



ATTENTION: CHAPTER PRESIDENT AND FACULTY ADVISOR

It's time once again to collect the chapter fees and make a payment to the national office for membership. Please be informed of the fee/dues payment amendment changes taking effect this spring.

NATIONAL FEES ARE DUE BY MARCH 1, 2010.

All newly inducted members will be required to pay the national induction fee in full upon induction. The induction fee is a one time non refundable fee of \$50.

Annual membership dues are \$25 for members. All newly inducted members will pay a total of \$75.00. Second year annual dues are \$25.00.

ALL FORMS MUST BE COMPLETED AND RETURNED TO THE NATIONAL OFFICE. PLEASE USE PERMANENT ADDRESS FOR STUDENTS. IF MATERIALS ARE NOT COMPLETE THEY WILL BE RETURNED TO THE CHAPTER. MAKE SURE THEY INCLUDE CHAPTER NAME, MEMBERS INFORMATION, AND PAYMENTS!

EACH CHAPTER SHOULD COLLECT THE FEES FROM THE MEMBERS AND **SEND ONLY ONE CHECK** TO THE NATIONAL OFFICE. INDIVIDUAL PAYMENT CAN BE MADE ON LINE THROUGH WWW.AOTF.ORG. IF YOU ELECT TO PAY ON LINE YOUR CHAPTER MUST STILL MAIL A HARD COPY OF THE MEMBERSHIP LIST TO THE NATIONAL OFFICE ON OR BEFORE MARCH 1. THIS WILL ALLOW US TO KNOW OF ALL CURRENT AND PAID MEMBERS IN GOOD STANDING. KEEP COPEIS FOR YOUR FILES SO YOU ALSO HAVE TRACK OF CURRENT AND PAST MEMBERS.

IF THE CHAPTER IS **UNABLE TO MAKE THE FEES DEADLINE THE PTE NATIONAL COORDINATOR MUST BE NOTIFIED IN ORDER FOR AN EXTENSION TO BE GRANTED.**

ONCE THE MEMBERSHIP PAYMENT HAS BEEN PROCESSED THE NATIONAL COORDINATOR WILL SEND ALL FIRST YEAR MEMBERS THEIR HONOR SOCIETY **MEMBERSHIP CARD.**

If you have questions relating to the dues payment contact our National Treasurer, Kelly Fleming at flemingkl@gmail.com. Or Jessica Halterman, National Coordinator email jhalterm@aol.com.

Thank You!

PI THETA EPSILON ANNUAL NATIONAL DUES PAYMENT FORM

Date: March 1, 2010

Chapter (Greek Name): _____

School: _____

ANNUAL NATIONAL DUES. Please return dues and all (6) membership lists after February 1st and before March 1st.

Send **only one** check to cover all members' dues
Make check or money order payable to ***Pi Theta Epsilon.***

Total number of Members: _____

Number of Newly inducted First Year Student Members: _____ X \$75 each = _____

Fee Breakdown:

\$50 induction fee (one time fee)

+\$25 membership dues (annual)

\$75 total per student

Number of Second Year Student Members: _____ X \$25 each = _____

Number of Alumni Members: _____ X \$50 each = _____

Number of Honorary Members _____ X \$125 each = _____

Number of Lifetime Members _____ X \$125 each (\$25 donation will be made back to the chapter designated)

Total Amount of Dues Enclosed = _____

Please return to:

Signature of Treasurer

Pi Theta Epsilon National Office
4720 Montgomery Lane
P.O. Box 31220, 2th FL
Bethesda, MD 20824-1220

Email: jhalterm@aol.com

PI THETA EPSILON OFFICER LIST

Chapter (Greek Name): _____

School: _____

CURRENT OFFICERS. Please list the names of persons currently holding office and give **current** addresses, phone numbers, and AOTA membership numbers, if applicable.

OFFICER	AOTA MEMBER #	LAST NAME	FIRST NAME	CURRENT ADDRESS	PHONE NUMBER/EMAIL	DATE OF INDUCTION	DATE OF GRADUATION
Pres.							
Vice-P.							
Sec.							
Treas.							

When will the next elections be held? _____, 2010. Please notify the PTE coordinator at the national office when new officers are elected. A form for this purpose is included in this packet for your convenience.

Please give the name of your faculty advisor, including any applicable degree titles, and your chapter's complete mailing address:

Faculty Advisor: _____ **Chapter President email:** _____

Chapter Name and Address:

Email Address:

PI THETA EPSILON NEWLY ELECTED OFFICERS LIST

Date: March 1, 2010

Chapter (Greek Name): _____

School: _____

NEWLY ELECTED OFFICERS . Please list the names of persons recently elected to office and give **current** addresses, phone numbers, and AOTA membership numbers, if applicable.

OFFICER	AOTA MEMBER #	LAST NAME	FIRST NAME	CURRENT ADDRESS	PHONE NUMBER/ EMAIL ADDRESS	DATE OF INDUCTION	DATE OF GRADUATION
Pres.							
Vice-P.							
Sec.							
Treas.							

When will the next elections be held? _____, 2010.

Please notify the PTE coordinator at the national office each time new officers are elected.



Pi Theta Epsilon Pin / Honor Cord Order Form

	# Needed		
PTE Pins		@ \$15.00 each	=
Honor Cords		@ \$8.00 each	
		SUBTOTAL	
		SHIPPING If order is \$1 - \$50 If order is \$51 and over	\$2.00
			\$5.00
		TOTAL	

Ship to:

Chapter Name/University: _____

Shipping Contact: _____

Shipping Address: _____

Phone/Fax: _____ Date Needed by: _____

Payment:

Please send one check made out to Pi Theta Epsilon along with a completed order form OR

Charge payment to:

Name on credit card: _____

Mastercard/Visa #: _____

Security # (3 digit # on back of card) _____ Expiration Date: _____

Signature: _____

Send completed form to:

PTE National Office
Attn: Helene Ross
4720 Montgomery Lane, 2nd Floor
Bethesda, MD 20814-1220

Or contact Helene Ross at:

301.652.6611, x2556
301.656.3620 fax
hross@aotf.org

