

**SIGMA BETA CLUB  
OPERATIONS  
MANUAL**



# SIGMA BETA CLUB OPERATIONS MANUAL

## INTRODUCTION

The Sigma Beta Club originally called the "Beta Club" is a premier National Program whose existence dates back to the early 1950. It was launched under the guidance and leadership of the Honorable Dr. Parlett L. Moore, 20<sup>th</sup> International President, while serving in the capacity of National Director of Education. Throughout its existence, Sigma Beta Club has been an essential part of the total organizational structure of many of our Alumni chapters in Phi Beta Sigma Fraternity, Inc. and offers men of Sigma a unique opportunity to develop wholesome value, leadership skills, and social and cultural awareness of youth at a most critical stage in their personal development. Sigma Beta Club has also provided badly needed services to youths in their respective communities. There is no question that Phi Beta Sigma Fraternity, Inc.'s interest in fostering the development of today's youth into effective leaders of tomorrow can be realized in the establishment of strong and productive Sigma Beta Club in each Alumni chapter in the Fraternity.

During the 1999 National Conclave held in Dallas, Texas, the membership of the Fraternity approved by constitutional amendment the establishment of a Sigma Beta Club Foundation with a 501C3 designation. Section X (5) of the Constitution and By-laws provides the following:

### "5. Sigma Beta Club Foundation

There is hereby established the Sigma Beta Club Foundation. It shall be administered by a Board of Directors of not less than nine (9) nor more than fifteen (15) members, unless and until the composition of the Board of Directors is changed in the Articles and By-Laws of the Foundation. There shall exist in each of the seven (7) Regions of the Fraternity a Regional Division of the Sigma Beta Club Foundation, which shall assist the Foundation with its goals and objectives in each of the seven regions of the Fraternity. Sigma Beta Clubs shall be authorized at the Alumni levels and shall carry out the goals and objectives set forth by the Foundation through a National Programmatic Thrust involving the National Programs and Projects of Phi Beta Sigma Fraternity."

Pursuant to said constitutional amendment, and per the rationale and intent for its establishment, the Fraternity is required to incorporate the Sigma Beta Club Foundation and to acquire a 501C3 tax-exempt designation. Alumni Chapters are encouraged to establish Sigma Beta Club in their respective chapter locations. Where feasible and practical in cities with more than one chapter, Alumni chapters are encouraged to jointly establish one Sigma Beta Club in that city.

Each Alumni Chapter with Sigma Beta Club or who are in the process of establishing Sigma Beta Club will be required to receive training and instruction on carrying out Sigma Beta Club activities on an annual basis, particularly as it relates to a unified national program focus involving a Job Mentoring Program in Bigger & Better Business, a Sigma Education Time Tutorial Program in Education, and a SATAP Plus Program in Social Action. Sigma Beta Club are not excluded from implementing its ongoing activities or other activities determined by the chapter from time to time, but are encouraged to implement the above-prioritized national programs to establish uniformity throughout the Fraternity.

# SIGMA BETA CLUB OPERATIONS MANUAL

## RATIONALE

The purpose for an organization such as the Sigma Beta Club is many. The Club, being an organization for young male students, gives them an opportunity to meet with each other on a regular basis outside the school atmosphere to discuss their interest and problems. The Club also gives its members a chance to meet with college and professional men on a regular basis; therefore, exposing the membership to various viewpoints of educational advancements. The club introduces its members to the national programs of the fraternity through the unified national program focus involving the Job Mentoring Program in Bigger & Better Business, Sigma Education Time Tutorial Program in Education, and SATAP Plus Program in Social Action. The club will also participate in the other programs of the fraternity National Programs under Education, Bigger and Better Business, and Social Action.

Sigma Beta Club programs are geared to meet the needs of its members, while at the same time provide them with a well rounded outlook that is needed to cope with today's society. The enrichment programs are cultural, social, and athletic. They are designed to give members a chance to be innovative, thereby instilling self confidence and a feeling of accomplishment. Service projects such as community clean-up, assistance to the elderly, March of Dimes, etc, will thrust Club members into community involvement. This involvement will give Club members a feeling of being part of community development.

