduate members to submit scholarship applications for summer study abroad.
- Nov. 1—Deadline for fall *Newsletter* submissions: news@pideltaphi.org
- Early Nov.—National Pi Delta Phi Day celebrated annually on the first day of AATF's National French Week.
- Nov. 20—Deadline for orders and full payment of memberships for fall inductions.

SPRING DEADLINES

- Feb. 15—Deadline (postmarked) for graduate student members to submit applications for the Graduate Student research award.
- Mar. 15—Recommended date for students to submit membership forms and payment to the Moderator.
- Apr. 1—Deadline for spring *Newsletter* submissions: news@pideltaphi.org
- Apr. 20—Deadline for orders and full payment of memberships and supplies for spring inductions.
- May 15—Recommended deadline for chapters to submit online *Change of Moderator Forms*.

Planning a chapter website or social media group? Please adhere to our guidelines for websites and social media groups.



Please order supplies and memberships well ahead of time and consider doing so at the beginning of the semester.

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