

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 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 for additional information.

STEP ONE

The new 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. The President will arrange for a temporary account in our database. Using the temporary log in and password provided, the Chapter Moderator will log into the database and pay the required \$150 chapter installation fee that covers the chapter banner and charter. We accept payment only via Paypal®; Moderators can create a free Paypal® account and link it to a department or faculty credit/purchase card.

3. Send via email to the National President digital or scanned copies of the following documents:

- a photocopy of the institution's catalog page (or include the URL of an appropriate school webpage) that attests to the institution's accreditation
- a letter 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 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.

Upon receipt of the complete application, the President will act upon the request; only complete applications will be reviewed. Should the application not be approved, the \$150.00 will be returned. The annual deadline to apply for a chapter and to have it installed during the current school year is **April 1**. Applications submitted after April 1 will be installed during the next academic year.

STEP TWO

Once the President has established the eligibility of the institution applying for affiliation and approved the application, 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 for the installation of the chapter; the host school is expected to accommodate the teaching

schedule of the installing officer. The regional Vice President will forward the installation date to the President. The President will then direct the new Chapter Moderator to complete the following **at least three weeks** prior to the installation date:

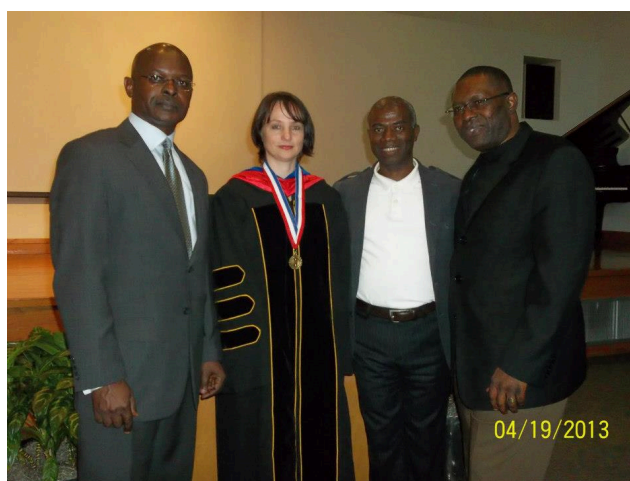
1. Have each candidate for membership complete a membership form (available for download on the national website) and return it to the Chapter Moderator; Moderators should keep the forms on file in their office or department.
2. Have each candidate for membership pay the lifetime Regular or Honorary membership fee to the Chapter Moderator (cash or check made out to your department). Pi Delta Phi strongly recommends Premium Memberships that include one set of honor cords and that help to reduce last minute requests for cords from students at the end of the academic year.
3. Once all the forms and membership fees are collected, the Chapter Moderator will enter information for each new member (at least name and induction date) into the database, and pay for memberships and any supplies within the database using Paypal®.
4. Eligibility Requirements:
 - **Regular Members:** include graduate and undergraduate students at the sponsoring institution who are nominated in recognition of their academic achievement in French. Undergraduate or graduate candidates do not need to be French or French Studies majors or minors to be nominated for membership. The eligibility requirements for all undergraduate students are:
 - completion of at least one course of upper-division French (i.e. beyond the intermediate-level series of courses)
 - 3.0 GPA in French, 3.0 GPA overall, AND rank in the top 35% of their class
 - sophomore standing (i.e. second year of university study)
 - **Graduate Students** who are not already members of Pi Delta Phi are eligible for regular membership. Students who were inducted into Pi Delta Phi as undergraduates are already lifetime

members of the Society regardless of the chapter into which they were inducted. Graduate students who are pursuing advanced degrees in fields other than French are also eligible for membership. The eligibility requirements for all graduate students are:

- completion of 2 graduate courses in French, and
- minimum 3.5 GPA in graduate coursework

Students from neighboring institutions who take French courses at the sponsoring institution are not eligible for regular membership, but may be nominated for honorary membership.

- **Honorary Members:** the French faculty of the sponsoring institution who are not already members of Pi Delta Phi, members of the faculty at large who are not already members of the Society, undergraduate and graduate students who do not meet the above requirements for regular membership, college or university alumni who did not become members while attending the sponsoring institution, and diplomats, community and business leaders, and others who have demonstrated support of French language, and/or of the cultures and literatures of the French-speaking world.



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



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

STEP THREE

For the Chapter installation, Pi Delta Phi covers all transportation costs for the installing Board member. The host school is expected to arrange and to cover:

- round-trip airport-hotel and hotel-campus transportation (e.g. airport/hotel shuttle, faculty/graduate student driver, etc.)
- any housing and meals while the officer is on campus.

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

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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.



Pi Delta Phi North Vice President Dr. John J. Janc installs chapter Pi Alpha in 2016 at the University of Missouri in Columbia, Missouri

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. Finally, encourage your members to join our free Facebook® page and LinkedIn® group, and to follow our Twitter feed.

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



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