The club motto is:

Next Generation of Leaders,  
Accepting the Responsibility,  
Loving the Challenge

# SIGMA BETA CLUB OPERATIONS MANUAL

## STRUCTURE

### 1. National

The National Sigma Beta Club Foundation shall consist of a Board of Directors of not less than nine (9) or more than fifteen (15) members. The Board shall consist of the National Sigma Beta Club Director, a Regional Director/Coordinator of Sigma Beta Clubs from each of the seven Regions within the Fraternity and at least one other person to be appointed by the International President. The Board shall serve in the capacity of the administrative body of the Foundation and shall carryout such duties and responsibilities designated to it from time to time by the Conclave or the General Board in between Conclaves. The Foundation will appoint a Grants Writing Committee who will be responsible for identifying and writing yearly grants, and seeking out gifts and contributions from governmental, corporations and private entities to fund Sigma Beta Club programs, projects and activities at the National, Regional and Chapter levels.

### 2. Regional

Each Region shall establish a regional division consisting of a Regional Sigma Beta Club Director/Coordinator and such committees or subcommittees that the Regional Board may deem appropriate from time to time. The Regional Boards of the seven regions shall take such steps as are necessary to insure that the goals and objectives of the Sigma Beta Club Foundation are implemented at the regional levels. Regions shall be responsible for the training of Sigma Beta Club Directors/Coordinators and Committee Members, inclusive of communicating and implementing the duties and responsibilities of the Regional Divisions of the Sigma Beta Club to Chapters within their respective Regions.

### 3. Chapters

The chapters at the Alumni levels are encouraged to begin its Sigma Beta Clubs with not less than twenty-five (25) members and/or as many Sigma Beta Club members as there are members in the Chapter. The Chapter's goal is to increase the Sigma Beta Clubs by 25% the first year, 50% the second year, 60% the third year, 80% the fourth year and 100% the fifth year. Simultaneously, the Chapters are encouraged to increase its recruitment and reactivation efforts of Chapter members by the same percentage of Sigma Beta Club members to ensure one-on-one mentoring of its Sigma Beta Club members. The chapters are also encouraged to select the best to serve as Chapter Sigma Beta Club Director/Coordinator and Chapter Sigma Beta Club Committees of not less than four (4 ) members. The Chapter Director/Coordinator and Committee members shall be responsible for the administrative operation and the planning of activities and programs of the Sigma Beta Club consistent with the programmatic thrust of the Sigma Beta Club Foundation as approved by the Conclave and Board from time to time.

# **SIGMA BETA CLUB OPERATIONS MANUAL**

## **CODE OF ETHICS**

1. A Sigma Beta Club Member should exemplify courtesy, friendliness, promptness, trust, understanding and high moral behavior at all times.
2. A Sigma Beta Club member should place the reputation and welfare of the Club or any member of the organization above his personal preferences for prejudices. This principle should apply to projects, selection of new members, election of officers, social functions, and discussions of persons. When differences of opinion occur, a Sigma Beta Club member may disagree with others, but should never be disagreeable or unfair. All Sigma Beta Club members should work together, after suggestions, and help in every way possible to strengthen, promote, and extend Sigma's purpose, ideas, and activities.
3. At meetings and at any other occasion, a Sigma Beta Club member should listen attentively, act constructively, and keep an open mind.
4. A Sigma Beta Club Member should not accept a nomination for office or a chairmanship of a committee unless he is able to serve.
5. A Sigma Beta Club Member shall always be loyal to the ideals of Phi Beta Sigma Fraternity, Inc.

# SIGMA BETA CLUB OPERATIONS MANUAL

## ORGANIZATION

### OFFICERS

The elected officers shall be: President, Vice-President, Secretary, Treasurer, Chaplain, Parliamentarian, Chairman of Enrichment Activities, Chairman of Unified National Programs, Chairman of Publicity, Chairman of Fund Raising, and Chairman of Service Projects. Officers must be elected in May in order to be registered with the National Office.

### DUTIES

**President** -The President shall be the Chief Executive Officer of the Club. He shall appoint all persons and committees needed to carry out Club functions. He shall preside at all meetings of the Club.

**Vice President** - Shall assume the office of president in the event of death, resignation, or removal of the President. He shall preside at all meetings of the Club in the absence of the President.

**Secretary** - Shall keep a record of all the proceedings of the Club meetings, and answer any correspondence that needs answering.

**Treasurer** - Shall be the custodian of all funds of the Club. He shall receive all funds. He shall make a monthly report to the Club of the status of the treasury.

