



Sigma Beta Sorority, Inc.

Helpful Information

Secretary and Treasurer's Reports

Can be downloaded from the Sigma Beta official website. If you do not have access to a computer, you can obtain these forms from the National Corresponding Secretary at no charge.

National Bylaws and Manuals

Can be ordered from the National Recording Secretary.

Banners

May be ordered from the National Vice President. The price is subject to change.

Sorority Jewelry

Purchased from the official jeweler, Harff Jones, Inc. The Vice President has inventory of available sorority pins and insignias in the Pin Bank.

Robes, Table Covers and Parliamentary Books

Contact the Vice President, if used items are not available, they are to be made by each chapter according to requirements. They may be made of any suitable material.

Checks to National Treasurer

When sending checks to the National Treasurer, make payable to Sigma Beta Sorority, Inc. and be specific as to the purpose of the check by writing in the memo line (this will ensure that entries are made in the proper accounts). Send separate checks and completed forms for each check.

How to Report a New Member

Send checks and completed New Member Form within two weeks following installation of all new members in your chapter.

Payment for Supplies

Orders for supplies should be accompanied by a check to cover the order whenever possible, otherwise send remittance to the National Treasurer. Make all checks payable to Sigma Beta Sorority, Inc. regardless from which officer the supplies are ordered.