

***Nu Rho Psi* THE NATIONAL HONOR SOCIETY IN NEUROSCIENCE**

National Office: Washington College, 300 Washington Avenue, Chestertown, MD 21620 Tel: 443.480.5217 nurhopsi@washcoll.edu

Guidelines for New Member Inductions

- The *Nu Rho Psi* faculty advisor identifies eligible students, alumni, or faculty who meet the qualifications for membership and reviews any [Membership Applications](#) received since the chapter's last induction.
- Send out Invitations for Membership to [qualified students](#), Neuroscience faculty, and qualified alumni of Neuroscience programs. Alternatively, candidates may be [invited to apply](#) for membership.
- Completed [Membership Applications](#) are returned to the faculty advisor or chapter officers, along with induction fees (check or money order made out to your school, department, or chapter). The National Induction fee for students is \$40.00. The fee for faculty is \$50.00. These amounts do not include any additional chapter fees or dues.
- Deposit induction fees to a local account and prepare a [single check](#) for the total amount of the National Induction fees and send it to the National Office. Payment may also be made by credit card (via PayPal) on the [Nu Rho Psi website](#). Local Chapter dues (if any) should be deposited to a chapter account.
- Email the completed [New Member Report Form](#), a digital copy of an [Excel spreadsheet listing new member information](#) (see New Member Report Form for instructions), and **one** check to the National Office (nurhopsi@washcoll.edu; also see [additional information](#)). Alternatively, you may pay the induction fees via [credit card or PayPal on the Nu Rho Psi website](#) . *Do not send individual Membership Applications/Acceptance forms to the National Office.* They are for chapter use only.
- Before you email the Excel spreadsheet listing new member names and information to nurhopsi@washcoll.edu (National Office), please check the list for accuracy and complete information. If names are spelled incorrectly, the chapter, not the individual member, will be responsible for ordering and paying for replacement certificates (\$10.00 each). If College/University email accounts are withdrawn after graduation, please provide other more-permanent email addresses for new members.
- New member certificates and lapel pins will be mailed to the faculty advisor at the chapter address. Please notify the National Office if there is a change of address and/or [change of advisor](#). Allow 15 business days for delivery, unless RUSH charges have been included in your check.
- Present membership certificates and pins to the new members at the induction ceremony. Ask new inductees to sign the local chapter membership book.
- The [Model Induction Ceremony guidelines](#) may be found on our website along with other, "[New Chapter](#)" information.
- *Nu Rho Psi* paraphernalia (e.g., honor cords, table drapes, banners, t-shirts and travel mugs) are available and may be [ordered via our web site](#) .