**Chaplain** - Shall conduct all devotions prior to the opening of any Club events.

Parliamentarian - Shall see to it that all meetings and procedures are conducted accordingly.

**Chairman of Enrichment Activities** - shall be responsible for the outlining of activities in each activity area.

**Chairman of Unified National Programs** - shall be responsible for the outlining of activities in each program area.

**Chairman of Publicity** -Shall see that all Club activities are well publicized. He shall be in charge of the Club Newsletter; the Newsletter shall be published on the first of every month. Copies of the said letter shall be sent to other clubs, fraternity Alumni Chapters, schools, parents, and other interested parties.

**Chairman of Fundraising** - Shall be in charge of setting up and coordinating fund-raising activities.

**Chairman of Service Projects** -The Chairman of Service Projects along with his committee shall be in charge of implementing service projects for the Club.

# **SIGMA BETA CLUB OPERATIONS MANUAL**

## **GUIDELINES**

### **WHO ARE POTENTIAL MEMBERS?**

Young men who are between the ages of 8 and 18.

### **PURPOSE**

To provide cultural, social, and athletic enrichment programs for its members; to involve the club members in the fraternity national programs (Education, Bigger and Better Business, and Social Action); and to act as a deterrent against juvenile delinquency.

### **ORGANIZATION**

All Sigma Beta Clubs shall be organized under the guidance of an active Alumni Sigma Chapter. The clubs must be chartered with the International Office and approved by the Regional Director.

### **REGISTRATION**

All Clubs are required to register with the national office yearly and pay yearly fees. A club is not sanctioned and shall not operate unless it is registered with the national office and approved by the Regional Director.

### **CLUB DIRECTOR / COORDINATOR**

All Clubs must have a director / coordinator. The Director / Coordinator shall be recommended by the Chapter or by the International Director of Sigma Beta Clubs (in areas where there is no Chapter involved) and approved by the Regional Director. The duties of the advisor are to provide the leadership that will be needed to start the Club and see that it functions in the proper manner. He is to ensure that an advisor is present at all Club functions. The Club Director must be an active financial member of the Alumni chapter.

### **CLUB ADVISOR**

All Clubs must have advisor(s). The advisor shall be recommended by the Chapter or by the International Director of Sigma Beta Clubs (in areas where there is no Chapter involved) and approved by the Regional Director. The duties of the advisor are to assist the director / coordinator to provide leadership and see that it functions in the proper manner.

# SIGMA BETA CLUB OPERATIONS MANUAL

## HOW TO START A SIGMA BETA CLUB

The question of how to get started is always asked. Potential membership can come from:

- Relatives
- Church
- School recruitment

School recruitment is the best method of getting the idea across to students. Meetings should be arranged with the principle and counselors of schools to explain what the Club is all about and arrange for interviews with students.

### Procedures for the establishment /chartering of Sigma Beta Clubs

1. Each financially active Alumni Chapter who desires to organize a Sigma Beta Club must charter its Sigma Beta Clubs by completing the appropriate Sigma Beta Club Chartering Application.
2. The Chartering Application must be completed and approved by the Chapter executive board and Regional Director.
3. The Chartering application must be accompanied by the appropriate chartering fees (\$40.00) on PBS-1 together with Sigma Beta Club Membership forms completed by each applicant.
4. Each Region/Chapter must take appropriate steps in the appointment of officers and committee members to ensure the qualification, integrity, safety, and well being of Sigma
5. Beta Club members. Each person in the chapter who interacts with the Sigma Beta Club must complete an advisors application and submit a local criminal background check. The criminal background check may be obtained from your local police headquarters. The local chapter executive board must review each application and criminal background check and recommend approval to your respective Regional Director.
6. The chartering application, membership applications, advisor application, chartering fee and criminal background checks must be forwarded to your Regional Director for his approval.
7. The approved application for chartering, the membership applications, consent forms and chartering fee must then be forwarded by the Regional Director to the National Office. Upon receipt and processing of the above, the National Office will issue a Sigma Beta Club Charter to the Chapter affixed with the Signatures of the appropriate International Officers of the Fraternity and a new Sigma Beta Club Manual.
8. The Chapters will be required to provide to their respective Regions and to the National Office annual lists of the names and addresses of the Chapter's Sigma Beta Club Director/Coordinator, committee members and Sigma Beta Club members with supporting documents of required background checks.
9. The National Office, Regions and chapters shall maintain records of Sigma Beta Clubs
10. Applications, Charters, officers, and members.

