



5-Step Procedure for Membership Reactivation

Membership Reactivation is designed for Brothers of the Fraternity that have not been financially active with the organization for a period of one year or more. The following procedure outlines the process for reactivating your membership status.

- Step 1.** Identify a chapter in your local area that you wish to affiliate with. **NOTE:** *You can only be reactivated as a member-at-large if you are outside of a 40-mile radius from a chapter of the Phi Beta Sigma Fraternity, Inc. Otherwise, you must affiliate with a chapter.*
- Step 2.** Contact a member of the local chapter and inform him of your desire to become financial and affiliate with his chapter. If you are unable to locate anybody in the local chapter, contact your respective Regional Director for further assistance in the local area. The contact list for all of the Regional Director's is located in the contacts menu item of the website under membership contacts.
- Step 3.** Download the **PBS-8 (Transfer/ Reinstatement Request Form)** from the International Website in the Membership Services Menu Item, and fill it out entirely. Deliver this form to the chapter that you wish to affiliate with.
- Step 4.** Have the chapter download the **PBS-1 (Corporate Headquarters Internal Processing Form)** from the International Website in the Membership Services Menu Item and complete entirely.

The following three fees must be included, along with the PBS-8 and the PBS-1, for mailing to the Corporate Headquarters for processing:

1. Reactivation Fee (\$12.50)
2. Regional Dues (varies per region)
3. National Dues (\$130.00)

*These fees are listed on the 2009 Fee Schedule found on the Membership Services Menu Item on the Main Webpage. Reactivating members **do not** pay late dues.*

- Step 5.** Mail all of the materials (**PBS-1, PBS-8 and associated fees**) to the Corporate Headquarters.
NOTE: *If you wish to pay the fees via credit card, download the Credit Card Authorization Form from the International Website in the Membership Services Menu Item, and fill it out entirely. Mail/Fax this in along with the other materials.*

Mail Materials to:

The Phi Beta Sigma Fraternity, Inc.
Corporate Headquarters
145 Kennedy Street, NW
Washington, DC 20011-5294

Or Fax Materials to:

(if paying via credit card)
(202) 882-1681

Please contact the Membership Services Department at (202) 726-5424 for additional questions.