

# Alpha Psi Omega

## FIVE STEPS TO RE-ACTIVATION

### STEP 1: SELECT A FACULTY SPONSOR.

The sponsor should be a full time faculty member in the Department of Theater or Speech (unless the academic and production activities are in some other discipline). All correspondence is sent to the advisor, unless the advisor elects to do otherwise.

### STEP 2: SELECT NEW CANDIDATES.

The theater staff and/or advisor will supply the sponsor with records of new candidates. Most chapters operate by point guide-lines. A suggested point system is outlined in the constitution and can be adjusted to each chapter's needs.

### STEP 3: CONDUCT AN INITIATION CEREMONY.

The National Office will, upon request, make the faculty sponsor an honorary member and authorize him/her to induct the new members and elect officers. In order to do so, 4 copies of the ceremonies book where the initiation ceremony is explained will be needed.

Once an initiation ceremony has been conducted send the initiation report to the National Office with each individual's dues. (These are paid only one time per member.) Membership cards for each person on the report will be mailed. Faculty sponsors become honorary members and are not required to pay dues.

### STEP 4: ADOPT A SET OF LOCAL BY-LAWS BY WHICH YOU OPERATE.

The by-laws should include qualifications for membership and anything else that is relevant to your chapter. In most institutions, the administration requires that the constitution and by-laws of student organizations be deposited in the office of student affairs. The National Constitution can be used as a guideline in developing your by-laws. The constitution may be ordered from the National Office.

### STEP 5: READ THIS GENERAL INFORMATION.

Charter - If you have lost your chapter's charter, you may purchase another one for \$35.00. This is not required since you already have a chapter and charter at your school.

Supplies - Supplies are ordered from the National Office. Supplies available include: pledge cards, membership cards, pin order forms, scroll, charter, constitution and ceremonies book, membership certificates, and a banner. Costs of each are printed on the Order Supplies Form.

Honorary - Alpha Psi Omega chapters are not normally producing organizations, but are honorary and run simultaneously with the regular producing organization. Close cooperation and motivation for succeeding are essential for a smooth running and meaningful Alpha Psi Omega chapter. Most chapters establish Alpha Psi awards to keep students active and motivated.

#### **For additional information call or write:**

Bret Jones

National Business Manager, Alpha Psi Omega

4699 CR 1470

Ada, OK 74820

E-mail: [businessmanager@alphapsiomega.org](mailto:businessmanager@alphapsiomega.org)

# REACTIVATION FORM

(Your chapter is officially inactive if in the past two years you have not initiated new members or you have not sent the names of new members and their dues to the National Office. No one is an official member unless their names have been recorded by the National Office and dues have not been paid to the National Office.)

DATE: \_\_\_\_\_

Dear National Business Manager:

We would like to reactivate our cast of (check one):

\_\_\_\_\_ **ALPHA PSI OMEGA**

\_\_\_\_\_ **DELTA PSI OMEGA**

Please send reactivation information to the following address:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

RETURN THIS FORM TO:

Bret Jones  
National Business Manager, Alpha Psi Omega  
4699 CR 1470  
Ada, OK 74820  
E-mail: [businessmanager@alphapsiomega.org](mailto:businessmanager@alphapsiomega.org)

# APO/DPO JEWELRY

Pins can be ordered directly from the National Office of Alpha and Delta Psi Omega with this form. If you are interested in ordering, please fill out the form below and return it, with your check or money order, to the National Office.

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## JEWELRY ORDER FORM

I would like to order \_\_\_\_\_ (number) **ALPHA PSI OMEGA** pins (\$14.95 each).

SUBTOTAL for APO pins \_\_\_\_\_

I would like to order \_\_\_\_\_ (number) **DELTA PSI OMEGA** pins (\$14.95 each).

SUBTOTAL for DPO pins \_\_\_\_\_

TOTAL for order \_\_\_\_\_

**(Please make out check or money order to: ALPHA PSI OMEGA)**

Please send the pins to me at the following address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime phone number: \_\_\_\_\_

### RETURN THIS FORM TO:

Bret Jones  
National Business Manager, Alpha Psi Omega  
4699 CR 1470  
Ada, OK 74820  
E-mail: [businessmanager@alphapsiomega.org](mailto:businessmanager@alphapsiomega.org)

# ALPHA PSI OMEGA

# SUPPLIES ORDER FORM

NOTE: Supplies with a cost attached must be paid for before the order can be sent.  
Please attach a check to cover the cost of the order. Prices effective December 1, 2005.

1. Pledge Cards (no charge) \_\_\_\_\_
2. Membership Cards (no charge, sent only after an initiation report is received. Replacement charge is \$10.00) \_\_\_\_\_
3. Forms for reporting new members (no charge) \_\_\_\_\_
4. APO Pins (\$14.95 each) \_\_\_\_\_
5. Alpha Psi Omega Song (\$2.50 each) \_\_\_\_\_
6. Constitution and Ceremonies book (\$15.00) \_\_\_\_\_
7. Membership Certificates no charge, sent only after an initiation report is received. Replacement certificates are \$10.00 each) \_\_\_\_\_
8. Chapter Charter (\$35.00 each) \_\_\_\_\_
9. Chapter Scroll (\$25.00 each) \_\_\_\_\_
10. Copy of the National Office File on your Cast (\$15.00) \_\_\_\_\_
11. Back Issues of PLAYBILL (as available) (\$5.00 each) \_\_\_\_\_

TOTAL ENCLOSED \_\_\_\_\_

**Send order to:**

Bret Jones  
National Business Manager, Alpha Psi Omega  
4699 CR 1470  
Ada, OK 74820  
E-mail: [businessmanager@alphapsiomega.org](mailto:businessmanager@alphapsiomega.org)

**Person Making Order:**

Name:  
Address:

**Honor Cord Order Sheet**

*Alpha Psi Omega Honor Society*

Show Alpha Psi pride at your graduation ceremony. Now you have the chance to wear an honor cord especially made for Alpha Psi Omega Members. The honor cords are made of the highest quality and with the honorary colors of amber and sky blue. Place your order today in time for graduation. Let everyone know how proud you are to be a member of Alpha Psi Omega----you deserve the honor!

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Date\_\_\_\_\_

Chapter Name\_\_\_\_\_

Sponsor\_\_\_\_\_

University\_\_\_\_\_

Address\_\_\_\_\_

City\_\_\_\_\_

State\_\_\_\_\_ Zip\_\_\_\_\_

Telephone\_\_\_\_\_

Email\_\_\_\_\_

PO#\_\_\_\_\_

Attn\_\_\_\_\_

#123 Double Honors Cords  
Amber/Sky Blue

**Schoen Trimming & Cord Co., Inc.**

**151 West 25<sup>th</sup> Street**

**New York, NY 10001**

**Toll Free: 1-877-TASSELS**

(1-877-827-7357)

**Phone: 212-255-3949**

**Fax: 212-924-4945**

**Email: [Schoentrims@aol.com](mailto:Schoentrims@aol.com)**

**Alpha Psi Omega**

**Order will be billed after shipping**

**Minimum order is one dozen**

**Estimated delivery is one week**

**Please add \$6.00 for S/H**

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Quantity | Price/Dozen | Total

	\$54.00	
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