Alpha Phi Sigma
The Criminal Justice Honor Society
Certified Member of the Association of College Honor Societies
Affiliated with the Academy of Criminal Justice Sciences ACJS
www.AlphaPhiSigma.org

Alpha Phi Sigma Chapter Charter Application Instructions

Colleges or Universities offering a baccalaureate or higher degrees in the field of Criminal Justice or related fields* and that are accredited by one of the following regional accrediting associations listed below, may apply for a chapter.

- American Bar Association
- Distance Education Accrediting Commission
- Higher Learning Commission (previously the North Central Association of Colleges)
- Middle State Association of Colleges and Schools
- New England Association of Schools and Colleges
- New England Commission of Higher Education
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools Commission on Colleges
- The Accrediting Commission for Schools, Western Association of Schools and Colleges

*"Related Fields" refer to various disciplines related to the Criminal Justice field, such as, forensics, law, homeland security, human services, political sciences, sociology, justice studies, psychology, public administration, social sciences, government, and social work. Students in these programs must complete a minimum of four courses directly related to the criminal justice field such as juvenile delinquency, criminology, legal perspectives, abnormal behavior, service administration/management, etc., and have a minimum GPA of 3.2 and rank in the top 35% of their class, or if no class ranking is available, student must have a minimum GPA of 3.3.

Colleges or universities must have a minimum of ten (10) members to charter a chapter. The charter application must be accompanied by the by-laws of the chapter and a list of the chartering students identifying the following officers: President, Vice-President, Secretary, and Treasurer.

Chapter Employer Identification Number (EIN)

Chapters are assigned an EIN by Headquarters. Headquarters will file the chapter's annual Income Tax Return (990N form) showing that gross receipts are normally $50,000 or less per calendar year. Chapters will be notified each year by Headquarters when it is time to complete the APS Chapter Financial Report (Google form) to remain in compliance with the IRS requirement. The required 990N form is filed according to the Chapter Financial Report.

Submissions to be Made with Charter Application:

- Student applications
  - Application Fee
- Faculty or Honorary application(s) for the Chapter Advisor and Assistant Advisor (if applicable)
  - Application Fee
  - Brief Resume
  - Signature Verification Form
- Chapter Bylaws (please see CHAPTER BYLAWS TEMPLATE on our website at https://alphaphisigma.org/chapters

Applicable Fees:

- One Time Charter Fee: $100
- Annual Chapter Dues: $85 ($85 Annual Chapter dues are due every January 1st.)
- *If the chapter is chartered between July 1st and December 31st, the Annual Chapter dues will be prorated to $42.50.
- Student Membership Application Fee: $85 per student ($95 for online only students)
- Faculty/Honorary Membership Application Fee: $85 per Faculty or Honorary

Accepted forms of payment:

- Cashier's Check or Money Orders (please add name of student in the “memo” section of the money order.
- Chapter Check or University/College check
- Credit/Debit card (To submit a credit card payment, please e-mail all required documents to headquarters@alphaphisigma.org and request an invoice).
- NO PERSONAL CHECKS OR CASH ACCEPTED

Submit charter application along with membership applications and payment to Alpha Phi Sigma Headquarters via email at headquarters@alphaphisigma.org or by mail to:

Regular mail:
Alpha Phi Sigma
PO. Box 292405
Davie, FL 33329-2405

Certified or express mail:
Alpha Phi Sigma
Nova Southeastern University
3300 S. University Dr.
Ft. Lauderdale, FL 33328-2004

Upon approval of Charter Application, the Chapter Advisor will receive the following:

- Chapter Greek name (assigned by Headquarters depending on availability)
- Charter Certificate
- IRS letter with EIN for the chapter
- Membership Certificates, cards, and membership pins
- Alpha Phi Sigma recruitment brochures

Alpha Phi Sigma

The Criminal Justice Honor Society

Certified Member of the Association of College Honor Societies
Affiliated with the Academy of Criminal Justice Sciences ACJS

www.AlphaPhiSigma.org

CHAPTER CHARTER APPLICATION

Petitioning University/College Information:

Date:

Name of College / University:

Highest Criminal Justice Degree Offered by the Institution: Select One Law School:

Institution is approved by the following RegionalAccrediting Agency:
Select One

Web address of current institutional catalog listings:

Department Name:

Full Name of Department Chair:

Mailing Address:

City: State: Select State Zip Code:

Department Phone #:

Proposed Chapter Advisor's Information:

** If proposed Advisor is not a collegiate member of Alpha Phi Sigma, he or she must apply as a Faculty or Honorary member.*

Name of Chapter Advisor:

Mailing Address:

City: State: Select State Zip Code:

Phone: Cell Phone Number:

Email Address:

If inducted as a collegiate Alpha Phi Sigma member, please list College/University and year of Membership.

Institution of Membership: Year of Membership:

If a Faculty, Honorary or Professional member of Alpha Phi Sigma, please specify & list College/University and year of Membership.

Signature:

Proposed Assistant Chapter Advisor's Information:

** If proposed Assistant Advisor is not a collegiate member of Alpha Phi Sigma, he or she must apply as a Faculty or Honorary member.*

Name of Assistant Chapter Advisor:

Mailing Address:

City: State: Select State Zip Code:

Phone: Cell Phone Number:

Email Address:

** If inducted as a collegiate Alpha Phi Sigma member, please list College/University and year of Membership.*

Institution of membership: Year of Membership:

** If a Faculty, Honorary or Professional member of Alpha Phi Sigma, please specify & list year and name of College/University.*

Signature

Proposed Chapter Officers:

President: Email:

Vice-President: Email:

Secretary: Email:

Treasurer: Email:

Chapter Member's Information:

If more space is needed, please attach a second sheet.

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Name: Email:

Chapter Charter Fees:

One Time Charter Fee: $100.00
Annual Chapter Dues: $85.00 *($85 Annual Chapter dues are due every January 1st.)*
* *If chartered between August 1st and December 31st, the Annual Chapter dues for that year are prorated to $42.50*
Student Membership One-time Fee: $85.00 each
Faculty and Honorary Membership One-time Fee: $85.00 each

Fees Enclosed:

Charter Dues: Annual Chapter Dues:

** If chartered between August 1st and December 31st, the Annual Chapter dues for that year are prorated to $42.50*

Membership Applications Total: TOTAL AMOUNT :

Petition For Chapter Charter Applicant's Statement:

We, the students, faculty, and administration of

Sharing the interest in Criminal Justice and believing in the worthy objectives of the Criminal Justice Honor Society, Alpha Phi Sigma, we hereby signify our desire to be granted an Alpha Phi Sigma chapter. If this charter is granted, we hereby agree to comply and abide by the Bylaws of the Society, conduct our chapter accordingly, and agree to sponsor and maintain our chapter actively.

Chapter Advisor: Signature:

Department Chair: Signature:

Administrator Name (Dean or above):

Title: Signature:

Date Signed:

Mail or email all paperwork to Headquarters

Headquarters@alphaphisigma.org

Regular Mail:
Alpha Phi Sigma
P.O. Box 292405
Davie, FL 33329-2405

Express or Certified Mail:
Alpha Phi Sigma
Nova Southeastern University
3300 University Dr.
Ft. Lauderdale, FL 33328-2004

HEADQUARTERS USE ONLY

Date Received: Amount Received:

Payment Type:

Greek Name Assigned: EIN:

Chapter Number:

Director's Approval: Date Approved: