



Best Practices Guide for Chapter Initiations and Ceremonies

**Chi Sigma Iota Counseling Academic
and Professional Honor Society International
Chapter Development Committee**

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Much of the information in this Guide has been taken from csi-net.org.

Please check the website for updates!

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Introduction

You are reading this guide because you are planning an initiation ceremony for your chapter. Congratulations on the achievement of your chapter and its newly invited members! The purpose of initiation ceremonies include: welcoming new members, assisting members to understand CSI's mission, vision and goals, publicly recognizing the achievements of members and your chapter, promoting professional counselor identity, and continuing your chapter's commitment to excellence. Initiations are required by CSI at least bi-annually, using the procedures established by the Executive Council of Chi Sigma Iota International. CSI Headquarters will prepare membership certificates and pins, and then send these items to Chapter Faculty Advisors to be distributed to new members during initiations, a maximum of two times per academic year (e.g., for a fall initiation and a spring initiation).

As you already know, there are many details that need to be considered and prepared as you plan for your initiation ceremony. The purpose of this guide is to serve as a resource for you and your chapter as you ready yourselves for your annual initiation program. The lists provided in this guide are not to be seen as all-encompassing, and please remember that each chapter and region has its own culture and uniqueness that they do bring to their ceremonies. For each step of the process, we will list tips and tricks that have appeared to work well for Chi Sigma Iota chapters across the world. As you have additional ideas, please contact the [Chapter Development Committee](#) so that we can add this to future guides. Best of luck as you plan your ceremony!

The following information addresses requirements, resources, and suggestions for hosting chapter initiations and ceremonies. Information was compiled from the Chi Sigma Iota www.csi-net.org website, Chapter Development Committee interviews, CSI Chapter Annual Reports, and the CSI Days Initiation and Ceremony Breakout Session at the American Counseling Association Conference in 2013.

Additional materials chapters may find useful in planning initiation ceremonies include:

- CSI's PowerPoint presentation [Initiations and Ceremonies](#) found at csi-net.org > Chapters > Development > Chapter Training Modules. While on the CSI web page, the "Chapters" link provides many useful resources for building an active and vibrant chapter.
- Your Chapter Group Site at csi-net.org > Chapters > Chapters Directory, where you can upload announcements, blog with chapter members, send out invitations and reminder emails, encourage members to network with each other, and upload pictures of your initiation and other chapter happenings.

Recommendations for Online Activities

The COVID-19 Pandemic has forced many on-ground CSI Chapters to transition to a virtual world. Activities such as engaging with chapter members, conducting meetings, workshops, and even CSI chapter initiations look differently online. Throughout the guide are integrated

recommendations and best-practices for moving your CSI Chapter online, including specific tips for the initiation ceremony. Note the computer icon (🖥️), for the virtual recommendations.

Guide to Facilitating a Chapter Initiation and Ceremony

This guide provides a set of steps chapters may find useful in planning and implementing initiations.

Step 1: Identify Eligible Students for Membership in Chi Sigma Iota

- Chapter Faculty Advisors may obtain the GPAs of all students in the counselor education program after the equivalent of one completed semester of full-time study (9 credits). After identifying the students whose GPA's are 3.5 or higher, the list of GPA-eligible students should be compared with the active Chi Sigma Iota chapter membership list to identify eligible students who may not have joined in prior semesters because of lower GPAs or personal choices if they had been invited.
 - *It is important that student grades not be shared with the CSI Chapter's Executive Committee, members, or other students, as this information is protected by privacy provisions of the federal law known as FERPA.*
- Once student credits hours completed and GPA's have been obtained, students who meet the basic eligibility requirements (9 credits, 3.5 GPA on 4.0 scale) are considered for membership. Each potential member must also, per the CSI Bylaws be "deemed promising for endorsement as a professional counselor whose ethical judgment and behavior will be exemplary" ([CSI Bylaws, Article 4.1](#)).
 - *It is assumed that the Chapter Faculty Advisor interacts with and acts on behalf of the faculty as a whole in endorsing students for membership in regard to this criterion.*

Step 2: Invite Eligible Students for Membership

- The President of the chapter should write each eligible member to inform them of their membership eligibility and request that they apply (CSI Bylaws Article 6.1). A [sample written invitation](#) is located on the CSI Web page and also included in the appendices to this Guide.
- Within CSI's online Member Management System (MMS), the Chapter Faculty Advisor should approve eligible new members and submit the chapter's planned initiation date at least two weeks before the event, regardless of whether the event will be held online or in-person.
- The chapter should maintain a list of students who have been invited to membership and check off those who have applied and been accepted. This may be done by the Chapter Faculty Advisor, Membership chair, Secretary, or other officer, as decided in advance by the officers of the chapter in consultation with the Chapter Faculty Advisor.


- The Chapter Faculty Advisor may download the list of members who have applied and been approved and share this with the chapter at any time.
- Chapter Faculty Advisors should ensure that only appropriate information is shared with student leaders, such as name and email address, but not GPA.



Step 3: Select Date, Time, and Budget

- Consider the availability of those you plan to invite: Initiates, Family Members & Friends, Chapter Officers, Faculty, Chapter Members, Speakers, Alumni, and Professional Members, as well as the Department Chair, Dean, Chancellor, or other university administrators.
- The Chapter Faculty Advisor(s) and Chapter Officers should be present to witness and celebrate with the new initiates and their families, friends, partners, etc. as well as other faculty.
- Be mindful of students' class schedules, religious and spiritual holidays, and commuter schedules.
- The time and date of the event can be determined based in relation to the projected budget for the event. Some things to consider include:
 - Perhaps a Saturday brunch is cheaper than a Saturday dinner.
 - If individuals are going to cook, consider a day that they can have the time to properly prepare.
 - Does the location(s) providing the meal require that the food be picked up vs. delivered?
 - Determine the start and end time for the event (the event should not exceed 1 hour and 15 minutes).
 - Be aware of any university policies concerning food/catering if hosting on campus. Specifically, if the event is on campus, chapter leaders should check to ensure if catering has to be through your university's food services, or vendors that your university has relationships with.
- To address scheduling difficulties, it may be preferable to schedule initiations:
 - Late afternoon prior to class for students and family.
 - Saturday afternoon with "just desserts" to save money and avoid typical weekly work time.
 - Host two initiations a year.
 - Pair with chapter awards ceremony.
 - Pair with installation of officers
 - Pair with the graduation ceremony within the counselor education department.

- Establish a budget early to guide the process in securing resources for the event. It is advised that the initiation ceremony budget be established at the beginning of the academic year, if possible.
 - Determine the level of formality for the event.
 - Consider expenses such as food/snacks/desserts/beverages, invitations, printing, speaker(s), programs, room rental, plates, cups, cutlery and serving utensils, decorations, gift for the speaker (preferably purchased from the CSI Store).
- Delegate tasks and establish timelines
 - The chapter may choose to elect/ appoint a membership chair and committee to plan all details of the initiation.
 - Once the date for the initiation has been set, the Chapter Faculty Advisor can use the chapter log-in to access the Member Management System in the CFAs tab of the CSI website (look for CFA MMS). The initiation date can be for approved members can be entered by selecting “Pending Induction Date,” and the CFA will then notify CSI Headquarters of the date by selecting “Set Induction Date.” More detailed information about membership processing is available on the CSI website in the [Membership Processing Checklist](#).

Step 4: Select Event Location

- Consider “spaces” that contribute to the initiation purpose. Care should be taken to select a setting that is professional and elevates the importance of the occasion for all present. Some suggestions include:
 - Local restaurant with a private room
 - University function rooms (i.e., student center/union, auditorium etc.)
 - Public/ School Library meeting room
 - Home of the Chapter Faculty Advisor or Dean
 - City Building
 - Art galleries
 - Auditoriums
- Avoid spaces that may detract from the purpose, (e.g. parks & picnic areas, busy restaurants or bars)
-  Consider that use of a private home may present a barrier to people with disabilities, either due to inaccessibility or the need to seek additional information from organizers that may be more readily available regarding a public space ([See Appendix 4](#) for further accessibility related considerations).
- Private Residence Considerations (Direct to Appendix)

- Rooms or facilities on the school campus may come at a significantly reduced or free rate for student and professional organizations
-  Chapters should consider using a virtual meeting platform, such as Zoom, WebEx, GoTo, Ring, etc. Depending on the platform, consider advantages and disadvantages of using a passcode; be clear in communication of this passcode. Consider using this [Online Initiation PowerPoint Template](#), provided by CSI.
 -  When using technology platforms, providing information clearly upfront (in the invitation or communication leading up to the event) can help people with disabilities plan. There are a few things chapters can do to increase accessibility of a virtual event from a universal design approach including using speech recognition, video meeting platforms, and considerations for speakers ([See Appendix 4](#)).

