



## ALPHA KAPPA DELTA

### Placing an Order Directions

#### HOW TO IDENTIFY NEW MEMBERS

To identify eligible members, compile a list of current junior and senior sociology majors and minors (undergraduate and graduate students). If needed, contact your school's registrar office for a cutoff list of those sociology students who are in the top 35% of their graduating class, or an overall GPA of 3.3, and have a minimum 3.0 sociology GPA (graduate students must have an overall 3.0 GPA). If your school's registrar office cannot provide you with the top 35% ranking, instead use 3.3 overall GPA in its place. Be sure to cross check this with a previous inductees list.

#### HOW TO INVITE ELIGIBLE MEMBERS

Once you have identified all students who are eligible, send an invitation for membership letter/email and application to those candidates. Select a deadline for students to return their application form and payment (Note: certificates take about 2-4 weeks to be processed and shipped. Please select a deadline that allows ample time to receive them before an induction ceremony). The membership fee is \$50.00/student. Let students know they may purchase honor cords, lapel pins, and other AKD paraphernalia at an additional cost.

#### HOW TO INDUCT NEW MEMBERS AND PLACE AN ORDER WITH THE EXECUTIVE OFFICE

To officially induct new members with the Executive Office, prepare and mail the following items to our office:

1. **AKD Order Form**
2. **List of Initiates Form** - Include the initiation date you would like printed on the members' certificates. Ensure all names are spelled correctly; it is a \$15 fee to have certificates reprinted.
3. **One check or Money Order** - Made payable to Alpha Kappa Delta. Individual student checks and multiple checks will not be accepted. We can accept checks from the chapter, the institution, or the chapter representative (as a last resort).
4. (Optional) **Activation Forms** - If you provide email addresses for your newly inducted students on the list of initiates form, students will automatically be signed up for one year of online access to our journal. If students prefer a print copy, please have them send in an activation form. You may include these with your order to ensure your students receive their journal. If we do not receive any emails or activation forms, the Executive Office will send you a copy after the order is processed.

#### IMPORTANT ISSUES TO REMEMBER

1. Students are **not official AKD members** until we have received the proper paperwork and fees.
2. Please limit orders to **one a semester**.
3. **ONLY ACTIVE CHAPTERS' ORDERS WILL BE PROCESSED**
  - We cannot process orders unless the **chapter representative is a Voting member** (our form of chapter dues).
  - We cannot process orders if we do not have your chapter's **IRS EIN Confirmation Letter**.
  - We cannot process orders if your chapter is inactive.
4. **ACTIVATIONS:** Please do not use this form as a membership application form. **This is to be used for recently inducted members of AKD only.** If you provide email addresses for your students on the List of Initiates form, students will automatically be signed up for online access to our journal. If students prefer a print copy, please have them send in an activation form. You may include these with your order to

ensure that your students receive their journal. Have students fill this out when they sign up to become members. If you do not send this with your order, you may send it at a later time.

## 5. SHIPMENT

- **Certificates:** Orders are processed when received in the Executive Office regardless of order date or initiation date. AKD certificates and cards are shipped directly from a printing company. **Please allow up to four weeks** for these to be processed, printed and shipped. Note: It may take longer during the spring semester. Certificates will not be rushed via priority or express mail. Do not contact the printing company. Please plan accordingly and allow sufficient time to ensure certificates arrive prior to your initiation date.
- **Merchandise:** Merchandise, including honor cords and lapel pins, is shipped directly from the AKD Executive Office. Please allow **3-7 days for delivery**. There is a shipping and handling cost for merchandise only. Express shipping is available at an extra cost. See page 4 for shipping cost pricing.
  - **Merchandise will be sent with a tracking number. AKD is not responsible for the loss of packages that have been confirmed as delivered by the USPS through tracking.**

## 6. PAYMENT: Only institutional checks, checks cut from chapter's bank accounts, or money orders will be accepted.

If you cannot arrange one of these options, a single check cut from the faculty chapter representative's personal account can be accepted. We cannot take credit cards, cash, or individual student checks. If a business office is involved in the transaction, make sure both the order form and the payment reach the AKD office together.

## 7. ORDERS:

Access the most current AKD Order Form at [www.alphakappadelta.org](http://www.alphakappadelta.org). Do NOT photocopy old forms - orders sent in on wrong forms will be returned. The AKD Order Form will be constantly updated to reflect new product offerings and prices, so please visit our website each time you order to ensure you will have the most current version. Please follow directions when placing orders since incomplete and incorrectly placed orders cause delays. The order form is an Excel document with automatic calculations and should be TYPED and then printed and mailed to the AKD office with payment. Please note that if ordering new memberships or renewals, you must send the appropriate additional form(s) with the AKD Order Form as indicated on the form. You will receive an e-mail message acknowledging receipt of the order. Do NOT send Membership Application forms to the AKD office - those are to be retained by the chapter representative for determination and proof of student eligibility.