# SIGMA BETA CLUB OPERATIONS MANUAL

## Advisor's Board of Directors

In cities where there is more than one Alumni Chapter, in order to avoid conflict and to provide the best programs, a Club Board of Directors shall be formed. The Board of Directors shall consist of representatives from each Chapter. The Chairman of the Board shall be elected by the representatives. All Club activities shall be handled by this Board.

### **Club Meetings**

The Club shall meet at least once a month, preferably twice a month. Select a time which is convenient for the advisors and for the greatest number of Club members. The purpose of the meeting is to carry out Club programs and activities.

### **The First Meeting**

The first meeting is one of the most important meetings of them all! Once approval is granted from the Regional Director, invite the young men and their parents to an informal get-acquainted affair. During this meeting all questions should be answered concerning the Club. This meeting gives everyone a chance to get to know each other. The atmosphere should be kept pleasant and relaxed. Applications should be distributed, completed, and returned at the end of the meeting. The next meeting date, time and location should be announced.

### **The Second Meeting**

The purpose of this meeting is to organize the Club, elect officers, and to let the Club members and sponsors get acquainted with each other.

#### **Procedures for the Election of Officers:**

- Duties of the officers should be explained in detail
- Nominations should be made
- Each candidate should be given at least one (1) minute to explain what experience he has and why he would like to hold said office
- Election of officers

Dues should be set at this meeting, to begin payment at the next meeting. Plans for the first enrichment activity and implementation of the unified programs should be discussed at the next meeting.

### **The Third Meeting**

Installation of officers meeting (all members should be dressed in shirt and tie). The following installation ceremony must be carried out by the advisor of the Club or any national or regional officer present.

All elected officers will stand facing the presiding officer and will raise their right hand and repeat the following:

I, \_\_\_\_\_ do solemnly pledge to uphold the ideals and principles of the Sigma Beta Club of Phi Beta Sigma Fraternity, inc., and to carry out my duties as an elected officer of this organization.

# SIGMA BETA CLUB OPERATIONS MANUAL

Now with the Club underway, the following shall be the order of business for each meeting:

1. Opening
  - a. Call to order (President)
  - b. Prayer
2. Dues and roll call
3. Reports
  - a. Minutes of the last meeting
  - b. Officers report
  - c. Committee reports in writing
  - d. Advisor Report
4. Unfinished business
5. New business
6. Informal discussion
7. Discussion topic
8. Closing

# SIGMA BETA CLUB OPERATIONS MANUAL

## ENRICHMENT PROGRAM

In addition to implementing the three unified national program, each club programs shall include the following three activities:

- Cultural
- Social
- Athletic

### CULTURAL ACTIVITIES

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To provide a well rounded type or organization, Clubs shall include such activities that will broaden the cultural development of its members and provide an appreciation of the value of these events.

Club members should have an opportunity to attend and sponsor cultural events such as:

- Art shows
- Plays
- Lectures
- Concerts
- Dance recitals
- Museums

After attending such affairs, the Club should have group discussions in order to determine what was learned, and to make plans for the next affair.

### SOCIAL ACTIVITIES

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The Club is not all work. It is an organization geared to learning, having fun, meeting and relating to others - all of which are part of one's growth. Therefore, social events are to be a vital part of the Club's activities.

Affairs such as:

- Membership drive parties: This affair similar to Phi Beta Sigma's membership meeting
- Parent's Day: This day should be set aside for entertaining parents, guardians, special friends, and relatives
- Graduation parties
- Cook-Outs
- Movies

### ATHLETIC ACTIVITIES

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Following the principles of a healthy mind, as well as a healthy body, athletic activities are vital to the Club members.

# SIGMA BETA CLUB OPERATIONS MANUAL

Each Club should form its own sporting teams for the purpose of playing other groups and other Sigma Beta Clubs. Sporting teams such as those listed below should be considered.

- Football
- Baseball
- Golf
- Bowling
- Basketball
- Tennis
- Softball

In addition, the Club members should attend major sporting events, high school, collegiate, and professional sporting affairs.

Athletic clinics should be conducted by advisors, chapter members, or area coaches to improve Club members' skills, knowledge, and attitude in a particular sport.

