Instructions for Electronic Submission of New Member Report Form

Chapter Official: List the names of new Sigma Zeta members on the linked spread sheet (what you see below is just an example - please do NOT enter the names in this example). The names are to be in alphabetical order by last name. Carefully enter the information AS YOU WISH IT TO APPEAR ON THE CERTIFICATES. Do not adjust font or spacing. The information on the spread sheet will be imported "as is" into the template that creates the certificates. Please save the spreadsheet with new member information as: ChapterName_Year_Month. (for example: BetaGamma_11_09). Keep a copy for your chapter's records.

Send the saved Report Form to the National Executive Director at hallj@lake.ollusa.edu as an attachment to a brief e-mail message FROM YOUR ADVISOR'S E-MAIL ACCOUNT – THIS WILL TAKE THE PLACE OF THE ADVISOR'S SIGNATURE, CERTIFYING NEW MEMBERS' QUALIFICATIONS.

By paper mail send the $35 national membership fee for each student (a single check is preferred for the combined total made out to: Sigma Zeta National) with reference to the Chapter_Year_Month to:

Dr. Jim Hall
Sigma Zeta National Office
Our Lady of the Lake University
411 S.W. 24th Street
San Antonio, TX 78207-4689

Upon receipt of the electronic form and the membership fee, membership certificates will be mailed to your chapter.

Excel Spreadsheet

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Chapter (Chapter Name)	**First Name**	**Middle Name or Initial**	**Last Name**	**Title** (Jr., III, Ph.D.)	**Status** (S=Student, F=Faculty)	**Year** (4 Digits)	**Day** (Full Spelling)	**Month** (Full Spelling)
Beta Gamma	Johnathan	I.	Doe		S	2007	Sixteenth	September