Step 5: Select Speakers and Other Program Considerations

Speakers

- Speakers should be active [current, dues-paying] CSI members (Professional Counselors, CSI International Officers & Committee Chairs, Chapter Faculty Advisors, or members of the CSI Academy of Leaders).
- It is desirable to have a guest speaker offer a 15-20 minute inspirational speech at the ceremony. Chi Sigma Iota International may provide financial support to the chapters for initiation speakers when they are requested through and approved by CSI well in advance of the initiation. Reasonable expenses would include travel, accommodations, and meals. For more information and the application form, see CSI's [Presenter Policies](#).
- Chapters may talk with speakers to determine their interest in hosting a workshop or program prior to the initiation ceremony. Oftentimes, CSI speakers may agree to host a workshop prior to the event to present on a topic of their interest and expertise to chapter members, or have a longer conversation than typically allowed during a keynote address. This is another fun way to connect chapter members to professional resources and knowledge from across the field.
 - Chapters should be aware that all CSI speakers provide their services pro bono for initiations. If they agree to conduct a workshop, no fees may be charged to participants who are members of CSI.
 - If the speaker agrees to provide a workshop, make sure that at least one class is excused and required to attend the workshop. In other words, make sure there is an audience in respect for the speaker's commitment to the chapter.
 - Allowing time for chapter leaders to meet with the speaker to discuss leadership issues and leadership development is always helpful.

Program Considerations

- Identify the order of events for the ceremony and notify all necessary speakers of the program and length of time they are permitted to speak.
- It is recommended that programs do not last more than one to 1 ¼ -1½ hours, due to scheduling for most persons/families.
- Key elements of the ceremony include:
 - Introduction and Welcome: The initiates are welcomed by any one or more of the following persons:
 - Chapter Faculty Advisor
 - Department Chair
 - Dean
 - Chancellor or President
 - Leaders of state or local counseling organizations
 - Introduction of Faculty
 - Recognition of Family & Friends
 - Introduction of Speaker
 - All speakers require a formal introduction. Though they may be well known to students and faculty in other roles, the introduction for a speaker should include a professional bio with information about education, work experience, publications, awards, and CSI experience. Remember that some faculty, friends, family, and university administrators may not know your speaker. A full introduction helps all present understand the caliber of leaders who serve on behalf of CSI and the counseling profession.
 - Initiation Speech
 - Initiation of Members
 - Congratulatory Closing Remarks
 - Utilize alumni as guest speaker to share what Chi Sigma Iota membership has done for him/her & his/her participation.
- When calling students names, consider one or more of the following:
 - As the student comes forward, read a sentence or two about their program track and career goals.
 - Ask family members to speak about the development of their student, as this provides faculty with opportunity to hear about the students growth.

- Enlist faculty to say something about the student
- Allow students to speak about what the experience of membership means to them.
- The membership oath, which is part of the Initiation Ceremony, is an essential and **required** part of becoming a member. It is helpful to print the oath in the initiation program so all are aware of the commitment that is being made by initiates as they take the oath.
- Specific suggestions for presenters can be found in [Appendix 4](#).

Presentation Guidelines

Using the CSI Trademarks

- CSI's colors are [blue and white](#) and have a specific meaning. Consider blue and white decorations for the initiation, many of which (balloons, party pack) may be purchased at the [CSI Store](#).
CSI is the sole official acronym of Chi Sigma Iota International. Help students avoid confusing the graduate honor society devoted to excellence in professional counseling with undergraduate Greek social societies by avoiding use of abbreviations such as “chi sig.”
- The CSI Logo is trademarked and chapters must receive permission for its use.
 - The [Chapter Logo Request Form](#) is available at [csi-net.org](#) > Use of the CSI Logo
 - Vendors (e.g., stores where cakes are purchased) may require a letter from CSI approving use of the logo. Contact CSI Headquarters to obtain an approval letter.
- [Click here to see a sample of Youngstown State University's CSI Initiation Announcement.](#)



CSI Resources


For more resources, visit [csi-net.org](#). Some resources that may be useful for initiation planning include:

- Chapters > Initiations >
 - [Membership flyer](#)
 - [Membership Checklist](#)
 - [Initiation of New Members](#)
 - [Installation of Officers](#)
 - [Guest Speakers](#)
 - [Info for Guest Speakers](#)
- CFAs > Member Processing >
 - [Invitation to Membership](#)


- [Checklist for Chapters](#)
- [Initiation Certificate Order Form](#)