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## MEMBERSHIP AND SERVICES

**MEMBERSHIP:** Payment of the initiation fee of \$50.00 establishes lifetime membership in the Society. All initiates will receive a membership certificate and membership card. Honor cords, lapel pins, and other AKD paraphernalia are available at an additional cost. Chapter Representatives may provide email addresses on the "List of Initiates" form for newly inducted students to be signed up for one year of online access to our journal, *Sociological Inquiry*. Chapter Representatives should give initiates a copy of the Activation Form if they prefer to receive a print copy of our journal. Voting members should notify the Executive Office of any mailing (including e-mail) changes. Initiates are not obligated to become or remain Voting members of the Society.

**VOTING MEMBERSHIP:** A Voting member is a lifetime member of AKD who pays an annual fee. Chapter Representatives must be Voting members in order to have an active chapter (his serves as annual chapter dues).

**SOCIOLOGICAL INQUIRY:** Voting membership runs by calendar year (January-December). Members returning completed activation forms (or any emails we receive on a "List of Initiates" form for online access) in the months January through August can expect to receive the current year's volume of *Sociological Inquiry*, including any back issues. Activation forms (or e-mails) we receive in September through December can expect to receive the next year's volume, beginning the next calendar year. *Sociological Inquiry* issues are published on a quarterly basis. Print and online access are both available for Voting members. Please indicate on the activation form which service you prefer. Please help the Executive Office in going green by selecting online only access if you will not use a print journal.

**HONOR CORDS:** Honor cords are worn at graduation ceremonies. Adding honor cords to the cap and gown signifies that the wearer is an honorary society member. AKD honor cords are teal, double-twined cords, 58 inches long, and ¼ inch in diameter. The double cords are knotted in the middle and have 5 inch tassels on both sides of each cord. The knot in the middle of the cords goes at the back of the neck. Two cords go over each shoulder and drape down the front of the gown on the left and right sides. Be sure honor cords are permitted at your institution before purchasing.

**BANNERS:** There are two kinds of banners: a screen-printed podium banner (1.5 ft by 2ft) and a screen-printed wall banner (6ft by 2ft). Both banners are teal, gold, and black on a white background.

**LOGO ITEMS:** AKD logo items are optional purchases. Chapter Representatives and other members of the Society can purchase AKD logo items at any time. Undergraduate students, graduate students, and alumni may use the *AKD MEMBER ORDER FORM* to place orders individually. Below are the characteristics of logo items.

**Lapel Pins:** Gold on black, 2" wide by 5/8" high, looks like gold casing jewelry, but has not gold content.

**Lanyard:** Black 5/8" wide with "ALPHA KAPPA DELTA – (AKD logo) – SOCIOLOGY HONOR SOCIETY" repeating in teal on the strap.

**Black T-shirt:** Black, 100% ultra cotton, teal AKD in Greek lettering on the front, black and white logo on the back.

**"Varsity Style" T-shirt:** Dark gray, 52% cotton, 48% polyester, "vintage" lettering on the front, black and white logo on back neck. Please note this style runs small; consider ordering up a size.

**"Peace, Love, AKD" T-Shirt:** Dark gray, 52% cotton, 48% polyester, (Peace sign) (Heart) (AKD logo) on the front, large "AKD" lettering on the back. Please note this style runs small; consider ordering up a size.

**"Varsity Style" Sweatshirt:** Black, 50% cotton, 50% Polyester, "vintage" lettering on the front, black and white logo on left arm, hood, pocket on the front.

**Sweatpants:** Black, 50% cotton, 50% Polyester, sapphire "Alpha Kappa Delta" down the right leg, sapphire blue "Sociology Honor Society" by the left pocket. Pockets. Drawstring.

**Baseball Cap:** Black or Charcoal Gray, 100% cotton, teal AKD Greek lettering and white "Alpha Kappa Delta" and "Sociology" on the front. Adjustable strap with a snap. One size fits most.

**Bumper Stickers:** Size-3x5, "AKD" in large font, "Alpha Kappa Delta" and "Sociology Honor Society" in small font

**Water Bottles:** Teal with teal top. "Alpha Kappa Delta" in large font and "Sociology Honor Society" in smaller font. LOGO on the side. 28oz. Push-pull cap. BPA-free; not dishwasher or microwave safe.

\*Pictures of these items are available for viewing on our webpage at [www.alphakappadelta.org](http://www.alphakappadelta.org)

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(Shipping and express prices continued on next page)

## Flat Rate Shipping Cost

Merchandise Shipping Costs	
Merchandise Total	Shipping Cost
\$1-\$50	\$5
\$51-\$100	\$8
\$101-\$200	\$10
\$201-\$300	\$15
\$301+	\$20

### EXPRESS MAIL SERVICE (overnight; 1 day) Add on to flat rate shipping cost

Honor Cords		T-Shirts		Water Bottles	
1-10	\$20	1-2	\$20	1-4	\$45
11+	\$45	3+	\$45	5+	Contact Office
Lapel Pins		Sweatshirts and Sweatpants		Baseball Caps	
1-50	\$20	1-5	\$45	1-10	\$45
51-100	\$45	6+	Contact Office	11+	Contact Office
Banners		Bumper Stickers		Lanyards	
1-5	\$45	1-50	\$20	1-24	\$20