

Process for Chartering a New Beta Club

This is an overview of the steps for chartering a new Beta Club.

1. **Select School Type** (Public or Non-Public)
Non-Public schools, Please read **accreditation requirements**. (<http://www.betaclub.org/constitution.php#accredit>)
2. **Selected a Beta Club Sponsor?**
School administrators can choose an administrator, counselor, teacher or librarian as a sponsor.
3. Read the National Beta Club **requirements** (<http://www.betaclub.org/constitution.php#requirements>).
Determine your schools specific criteria for membership - GPA, commendable character and attitude, etc.
4. Identify prospective members who meet your membership requirements.
There is a minimum of five (5) students to charter a new club but there is no maximum number.
5. **Optional - Request complimentary invitational materials (for the prospective members you have identified) from The National Beta Club office (1-800-845-8281).**
Included are congratulatory notes for the parents, an invitation to the student to join the club, and a brochure containing facts about The National Beta Club. A sample parent letter is also available via e-mail.
6. **Send the invitations home with the students along with a deadline for submitting membership fees.**
7. **Collect membership fees (\$15 per new member).**
8. **Complete new club application.**
Print application and obtain sponsor and administrator signatures. Mail along with one school check to The National Beta Club office.

- o Do not list transfer members on the new club application. Click [here](#) for instructions and to print a transfer form.
- o Please allow four weeks for the processing of the new club application and membership fees.
- o Wait until you receive the shipment of credentials before holding an induction ceremony. Included with your new club materials will be a username and password to access the sponsors only section of our website where you will find sample induction ceremony formats along with other information for running your new club.
- o Please allow time for your administrator and sponsor to sign the membership certificates after they are received.

**To remain an active chartered club, new members should be inducted and their membership fees sent in to the national headquarters yearly.