



Scabbard and Blade
National Military Honor Society

Petition for Company/Chapter Charter

Office use:
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Section 406 of the National Constitution provides for petition for a company/chapter charter in this Society. Applicants shall submit to the National Executive Director a packet consisting of the items outlined in this petition worksheet. See Section 404 of the National Constitution for qualification requirements when submitting a petition for charter.

As part of the Society's Second Century Project, beginning with the 105th anniversary of the founding of Scabbard and Blade, new charters, invoking a more defined program of activities and an effort to better sustain local companies/chapters, are being issued. This petition worksheet will guide applicants through the chartering process. Questions should be directed to the national office at phone 405-372-6158.

Date of Application: _____, Type of Application: Senior Company, Junior Company [do not complete parts 1, 8, or 9]

College/University/High School: _____

Company/Academic Advisor: _____

Email: _____ Phone: _____

Company Captain: _____

Email: _____ Phone: _____

Company Alumni Advisor (if identified): _____

Email: _____ Phone: _____

ROTC Department Mailing Address: _____

Street: _____

City: _____ State: _____ Zip: _____

1. **Nature of the Company/Chapter Charter.** Provisions for Scabbard and Blade membership may be established on a college or university campus which hosts an accredited Reserve Officer Training Corps program in one of four approaches (see "Administration" in the Manual for Company Officers available on the national web site):
 - a. **Extension of the National Headquarters Company.** No local company is organized. The commander of the ROTC detachment, or his or her academic representative, nominates qualified cadets and/or midshipmen using the paper Form MN, which is submitted to the national office for review by the National Company officers. When approved, member packets are sent to the ROTC commander for presentation. One or more National Company representatives will attend the ceremonies to conduct the initiation according to the Society Rituals. This petition should not be submitted. No charter is issued.
 - b. **Provisional Company.** As local preparations are being made to establish a company of the Society, a petition may be submitted for provisional status. A company management system packet will be sent to the company/academic advisor of the provisional company, which will be used to nominate qualified cadets and midshipmen for membership, submit reports, and maintain company records. The provisional company should proceed in acquiring a company charter, defining and conducting company activities, and otherwise preparing for a more advanced status of company organization. No charter is issued.
 - c. **Honorific Company.** Local companies in this status confer distinction through initiation into the Society and provide awards to non-Society members of the ROTC program, the military, or otherwise individuals of distinction. No other company activities are pursued. A charter is issued.

- d. Academic Companies.** Local companies in this status, in addition to the activities noted above, work in conjunction with the ROTC departments on campus to accomplish one or more of the programs listed below. A charter is issued and special support is provided to the company:
- i. Excellence,** work with other campus organizations on special programs, such as tutoring or workshops for drill, physical training, tactics, leadership, etc., to advance academic excellence within the ROTC programs;
 - ii. Education,** offer joint military education programs such as seminars, lectures, symposia, and field trips;
 - iii. JROTC,** sponsor Junior Scabbard and Blade companies in JROTC;
 - iv. Regional HQ,** function as a regional headquarters;
 - v. Ethics,** participate in the Association of College Honor Societies “Ethics” program (see the ACHS web site);
 - vi. Service,** conduct local service projects devised by the company.

Indicate the nature of this company charter petition: provisional; honorific; academic; if academic charter petition, indicate all additional planned company projects, excellence, education, JROTC, Regional HQ, Ethics, Service.

2. **Charter Applicants:** Information for all qualified cadets and midshipmen who are submitting this petition for company charter must be submitted with the petition. These individuals will be listed on the charter if approved. Note: A Form MN for each individual, is attached to this application as item A.
3. **Group Photo:** a group photograph of all individuals applying for this application is attached as item B. The photo will be used on the national web site and in new releases.
4. **Services Represented on Local Campus:** check all that apply Army, Navy, Marine Corps, Air Force.
5. **Number of cadets and midshipmen** regularly attending formations or classes of the military department on campus: basic course _____, advanced course _____, of all services.
6. **History, aims and accomplishments** of the local company, society or club submitting the application: an explanation is attached as item C.
7. **Number and nature of formations and meetings** your company has conducted up to submission of this application is attached as item D.
8. **The following letters supporting this petition** are attached as item E. All ROTC services on campus must be included, as well as the appropriate college/university representative. Each letter should clearly indicate that the signatory understands Scabbard and Blade is an academic honor society and that the department of the signatory supports the goals of the Society and will help maintain the company/chapter on campus if chartered:
 - a. Professor of Military Science
 - b. Professor of Naval Science
 - c. Professor of Aerospace Studies
 - d. College/University Director of Office responsible for honor societies
9. **Completed IRS Form SS-4.** When required by the National Executive Director, is attached as item F. Chartered Society companies/chapters are part of the national organization’s IRS group exemption status, and are thus able to solicit tax-deductible contributions for company purposes, to be reported on an annual basis to the national office. Additional information on procedures and requirements will be provided upon charter approval. Note: a completed IRS Form SS-4 is attached; an IRS Form SS-4 has not been required at this time.
10. **Cover letter:** a cover letter containing the signatures of all charter applicants is attached.

This completed worksheet with item attachments should be mailed to the National Office, Scabbard and Blade, 1018 S. Lewis St., Stillwater, OK 74074. Email: ddollar@ScabbardAndBlade.org.