# SIGMA BETA CLUB OPERATIONS MANUAL

## SPECIAL PROJECTS

Since the Fraternity is a service organization, it is a must that each Sigma Beta Club has service projects. Being of service to others and learning to care about others will help members care for themselves. Projects include:

### **Serving the Elderly**

- Adopt a senior citizen, visit, shop, write letters for them, and read for him/her.
- Provide programs for nursing homes, donate magazines, plants, and pictures to make the place more cheerful.
- Remember birthdays with cards, small gifts, and cakes. (The elderly have skills to share with Club members. This is a good opportunity to help Senior Citizens feel needed and to strengthen youth's respect for them.)

### **Work with Children with Disabilities**

- Baby-sit, visit, teach a skill, tutor, or take on an outing.
- Help with Special Olympics - working with individuals with disabilities helps Club members see beyond limitations and to recognize that ability counts more than disability.

### **Help with Your Library**

- Donate a book or two.

### **Work With Agencies, Such As:**

- March of Dimes
- Junior Achievement
- Heart Fund
- Sickle Cell Centers

### **Remember Special Holidays**

- Provide food and small gifts for needy families
- Hold a party at a day care center.
- Carol for the sick and elderly.
- Make a donation to Santa Claus Anonymous
- Deliver treats to Children and Shrine Hospitals for sick / crippled children; put on a program
- Dr. Martin Luther King, Jr. birthday celebration/program

### **Participate in Community Beautification Programs**

- Plant a tree
- Set up a creative playground in an empty lot

# SIGMA BETA CLUB OPERATIONS MANUAL

## **Help Training Centers for Boys and/or Girls**

- Donate games
- Plan a party or present a program
- Remember birthdays
- Collect and donate furniture, drawings, magazines, paperbacks, and records

## **Help with Community Projects**

- Immunization programs
- Sickle Cell Anemia testing programs
- VD and drug programs
- AIDS awareness programs
- Health fairs and mobile education exhibits
- Nutrition programs
- Neighborhood health centers

## **Encourage Academic Achievement**

- Tutor students in reading and math

# SIGMA BETA CLUB OPERATIONS MANUAL

## OPERATION

### **Historical Records**

In order to keep historical records of the Club activities, it is a must that each Club keeps records, including:

- Pictures
- Club newsletters
- Slide presentations
- Club meeting minutes

### **Cooperative Projects**

Sigma Beta Clubs are encouraged to work with other youth organizations in the promotion of Club projects and programs. Such groups include:

- Various Youth Auxiliary Groups of Zeta Phi Beta Sorority
- Boy Scouts of America
- NAACP Youth Group
- Urban League
- March of Dimes Youth Council

### **Fund Raising Projects**

In order to carry out any program, the need for capital is a must. All clubs will determine what their dues will be. By no means will these dues cover all expenses that the organization will encounter. All Clubs must have a minimum of three fund raising affairs per year. Affairs include:

- Skating parties
- Car Washes
- Bowling Parties
- Raffles
- Dances
- Scholarship Banquet
- Souvenir Booklet
- Odd jobs (painting, raking leaves, cutting grass, etc.)

### **Sigma and Son's Day at the Office**

This Program allows Sigma members to introduce the sons and sigma beta club members to 'life on the job'. The young people of today are in need of strong mentors and good role models. Sigma and Son's Day at the Office provides us with a valuable vehicle to positively influence the next generation. Sigma and Sons Day at the Office will take place the Friday before Father's Day. The club advisor should ensure that the Sigma Beta Club participate in the chapter annual Sigma and Son's Day at the Office.

# SIGMA BETA CLUB OPERATIONS MANUAL

## AWARDS

Phi Beta Sigma will present various awards to Clubs and Club members on the local, regional, and national level. These include:

### **Club Award**

- Outstanding Club of the year
- Largest Club
- Best Enrichment Program
- Best Service Project
- Highest Club Grade Point Average

### **Membership Awards**

- Highest Grade Point Average
- Best Grade Improvement
- Outstanding Officers
- Outstanding Member

These awards should be in the form of certificates, plaques, scholarships, and savings bonds.

