

Dear Advisor sand members:

Alpha Phi Sigma is weathering the pandemic as most of you are, practicing social distancing and taking all the necessary precautions to remain healthy.

The Coronavirus circumstances have led to most colleges and universities cancelling or postponing commencement ceremony. This is unfortunately for all the students who, after working extremely hard and waiting to graduate, may not get the opportunity to do so. We also do not know how long our country will be affected by the virus.

In order to maintain as much normalcy as possible and help members share the happiness of graduation, Alpha Phi Sigma believes that members should receive their honor regalia. The regalia may be shared with loved ones by social media, may be displayed and admired, and will remind the member that all their hard work has been rewarded. And perhaps schools will reschedule commencement for those who have missed the ceremony.

Headquarters will work with Advisors and members to facilitate members receiving their honor regalia and/or membership certificate. Please email us if you have any questions.

Process during the Covid-19 pandemic

Membership Applications Temporary Guidelines

- Advisor may submit applications to Headquarters via email or US mail to the P.O. Box. All applications must be approved and signed by chapter advisor.
- Advisor may send scanned applications via email letting us know that the applications have been approved.
 - In the email please advise how membership fees will be paid.
 - Money order from student (MUST have student's name written legible on money order.
 - Invoice sent to Advisor for online payment with credit/debit card.
 - University or Chapter check.
 - Return of membership packet to Advisor at:
 - College/University
 - Home address
- Ship directly to member. This must include the \$10 shipping and handling fee
 - State in the email or application "Ship to Member"

Honor Regalia Orders Temporary Guidelines

- Advisor may submit Honor Regalia orders to Headquarters via email or US mail to the P.O. Box. All orders must be approved and signed by chapter advisor.

- Regalia orders will be shipped to Advisor unless otherwise specified.
 - Regalia may be shipped to the Advisor's home address. Please let us know.
- Regalia orders shipped directly to member need to follow these guidelines:
 - An individual order form must be completed by member with the University name, member name and their mailing address and submitted to chapter advisor.
 - Order form must include the S&H fee.
 - Orders may be paid in the following ways:
 - by asking for an invoice to Advisor or member. Invoices are paid online through the invoice link by credit/debit card or PayPal.
 - student sending a money order for the total amount of the order. **NOTE: Money orders mailed to HQ must have student's name and a note with student name, college/university name, and items ordered. We need this to match the incoming payment with the order. Money orders received without specifications will be set aside. We cannot process a money order if we don't know who it's from.**

Please note that we will process membership materials and regalia orders as soon as we can.

Thank you for all your support and we hope everyone stays healthy.