

Theta Alpha Kappa Induction Order Information for New Member Registration

Chapter representatives may register new inductees and order their membership certificates and other items by using the order link for Kenneth E. Jernigan and Associates (<http://www.kenjernigan.com/TAK-Induction-Fee-Certificate-Included.html>).

While TAK offers an alternate induction ordering method for online institutions and other situations where students are studying remotely (use the contact form on the website to request information about this if needed), our **recommended and traditional procedure** is that the chapter representative enters the information for all inductees, generates the chapter invoice that will be produced automatically at the end of the ordering process, and makes payment (by check or credit card) for the entire order to Jernigan. Please note that Jernigan will not ship any orders until they have received payment, that Jernigan will confirm with the TAK treasurer that the annual dues for the inducting chapter have been paid before induction orders will be processed, and that Jernigan offers multiple shipping options (standard, expedited, etc.).

The order form for induction certificates requires the following information for each inductee:

First and last names of the inductee

Inductee's permanent address, phone number, and email address (ideally permanent)

Inductee's induction category (undergraduate, graduate, honorary)

Induction semester (Fall, Winter, Spring)

Induction year

Inductee's graduation year

Additionally, the chapter representative will provide the following chapter information (which will automatically appear on all induction order forms after the information for the first inductee is submitted):

University name

Chapter number

Chapter representative's name

Chapter representative's phone number and email address (institutional preferred)

After you enter the information for the first inductee, click on the button "Enter New" at the bottom of the form. The form will then be ready to accept information for the next inductee. Repeat this procedure until you have entered information for all inductees. Then select "Yes" at the bottom of the form where it reads "You have added X inductees" [where X is the total number of inductees you have entered]. Then click "Add to Cart." That will take you to the checkout page, where all certificates will appear under a single invoice. You may also order regalia such as honor cords or pins at this time. All items purchased as part of the same order will be subject to a single shipping and handling fee.

A video of the ordering process may be found on YouTube (http://youtu.be/z0HjpKbb_zA). Please note that the induction order fee has increased from \$25 to \$30 since this video was created.