Step 6: Invitations for the Event

- Consider inviting the following:
 - Initiates
 -  Invite initiates to share something about their journey through a counselor education program in advance of the initiation ceremony (video clip, short narrative, picture with narrative, etc.)
 - Members
 - Emails may be sent to all currently active members directly from the Chapter Group Site at csi-net.org
 - Alumni and Professional Members
 - The Chapter Faculty Advisor may download the list of all chapter members from their [Member Management](#) link at csi-net.org. This includes the list of alumni members.
 - Program faculty
 - Department chair
 - Dean and other dignitaries
 - Members of state or local professional counseling organizations
 - Families and friends of the initiates
 -  Encourage initiates to invite their friends and family to the online ceremony
 - Consider a virtual meeting platform that allows attendees to see both the speaker and other attendees.
 - Consider technology and software needs, and create a short tips sheet with best-practices on 'attending a virtual initiation ceremony'.
 - Speaker(s)
- Invitations may be sent in the following formats:
 - Formal letters to initiates
 - Formal letters to speakers
 - E-vites to faculty
 - E-vites to family members

- Postings on chapter social networking sites, including Facebook, Twitter, Google Plus, and the Chapter Group Site
- Two invitation templates have been created for chapter use for new initiates and distinguished guests. (see [Appendices 1 and 2](#))
-  Create a formal invitation that includes a link to RSVP (to confirm attendance)
 - Communicate details of dress and formality of event (e.g., “please consider wearing business casual attire to support our new initiates, even though we are celebrating online!

Step 7: Planning for Your Speaker (e.g., travel, hotel, food, orientation, gifts)

- Travel reimbursement should be arranged for your speaker.
 - If the person is a local professional, etiquette is to have a conversation about what reimbursements they need (i.e., gas, food etc.)
- For non-local speakers, special considerations and arrangements should be made for:
 - Someone to transport Speaker from airport/travel center to campus, hotel, or other lodgings.
 - Appropriate food and lodging for a national/international speaker.
 - Arrangements for the speaker while set-up/break down of ceremony rooms are occurring. It is recommended that making a private office with wireless access (and access codes) is best practices, so that the speaker can complete work or stay in touch with loved ones when not working with chapter members.
- Gifts: A thank you is always appropriate. Consider CSI logo memorabilia (csi-net.org > CSI Store).
-  One benefit to the virtual ceremony is the opportunity to invite a keynote speaker who may or may not live near you, with no travel expenses.

Step 8: Apply for CSI Support for your Speaker

- Chapters may request assistance through the Headquarters office for an initiation speaker. CSI requires that any contact with potential speakers be initiated by CSI. If the chapter initiates contact, CSI likely will not be involved in the speaker arrangements. This is due to factors such as budget, speaker expenses, etc., as well as the fact that CSI has a list of approved speakers who are members of the CSI Academy of Leaders for Excellence.
- If approved in advance, CSI will provide up to half of the travel expenses for this purpose. CSI's Academy of Leaders, Scholars, and officers volunteer their time. CSI is

unable to fund all requests and reserves the right to select which chapters to fund based on factors such as budget, location, and prior requests from the chapter.

Step 9: Event Management

- Recall the list of delegated tasks and person(s) responsible. Review timelines and tasks to be accomplished in ample time to make adjustments if necessary.
- Be mindful of the established budget (for some chapters this may require additional fundraising to fund the ceremony or charging a fee for the event).
- Determine set up time and persons responsible (don't forget to do the same for clean-up as well).
- Follow the proper protocols and procedures (e.g., scripts) for chapter initiation, found at csi-net.org and in the attachments to this Guide.
- Consider purchasing balloons and the party pack at the [CSI Store](#).
- 🎧 Prior to presenting, test your audio and video components to make sure they are working properly. [Test your internet connection](#) bandwidth for the best quality presentation and experience for attendees. Consider your system and bandwidth requirements prior to the ceremony. Consider your lighting as well as audio settings. Virtual Meeting Programs, like Zoom, offer [tips](#) for appropriate lighting, audio, and technological components.
 - 🗎 This is also an accessibility consideration, [see Appendix 4](#).

