



# Identify, Invite, Induct:

Psi Chi's membership process in three easy steps.



## IDENTIFY

The sooner new members join your chapter, the sooner they are eligible for membership benefits

throughout the academic year such as awards and grants, submission opportunities, and leadership positions. Therefore, we recommend that you start your drives early in the fall and host additional recruitment events throughout the academic year as needed.

There is no limit as to how many induction ceremonies may be held at your chapter. To maintain an active status, chapters are only required to schedule a single induction ceremony each academic year.

### How to Identify Potential Members

1. Advisors may ask their Registrar's Office for a list of eligible students so that you can contact these individuals directly.
2. In cases where the Registrar's Office cannot supply a list, invite all psychology majors/minors interested in joining Psi Chi to apply; then, your advisor can determine eligibility for those who submitted applications.

### Membership Requirements

Undergraduate psychology students

- a rank in the upper 35% of their class,
- a minimum 3.0 GPA on a 4-point scale,
- completed at least 3 semesters of college courses,
- a minimum 3.0 GPA in psychology, and
- completed at least 9 semesters (or equivalent) hours of psychology courses.

Graduate psychology students

- a minimum overall 3.0 GPA and
- completed at least one full semester of graduate coursework.

See complete membership requirements at [www.psichi.org/become\\_member](http://www.psichi.org/become_member)

### Please Remember:

- Only faculty advisors should look at student grades due to privacy concerns.
- GPA cutoffs for the upper 35% should be determined separately for seniors, juniors, and sophomores.
- Encourage full-time faculty to join as well.



## INVITE

Your chapter is unique. This calls for unique recruitment strategies, of which there are many! See

which of these ideas would be best for your chapter. Then, create a recruitment plan with your officer team, making sure to allocate responsibilities and assign deadlines.

### Recruitment Strategies Made Easy

- **E-mail**—Sending e-mails is quick and convenient. Advisors and officers may access Psi Chi's membership invitation template [HERE](#).
- **In Person**—Consider making announcements in psychology classes. You might also want to invite psychology students to join during any social or university-wide events.
- **Posters and Flyers**—Advisors and officers are encouraged to use our official Recruitment Brochures and Posters, available [HERE](#).
- **Print Mail**—Receiving a paper invitation to apply can help demonstrate the prestige of membership in Psi Chi.
- **Phone**—A personal call from a Psi Chi officer can be a friendly way to extend an invitation too.
- **Other Ideas**—You could also advertise in a local paper or radion/TV station, wear Psi Chi T-shirts and buttons, or distribute a chapter newsletter.

Send potential members to [www.psichi.org/JoinToday](http://www.psichi.org/JoinToday)

### Useful Tips:

- Provide a hard deadline for prospective members to apply.
- Follow up with prospective members just before the final deadline to increase the response rate.
- Inquisitive members will also appreciate the [Membership Benefits](#) page, which concisely describes the many reasons a person should join our Professional Organization.



## INDUCT

Reviewing students' online applications is a simple procedure. Instructions for your advisor to process

potential members are available on the [Faculty Advisor Admin page](#). See also our [Member Processing Video](#).

After gathering all approved students' membership fees, your advisor should submit these collected dues to the Central Office **at least three weeks before** your induction ceremony. This ensures that the advisor will receive member certificates in time for the ceremony.

As soon as the Psi Chi Central Office has processed the payment for a group of inductees, they are officially members—regardless of when or if they participate in an induction ceremony at a later date. When payment is received by our office, members will receive a "Welcome to Psi Chi" e-mail, which includes their member ID # and login so that they can access their member account at [www.psichi.org](http://www.psichi.org).

### Induction Ceremonies

Many chapters host more than one induction ceremony each year, some formal and others informal. Try to schedule your ceremonies in a way that best meets the needs of your chapter and provides the greatest opportunity for students to join Psi Chi.

Looking for ideas for your ceremonies? Advisors and officers may access [ritual templates and other advice](#).

### Please Remember:

- New member packets are mailed to the chapter address on file in the Central Office database, to the attention of the primary faculty advisor.
- Faculty may choose to hold new member certificates for presentation at the induction ceremony. However, don't delay sending in membership fees because students are not official members until their payment is processed by the Central Office.