# **SIGMA BETA CLUB OPERATIONS MANUAL**

## **ANNUAL CERTIFICATION /RECERTIFICATION**

The International Director/Coordinator of Sigma Beta Clubs shall be responsible for coordinating training and certification/recertification of Regional Sigma Beta Club Directors/Coordinators and Committee members. It is recommended that these officers and/or committee members receive annual training and certification by attending annual seminars and workshops or retreats on Sigma Beta Clubs' operations, activities, recruitment techniques, and its financial and fundraising responsibilities, in as much as they will be primarily responsible for the administrative functions of the Sigma Beta Clubs in their Regions. The Regions will be responsible for conducting annual training and certification for chapters in their respective Regions through seminars and workshops or retreats on Sigma Beta Clubs' operations, activities, recruitment techniques and financial and fundraising responsibilities. It is the goals of the Foundation to ensure appropriate training, active participation, and efficient operations of all Sigma Beta Clubs officers and members.

**Phi Beta Sigma Fraternity, Inc.**  
**SIGMA BETA CLUB**  
**Activity Review Form**

Please Print or Type Application:

Date of Affair \_\_\_\_\_

**About the Affair**

Name \_\_\_\_\_  
Purpose \_\_\_\_\_  
Location \_\_\_\_\_

**Cost Involved**

Rental _____	Entertainment _____
Food, Drink, etc. _____	Advertising _____
Decorations _____	
Other Expenses _____	
_____	
_____	
Total Expenses _____	

**Admission/Attendance**

Admission Cost _____	Total Attendance _____
How Many Paid _____	Number Admitted Free _____
Other Items Sold _____	

**Summary**

How much was spent _____	How much collected _____
Other Income/Source _____	

**Cost Difference**

Profit or Loss = \_\_\_\_\_

**Evaluation**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Phi Beta Sigma Fraternity, Inc.**  
**SIGMA BETA CLUB**  
**Membership Application Form**

Please Print or Type Application:

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Date \_\_\_\_\_ Chapter: \_\_\_\_\_ Region: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_

Name of School: \_\_\_\_\_ Grade: \_\_\_\_\_

Cumulative G.P.A. \_\_\_\_\_ Last Semester G.P.A. \_\_\_\_\_

Parents /Guardian Information:

Mother Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ Zip: \_\_\_\_\_

Telephone (Home) : \_\_\_\_\_ (Work:): \_\_\_\_\_

Father Name: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ Zip: \_\_\_\_\_

Telephone (Home) : \_\_\_\_\_ (Work:): \_\_\_\_\_

Guardian Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/ Zip: \_\_\_\_\_

Telephone (Home) : \_\_\_\_\_ (Work:): \_\_\_\_\_

Members Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent / Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit to:

Sigma Beta Club Information System  
145 Kennedy Street, N.W.  
Washington. D.C. 20011

**Please maintain a copy for your chapter and club files**



**Phi Beta Sigma Fraternity, Inc.**  
**SIGMA BETA CLUB**  
**Membership Test Form**

Please Print or Type:

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NAME \_\_\_\_\_ DATE \_\_\_\_\_

**PLEASE ANSWER THE FOLLOWING QUESTIONS**

1. What is the name of the organization that sponsors the Sigma Beta Club?

\_\_\_\_\_

2. When was the sponsoring organization founded?

\_\_\_\_\_

3. Where was the sponsoring organization founded?

\_\_\_\_\_

4. What is the motto of the sponsoring organization?

\_\_\_\_\_

5. What are the colors of the sponsoring organization?

\_\_\_\_\_

**TRUE OR FALSE**

1. Dr. Parieft L. Moore started the first Sigma Beta Club in the mid-1950's? True ( ) False ( )

2. The Club handbook is called the Sigma Beta Club Manual? True ( ) False ( )

3. A Sigma Beta Club member should exemplify courtesy, friendliness, trust, understanding, and high moral behavior at all times? True ( ) False ( )

4. The President of the Club is the Chief Executive Officer? True ( ) False ( )

**Please Answer the Following Questions**

1. The three enrichment activities of the club are:

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

2. The three unified national programs are:

a. \_\_\_\_\_ b. \_\_\_\_\_ c. \_\_\_\_\_

3. The order of business for each meeting should be

a. \_\_\_\_\_

(1) \_\_\_\_\_ (2) \_\_\_\_\_

b. \_\_\_\_\_

**Phi Beta Sigma Fraternity, Inc.**  
**SIGMA BETA CLUB**  
**Membership Test Form**

Please Print or Type:

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SIGMA BETA CLUB MEMBERSHIP TEST (Continued)

c. \_\_\_\_\_

(1) \_\_\_\_\_ (3) \_\_\_\_\_

(2) \_\_\_\_\_ (4) \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

f. \_\_\_\_\_

g. \_\_\_\_\_

h. \_\_\_\_\_

4. List five activities or programs Sigma Beta Clubs should sponsor

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

What Is the Sigma Code of Ethics?