Step 10: Facilitate Your Event

- Arrive early to greet initiates and families.
- 🎧 Designate an Executive Council member to take attendance at the ceremony (to assist with certificate and pin dissemination)
 - If on-ground, consider having initiates pick up their certificates/pins in-person
 - If sending to initiates, consider mailing supplies and postage in your initiation budget
- It is recommended that your initiation ceremony should be no longer than one and a half hours, if possible
- 🎧 In fostering a welcoming virtual space for attendees, be gracious and understanding about technical issues and unexpected pets and/or visitors; consider announcing 'netiquette' (muting/unmuting/using chat features, etc.)
- Take pictures and post them to your chapter website and/or chapter social networking sites. This is a wonderful use of the chapters group website to promote and market your chapter! 🎧 If virtual, take screenshots throughout the ceremony to capture the new initiates and activities!
 - Chapter Group Site at csi-net.org > Chapters > Chapters Directory

- ■ Recognizing Initiates
 - Name aloud, each student who is being initiated; and depending on time and chapter size, something unique about each student and their counseling journey.
 - Consider creating a PowerPoint Slide for each student that can be played either before, after, or during the ceremony.
 - Consider introducing each initiate by name and have them share their reasons for joining CSI, or some of their favorite experiences from CSI.

Step 11: Event Follow-up

- Thank you notes to speakers.
- Congratulations to initiates and invitation to join chapter leadership.
- Notification to university of honors graduates for convocation program listing.
- News releases to campus news office for local papers. ■ Click [here](#) to see an example of a CSI Initiation Publicity Post by the chapter at Youngstown State University; and [here](#) to see an example from Eastern Kentucky University.
- Host a follow-up meeting to debrief the event and begin your recruitment of your next chapter leaders.
- Devote a section of the chapter newsletter to congratulating new initiates and chapter leaders. Great opportunity to use pictures from the event.

Appendix 1: Sample Written Invitation to CSI Membership

Dear Chi Sigma Iota [CHAPTER NAME] Chapter Nominee:

You have been identified as an individual who meets the criteria for membership in Chi Sigma Iota Counseling Academic and Professional Honor Society (CSI), and we are pleased to invite you join the [CHAPTER NAME] Chapter at [NAME OF UNIVERSITY] at this time. Your invitation to join our chapter distinguishes you as an outstanding counseling student; one whose accomplishments are consistent with the mission of the international organization and of the [CHAPTER NAME] Chapter. Eligibility for membership is extended only to those students in the [NAME OF UNIVERSITY] CACREP-accredited [PROGRAM NAME] who "have a cumulative GPA of 3.5 or better on a scale of 4.0 and are deemed promising for endorsement as a professional counselor whose ethical judgment and behavior will be exemplary" (CSI Bylaws Article 4.1 [https://cdn.ymaws.com/www.csi-net.org/resource/resmgr/CSI_International_Bylaws/CSI_International_Bylaws_9_6.pdf]).

To accept this invitation, please complete the New Member Registration (<https://membership.csi-net.org/appinfo.aspx>) on the CSI website (www.csi-net.org < Membership). You must fully complete and submit the application with dues payment at the same time. Incomplete applications cannot be accepted. *Please make sure that you correctly connect to the Chi Sigma Iota website and ensure that you apply for membership in Chi Sigma Iota (e.g., make sure you have not inadvertently reached the wrong website and that you are not applying for membership in the Construction Specifications Institute).*

You will be required to pay \$50 new member dues for CSI International membership online with a credit card. (You also may renew your CSI membership annually online using a credit card.) Local dues of \$[INSERT CHAPTER DUES AMOUNT] may be paid separately directly to your chapter. CSI International does not collect chapter dues. Dr. [CFA NAME], the [CHAPTER NAME] Chapter Faculty Advisor, will be required to approve your online application form before your application is finalized.

Please complete the application process by [DAY, DATE, TIME] to ensure that your CSI certificate and membership pin will be available to present to you at our chapter's initiation ceremony which will be held in the [SPRING/FALL] 20[YEAR] semester.

We applaud your commitment to both personal and professional excellence as a counselor. We know that you will want to invite friends, family, and all who support you in this commitment to attend and celebrate at our chapter's initiation of new members. You will receive your CSI membership certificate and recognition pin at that time.

Again, welcome and enjoy this recognition. If you have any questions, please feel free to contact [CHAPTER PRESIDENT NAME], Chapter President, at [CHAPTER PRESIDENT EMAIL ADDRESS].

Sincerely,

[CHAPTER FACULTY ADVISOR NAME], Ph.D., LPC, NCC [OR CHAPTER PRESIDENT NAME]

Chapter Faculty Advisor

(or Chapter President)

Appendix 2: Initiate Invitation Letter

Dear Guest of Honor:

Chi Sigma Iota (CSI) Counseling Academic and Professional Honor Society International congratulates you on your recent acceptance into the Society. Membership in CSI is a distinct honor, you have met the society requirements and were deemed promising for endorsement as a professional counselor whose ethical judgment and behavior will be exemplary. As such, you are cordially invited to participate in the initiation ceremony on [DAY, DATE, TIME] to mark the beginning of your membership in the [CHAPTER NAME] Chapter of CSI.

