

SBC Quick Sheet

Preliminary Steps:

Before recruiting or assuming any official duties in the name of Sigma Beta, the following items must be completed:

1. The sponsoring local graduate chapter must approve to formulate and support a Sigma Beta Club (SBC), programs and activities as outlined by the National Sigma Beta Club Foundation (NSBC).
2. The chapter must select four financially active members in good standing on all levels of the fraternity and have not been convicted of a felony or sex offense to coordinate SBC programs and activities. All criminal offenses will be reviewed by the Screening Committee of the NSBC Foundation. One individual shall serve as the primary coordinator and the remaining members shall serve as committee members.
3. A national background check should be conducted by the chapter through the use of the National Center for Safety Initiative (NCSI). Background checks can be conducted at www.ncsisafe.com. *For more information on this process, please contact your Regional Coordinator for Sigma Beta Clubs. He will provide you with the website and the pin number for you to use for your Region. There is a nominal cost for the background check. Your Regional Coordinator will inform you of your status once you have registered with the National Center for Safety Initiative.*

After approvals have been granted:

After approvals from the chapter and a positive return from the NCSI, the recruitment process for Sigma Beta may begin.

1. Chapters members may recruit young men between the ages of 18 – 21. (See Recruitment Worksheet for more information)
2. Copies of the following items must be sent to the Regional Coordinator for Sigma Beta Clubs before any inductions occur:
 - Chartering Application.(Form 3a). *Only if club is being chartered for the first time.*
 - Parent Consent (Form 3c) *Form must be notarized*
 - Advisor applications (Form 3d)
 - Membership Applications (Form 3b). *Parents must sign applications as well.*
 - Certified money order for all new members.
 - *\$25 per new member must be submitted with the above documents. All money orders should be made out to the National Sigma Beta Club Foundation.*

- *All Originals should be forwarded to the National Sigma Beta Club Foundation 3711 Cathedral Drive Baton Rouge LA 70805*

3. If your Sigma Beta club has received a charter and you are adding new members, please send only the following copies to the regional coordinator:

- a. Registration (Form 3d)
- b. Advisor Application, for all new advisors that will be working with the club (Form 3e)
- c. Certified money order for all new members \$25.00 per member
- d. Membership Applications (Form 3b)

4. After receiving all certificates, membership cards, manuals and charter from the national headquarters, coordinators are then allowed to proceed with the approved induction ceremony. *Please contact your regional coordinator for a copy of the approved induction ceremony.*

A detailed time line of the chartering and registration process may be downloaded from the www.pbs1914.org or obtained from your regional coordinator. Chapters are also required to participate in an annual certification held at the regional conference each year.