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

**Phi Beta Sigma Fraternity, Inc.**  
**SIGMA BETA CLUB**  
**Club Registration Form**

Please Print or Type Application:

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Chapter Name: \_\_\_\_\_ President: \_\_\_\_\_  
 Region: \_\_\_\_\_ Address: \_\_\_\_\_  
 Address: \_\_\_\_\_ City, State. Zip: \_\_\_\_\_  
 City, State. Zip: \_\_\_\_\_ Phone Number (Home): \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Phone Number (Work): \_\_\_\_\_  
 Email address: \_\_\_\_\_ Email address: \_\_\_\_\_

**Director / Coordinator of Sigma Beta Club:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone (Home): \_\_\_\_\_ (Work): \_\_\_\_\_  
 Email Address: \_\_\_\_\_

**Advisor(s): (List advisors who have been approved by Chapter executive board and Regional Director:**

Name:	Membership Number

Chapter President Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Director / Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Submit to: Sigma Beta Club Information System  
145 Kennedy Street, N.W.  
Washington, D.C. 20011

**Please maintain a copy for your chapter and club files**



**Phi Beta Sigma Fraternity, Inc.**  
**SIGMA BETA CLUB**  
**Club Registration Form**

Please Print or Type Application:

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Number of Members:

Active: \_\_\_\_\_ Inactive: \_\_\_\_\_ Total: \_\_\_\_\_

New Members: \_\_\_\_\_ Returned Members: \_\_\_\_\_

Active Members Age Category:

Age	# of Active Members	Age	# of Active Members
8 yrs.		14 yrs.	
9 yrs.		15 yrs.	
10 yrs.		16 yrs.	
11 yrs.		17 yrs.	
12 yrs.		18 yrs.	
13 yrs.		Others: _____	

Active Members School Grade Category:

Grade	# of Active Members	Grade	# of Active Members
4th		9th	
5th		10th	
6th		11th	
7th		12th	
8th		Others: _____	

Years in Sigma Beta Club:

Years	# of Active Members	Years	# of Active Members
1 or less year		5 years	
2 years		6 years	
3 years		7 years	
4 years		8 and more years	

Submit to:

Sigma Beta Club Information System  
 145 Kennedy Street, N.W.  
 Washington, D.C. 20011

**Please maintain a copy for your chapter and club files**

**Phi Beta Sigma Fraternity, Inc.**  
**SIGMA BETA CLUB**  
**Club Registration Form**

Please Print or Type Application:

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Please indicate number of meetings per month: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location of meeting: \_\_\_\_\_

\_\_\_\_\_

Amount of membership dues per year: \_\_\_\_\_

Number of Scholarship Awarded: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Activities: (Number of Activities)

(Please count an activity only once and the most appropriate category)

SET / Education / Tutorial: \_\_\_\_\_ Social Action (i.e. SATPP): \_\_\_\_\_

Bigger and Better Business: (i.e. J.A.) \_\_\_\_\_ Community Service: \_\_\_\_\_

Cultural: \_\_\_\_\_ Athletic: \_\_\_\_\_

Financial Information:

Please indicate Number of Fundraisers: \_\_\_\_\_ Total Amount: \_\_\_\_\_

**Please Indicate Total Dollar amount:**

Membership Dues: \_\_\_\_\_ Graduate Chapters: \_\_\_\_\_

Corporate Sponsorship: \_\_\_\_\_ Grants: \_\_\_\_\_

Parents: \_\_\_\_\_ Others: \_\_\_\_\_

Submit to:

Sigma Beta Club Information System  
145 Kennedy Street, N.W.  
Washington, D.C. 20011

**Please maintain a copy for your chapter and club files**











**Phi Beta Sigma Fraternity, Inc.**  
**SIGMA BETA CLUB**  
**Parent/Guardian Consent and Emergency Information Form**

Please Print or Type Application:

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In case of an emergency, please contact

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Phone Number: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

City/ State/ Zip: \_\_\_\_\_

Phone Number: (Home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Cell): \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

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