CSI has initiated over 144,000 professionals and professionals-in-training worldwide, and currently has over 12,000 active members among more than 400 campus-based chapters in this country and abroad. As a result, you will be recognized by and affiliated with one of the largest counseling organizations in the world with its sole mission to recognize and promote excellence in the profession of counseling.

For over 35 years CSI has provided recognition for outstanding achievement as well as outstanding service within the profession. CSI was created for counselors-in-training, counselor educators, and professional counselors like you, whose career commitment is to research and service through professional counseling.

Our mission is to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. Our symbols and colors were chosen to reflect our mission and values: white for virtue, blue for trustworthy, and integrity throughout.

Your invitation to join our chapter distinguishes you as an outstanding counseling student; one whose accomplishments are consistent with the mission of the international organization and of the [CHAPTER NAME] Chapter. On [DAY, DATE, TIME], your presence is requested to attend a ceremony that will be hosted in your honor along with the other new initiates at [LOCATION]. You may bring your family and friends to celebrate and mark this occasion with you. The membership committee requests an RSVP no later than [DAY, DATE, TIME]. If you have any questions, please feel free to contact [CONTACT PERSON] at [CONTACT PERSON PHONE AND/OR EMAIL]. Again, congratulations on your acceptance into Chi Sigma Iota.

Sincerely,

[CHAPTER FACULTY ADVISOR], Ph.D., LPC, NCC
Chapter Faculty Advisor

[CHAPTER PRESIDENT]
(Chapter President)

Appendix 3: Faculty/Administration Ceremony Invitation

Dear Distinguished Guest (Faculty/ Administration):

Chi Sigma Iota (CSI) is an international Counseling Academic and Professional Honor Society representing and recognizing counselors-in-training, counselor educators, and professional counselors. Since 1985 CSI has provided recognition for outstanding achievement as well as outstanding service within the profession. Our mission is to promote scholarship, research, professionalism, leadership and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling.

On [DAY, DATE, TIME] the [CHAPTER NAME] Chapter of CSI will host an initiation ceremony at [LOCATION] for its newest members. We request your presence to honor these dedicated students who have met the minimum requirements and accepted invitation to membership. Eligibility for membership is extended only to those students who have completed at least one semester of study, "have a cumulative GPA of 3.5 or better on a scale of 4.0 and are deemed promising for endorsement as a professional counselor whose ethical judgment and behavior will be exemplary" (CSI Bylaws, Article 4.1).

CSI has initiated over 144,000 professionals and professionals-in-training worldwide, and currently has over 12,000 active members among more than 400 campus based chapters in this country and abroad. As a result, these students will be recognized by and affiliated with one of the largest counseling organizations in the world with its sole mission to recognize and promote excellence in the profession of counseling. We challenge these new initiates to embody the CSI mission and continue to pursue their education and career goals with excellence. Please join us as we welcome our newest members.

Sincerely,

[CHAPTER FACULTY ADVISOR], Ph.D., LPC, NCC
Chapter Faculty Advisor

[CHAPTER PRESIDENT]
(Chapter President)

Appendix 4: Accessibility Considerations

Accessibility Considerations: Site Selection and Setup

- Consider whether the location is accessible according to ADA guidelines. Call or visit with key elements (parking, safe ingress/egress, accessible restroom facilities, etc.) in mind. Do not rely on a resource like the Google Maps “accessibility” tab, which is often inaccurate. Ask questions like whether all public areas are accessible without stairs. See the ADA checklist for specific guidelines: <https://www.adachecklist.org/checklist.html>
 - Consider that use of a private home may present a barrier to people with disabilities, either due to inaccessibility or the need to seek additional information from organizers that may be more readily available regarding a public space.
- In setting up the room, paths should be at least 36 inches wide to allow for wheelchairs and other assistive devices. Consider whether chairs or other items will be moved and limit the space available.
 - It is desirable to integrate reserved or accessible seating so as not to encourage segregation of those with these specific needs.
- If using a speaker’s platform consider a ramp and how to provide certificates or have other participant engagement happen in an accessible manner.

Accommodations

Accommodations are implemented as a result of a request by someone with a disability. For example, an event is unlikely to have access to an ASL interpreter unless a request has been made. The event still must attend to access, and should consider what can be provided as “universal design” elements. For example, having a small number of large print programs available would assist people with disabilities who may not make a request, as well as others who might prefer larger print due to circumstances (low lighting, forgotten reading glasses) and does not represent a great cost or significant additional effort. It is desirable during the planning process to consider how various accommodation requests might be facilitated. Proactive consideration can allow for requests closer to the event to be accommodated more easily.

