

SIGMA BETA SORORITY, INC. HOW TO ORDER SUPPLIES

The quarterly Secretary and Treasurer's reports are given to the chapter delegate at National Convention. If more are needed, they can be obtained from the National Corresponding Secretary at no charge.

Order National Bylaws and Manuals from the National Recording Secretary.

Banners may be ordered from the National Vice-President. The price is subject to change.

All sorority jewelry is purchased from the official jeweler. The Pin Bank Chairperson has an inventory of any sorority pins and insignias.

Contact the National Vice-President for robes, table covers and parliamentary books. 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.

Membership certificates for new members are obtained from the National President. New members' names and the date of their installation should be sent to the National President on the "New Member Form". This will ensure that certificates will be issued properly. No charge involved.

The book, Practical Parliamentary Procedure, by Rose Marie Cruzan, may be obtained from the National Parliamentarian.

Note: 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.

All other miscellaneous supplies for your chapter are obtained locally.