



Pi Delta Phi

The National French Honor Society
est. 1906

*How to reactive your school's
chapter of Pi Delta Phi*

WHEN IS A CHAPTER INACTIVE?

A campus chapter of Pi Delta Phi becomes inactive when no new members have been inducted for at least three years. While inactivity can occur for a variety of reasons, reactivating a chapter costs nothing; the chapter simply needs to hold a ceremony to induct a new members.

STEPS TO REACTIVATE A CHAPTER

1. Identify a faculty member who is willing to serve as the chapter's faculty moderator. Moderator duties take very little time annually, and a graduate student or department secretary may assist with some of duties. The new faculty moderator should complete the *New Moderator Form*: either online within the database or the paper version available for download.

Note: all documents, forms, brochures, etc. are located in the **Moderators > Forms** section of national website (www.pideltaphi.org).

2. Determine if the chapter still possess its Pi Delta Phi banner and charter; if not, replacements can be ordered and paid for online via our database. The national office can always reset database passwords.

3. Select a future date for your induction ceremony. Remember, however, that memberships and supplies must be ordered and paid for in full **at least 3 weeks** prior to the desired induction ceremony date. The ceremony can be simple or elaborate; ideas are listed on our FAQ page.

4. Invite undergraduate and graduate students--who are not already members of PDP--to join the Society. A sample invitation letter is available for download. Membership requirements are available on the national website and on the membership form. Have each candidate fill out a membership form and return it to the Moderator with a check to cover the lifetime

membership fee. Keep the membership forms on file in the department.

5. Verify that candidates meet all membership requirements. See the listed eligibility requirements on the Membership page on the nation website.

6. Enter new candidate information into the database (names and induction dates are required). Use the database to order and pay for new memberships. We accept online payments through Paypal® and a free Paypal® account, or a credit or debit card may be used. If you prefer to send your order via US mail, download and complete the *Invoice* and remember to allow for extra time if your school must cut a check. The Executive Director must receive full payment **at least 3 weeks** prior to your desired induction ceremony date; **no exceptions**.

7. Consult the website for useful materials to consult and download: a copy of the text and ceremony used to induct new members; sample completed Regular and Honorary certificates to consult; *How to Print Certificates* brochure, sample chapter constitution, scholarship posters to display, etc.

8. Organize and publicize your induction ceremony; helpful ideas are included in the induction ceremony document. Gain as much exposure as you can for your French program. Make sure Pi Delta Phi appears on your university's online and catalogue lists of supported honor societies. Make sure any chapter webpage or social media group adheres to our Networking Guidelines (available online).

9. Encourage your best students to apply for our undergraduate and graduate scholarships. Complete details and applications are available online.

DON'T FORGET!

Send information and photos of your chapter ceremonies or activities to news@pideltaphi.org. Encourage your members to join our free Facebook® page and/or LinkedIn® group. Finally, chapter moderators should join the free Pi Delta Phi **listserv** to stay in touch with the national office and to receive reminders, deadlines and online voting information.

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