Invitations for the Event

It is advisable to include a statement regarding accessibility and the process for seeking disability-related accommodations. To avoid oversights, it is desirable to identify a specific contact to be responsible for any questions or requests, and this information should be made readily available.

One formula for this statement is: In order to promote disability equity, this event will be providing [most relevant identified accessibility elements] and we welcome questions regarding accessibility or requests for accommodations to [contact’s information].

An applied example would be: [Chapter] is committed to providing an accessible environment for our members and their guests. Our location offers accessible parking, a ramp for entry, and an elevator to reach the gathering space, which is near accessible restroom facilities. Speakers will use microphones. Accommodation requests and questions related to disability access

should be directed to [contact's name, email, phone if available].

Presentation Guidelines:

For speakers and presentations, consider the following:

- If using PowerPoints or similar materials, ensure elements such as font size, contrast
- Video clips and other similar media should be captioned
- If a presentation or other materials will be distributed digitally, choose an accessible format
- Depending on the size of the room and environmental factors (such as a setting with ambient noise) consider using a microphone, and/or setting aside priority seating

Technology Considerations

- Enable automated speech recognition (ASR) if using Zoom or another platform that supports automatic captioning. Turn it on during the event, and indicate to participants that it is being provided in advance of the event.
 - ASR is not the same as CART services or captioning requested as an accommodation and does not take the place of these services when required.
- Encourage speakers/presenters to use a headset with a microphone to improve audio quality and to verbally describe content being shared visually.
- Be aware that depending on platform and user technology, the chat function may not always be fully accessible to people using screen readers.
- Consider accessibility in any materials shown or provided to participants, and when possible provide documents ahead of time in an accessible format.

Appendix 5: Administration of CSI Membership Oath

"CHI SIGMA IOTA" is the Counseling Academic and Professional Honor Society International. As such, members are committed to maintaining high standards of professional competence and service. Our goal is to serve others to the best of our ability and to encourage others to do the same as members of the counseling profession. Members of the Society have distinguished themselves through scholarship and professional excellence, which is exemplary.

This is an occasion of inviting new members into the Society who share the same commitment and goals. We welcome them and this opportunity to recognize their achievements to earn this distinction.

Presenter:

Candidates' applications have been reviewed and acted on favorably by the International Office of Chi Sigma Iota and the Executive Committee of this chapter. Candidates, please come forward. (As the last candidate comes forward, the Presenter continues). We are pleased to present these candidates as worthy of membership in this chapter and the International Honor Society.

President:

Membership in the Society will have special meaning to each of you. The common meaning, however, will be the same. You are dedicating yourself to continued excellence in both scholarship and counseling practice. As such, you ascribe to high standards of performance in all that you do.

On this occasion, you are asked to publicly declare your commitment to striving for high standards of scholarship and clinical practice. If you will accept the rights and responsibilities of membership embodied in the Bylaws of the Society, please answer, "I WILL".

Further, you are asked if you are willing to continue encouraging excellence in the professional settings in which you work. If so, please answer, "I AM".

Finally, you are asked if you will support and encourage the members and activities of this chapter and Society through personal involvement in their professional programs. If so, please answer, "I WILL".

Congratulations and welcome to (Chapter Name) of Chi Sigma Iota Counseling Academic and Professional Honor Society International. As your name is called, please come forward to receive your membership certificate and recognition pin.

Presenter:

(Calls each candidate's name and the President hands him/her their certificate and pin). It is desirable as each candidate comes forward to say a sentence or two about them, e.g., "Susie Smith is a first year student in the School Counseling Track. Her career goal is to work with elementary school students in a charter school."

Appendix 6: Installation of Officers

The following ceremony was developed by Alpha Omicron Chapter and enhanced by their President Lori Porter (1996-97) to reflect the role descriptions of officers in the CSI Bylaws of their chapter. Little or no modifications may be necessary to adopt this ceremony as your own. If you have another format that you would suggest to others, please send it to info@csi-net.org.

President:

Will the following members please come forward: (Incoming officers' names)

Though international in scope, the activities of Chi Sigma Iota are centered in the chapters of the Society. It is through the chapters that members are able to be active and pursue the goals of the Society to the fullest extent possible.

Presenter:

As the (next year) chapter officers, you are charged with the care of the (Greek Name) Chapter.

