

*6 January 2010*

*Alpha Chapter*

*Indiana University Purdue University - Indianapolis*

*550 West North Street*

*Indianapolis, IN 46202*

Dear Sir or Madam,

The former *IUPUI honor society of nursing* thanks you for the continued support during our growth and development and is proud to announce that it has been approved to become an official chapter of Sigma Theta Tau International. The name of our honor society will become *Alpha Chapter* during our chartering ceremony on *23 March 2011, at 5:00pm ET*.

As a member of Sigma Theta Tau International and a member of our honor society I invite you to transfer your membership to *Alpha Chapter* **or** add the *Alpha Chapter* membership in addition to your other chapter membership(s) and attend *Alpha Chapter’s* Chartering ceremony on *23 March 2011*.

The best way for you to transfer to or add the *Alpha Chapter* membership is to call the Sigma Theta Tau International Call Center at 1.888.634.7575 and talk with a Call Center representative. Normally, there is a $5 fee to transfer to a different chapter, but this fee is waived when transferring to a brand new chapter or adding a brand new chapter. The call center representative will determine what chapter fees are due, if any. (This will vary from person to person depending on when the last renewal payment was received.) Even if your membership has lapsed, you may re-activate and transfer or add the new chapter membership.

*Alpha Chapter’s* chartering ceremony will be held at the *IUPUI School of Nursing auditorium at 5 pm ET.* *STTI board secretary Beverly Reigle, RN, MSN, FAAN* will be our presiding chartering officer and will officially charter our new chapter, induct our new inductees, and recognize all transfer/multiple members. The chartering ceremony will be followed with *a social hour in the auditorium lobby* where you can meet our new members and talk with *Beverly Reigle* about being involved with your new chapter and Sigma Theta Tau International. *The cost of the dinner/reception is $\_\_\_ for members and $\_\_\_ for guests.*

Please complete the included RSVP card and send it back no later than *15 March 2011*. This will allow the chapter to have an accurate count of attendees so that we may provide *dinner / hors d’oeuvre and beverages*.

*Alpha Chapter* hopes to see you there!!

Sincerely,

*Jenny Paugh*

*President, Alpha Chapter*

*jenny@stti.iupui.edu*

**Sample RSVP card**

*Alpha Chapter*

*Indiana University Purdue University - Indianapolis*

*550 West North Street*

*Indianapolis, IN 46202*

*USA*

postage

**RSVP**

***Alpha Chapter Chartering Ceremony (& Reception/Dinner)***

***<Date>***

***<Time>***

***<Location>***

*Name of member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Check all that apply:*

*\_\_\_Yes, I will attend the chartering ceremony, and I will bring \_\_\_ guests with me.*

 *I have enclosed $\_\_\_ for the dinner/reception/guest fees for each person.*

*\_\_\_Yes, I have called the STTI Call Center to transfer to/add Alpha chapter membership.*

*\_\_\_Yes, I have transferred/added membership, but I am unable to attend the official*

 *chartering ceremony.*

*\_\_\_No, I am unable to join Alpha chapter at this time.*