



Membership and Merchandise Order Form

To help simplify submissions for Chapter Advisors and speed up processing for the National Office, Pi Sigma Alpha is moving to an Excel-based form for Spring 2013. By completing this form information can be directly imported into the PSA database without manual rekeying.

COMPLETING THE FORM

The Order Form

Worksheet One is the actual order form. Advisors should complete the top portion of the form with current chapter information, including the scheduled date of initiation. The form also asks for the date the Chapter Advisor first took on the role of advisor on campus. The middle portion of the form allows you to enter a number for each item ordered. The form tabulates the cost for membership and merchandise.

Member Names

Worksheet Two (look for tab at bottom labeled "new members") is the location to enter names. New to the form is a Prefix field (Mr., Ms., Dr., etc) and a Class field (junior, senior, grad). Please include this information to help us with data collection.

RETURNING THE FORM

Save and Email

Please save the file as your chapter name (ex: MuZeta) and return via email to office@pisigmaalpha.org

PAYMENT OPTIONS

Check

If you wish to pay by check, please follow the traditional process of submitting the payment directly to the national office at Pi Sigma Alpha, 1527 New Hampshire Ave., NW, Washington, DC 20036

Credit Card

New for 2013 is an option to pay by credit card. The national office can take this information by phone or use an online payment system established by your college or university.

CERTIFICATE AND MERCHANDISE DELIVERY

Delivery upon Payment

As certificate requests come to the national office we process them in order of receipt. With this new system we will print and package certificates and merchandise but will NOT mail them until payment has been received. All mail is shipped USPS Priority Mail unless a chapter supplies a FedEx or UPS account number. PLEASE SUBMIT INFORMATION AND PAYMENT EARLY SO YOUR CERTIFICATES ARRIVE IN TIME!

QUESTIONS? Email office@pisigmaalpha.org