(Name): As President, you are responsible to organize, delegate, follow-up, oversee, orchestrate, and set a tone of enthusiasm for the chapter. It is your role to motivate people, support and recognize their efforts, celebrate their successes and enable their activities.

(Name): As President-Elect, you will assist the President in performing all (his/her) duties. You will perform the duties of President in the event of the resignation or inability to serve for health or other reasons of the President. You will serve as a member of the Chapter Executive Committee. It is your role to become informed of the current affairs and activities of the chapter and to prepare for your upcoming term as President.

(Name): As Secretary, you are responsible to serve as a member of the Chapter Executive Committee. It is your responsibility to attend and keep records of the Executive Committee and chapter business meetings. You will write and handle official correspondence as directed by the President. It is your role to maintain a file of chapter activities and pass on all relevant file materials to your successor.

(Name): As Treasurer, it is your role to assist the Faculty Advisor and officers in the development and administration of the annual budget. You will maintain financial records for the chapter. Furthermore, it is your responsibility to receive and disburse chapter funds as directed by the President.

On this occasion, you are asked to publicly declare your commitment to perform these duties. If it is your intent to do so, then together say, "I Will". Thank you and congratulations!

Appendix 7: Resources and Protocols for Chapter Initiations and Ceremonies: Responsibilities and Resources Guide

CFA Responsibilities and Resources:

Please see: **Chapter Membership Processing and Initiation Checklist for Chapters**

http://www.csi-net.org/?Membership_Checklist

Summary

- Obtain GPAs of all students in program after one completed semester of study
 - Identify students who meet eligibility (i.e., one completed semester of study), 3.5 GPA on 4.0 scale, and “are deemed promising for endorsement as a professional counselor whose ethical judgment and behavior will be exemplary” (CSI Bylaws, Article 4.1).
 - Review letter from president of the chapter to invite students for membership. CSI headquarters states “invitation to membership in CSI must be presented individually in writing, preferably by traditional letter format”. A sample letter is located at: http://www.csi-net.org/?Membership_Invitatio
- The CFA should follow-up with the chapter President to ensure letters were sent.
- The chapter maintains a list of students who have been invited to membership and checks off those who have applied. (This may be done by the CFA, Membership chair, or Treasurer)
 - Retrieve applications, national and local dues and communicate to national the approval of applicants.
 - Receive applicant certificates and pins.
 - Assist and support chapter in planning initiation ceremony.

Chapter Responsibility and Resources:

Chapter Initiation Ceremony:

- **Initiations are required.** Official membership does not begin until applicants are installed at the ceremony as new members.
- Care should be taken to select a setting that is professional and elevates the importance of the occasion for all present. Some suggestions include:
 - Local restaurant
 - Meeting room on campus (i.e., student center/union, auditorium etc.)
 - Public/ School Library meeting room
 - CFA or Dean home
 - City Building
- Establish a budget for initiation expenses (i.e., invitations, flyers, room/hall rental, food, decorations, speaker, program printing)
 - Banquets, dinners, potlucks, or light refreshments
- Delegate tasks and timeline
 - May elect/ appoint a membership chair and committee
- Identify ceremony format desired (i.e., order of program, level of formality, additional guests to be invited)
 - CSI national recommends inviting academic administrators (e.g., department chair, dean, chancellor)
 - CSI national also recommends that families of initiates should be invited
 - Faculty within the counseling departments
 - Supervisors of students being initiated

- Alumni of the chapter
- Membership oath taking is an essential and **required** part of becoming a member. The format and language can be found at: http://www.csi-net.org/?Chapter_Initiation
- It is desirable to have a guest speaker offer a 15-20 minute inspirational speech at the ceremony. Chi Sigma Iota may provide financial support to the chapters for initiation speakers when they are requested through and approved by CSI well in advance of the initiation. Reasonable expenses would include travel, accommodations, and meals. Chapters may request assistance through the Headquarters office for an initiation speaker. If approved in advance, CSI will provide up to half of the travel expenses for this purpose. CSI's Academy of Leaders, Scholars and officers volunteer their time. The CSI Speakers Policy and Procedures as well as a list of available CSI- approved Speakers can be found at: http://www.csi-net.org/?Presenter_Policies
- Some chapters use this occasion to install new officers. The ceremony for Installation of Officers will be found at: http://www.csi-net.org/?Chapter_Installation

Chapter Ceremonies:

Many chapters host ceremonies in addition to the CSI initiation. Below are some ideas for additional ceremonies.

- Chapter officer installment
- Counselor and Supervisor of the Year awards
- Faculty appreciation ceremony
- Department graduation ceremony, including honor cord distribution