

Appendix A: MKT Chapter Chartering Checklist

Step 1: Complete the following:

	Generate the interest of ten or more students and faculty members
	Secure a Faculty Advisor
	Write a simple Letter of Petition to Charter a MKT Chapter to the MKT Board of Directors (refer to sample, page 11)
<i>Not required for PSE chapters</i>	Gather two Letters of Support from the Dean, Chancellor, Chair of the Marketing Dept., etc. (refer to sample, page 12)
<i>Not required for PSE chapters</i>	Secure a Charter Fee of \$50 (checks can be made payable to Mu Kappa Tau)
	Draft a basic Chapter Constitution and bylaws (refer to sample, page 13)

Step 2: Send the following to MKT National Headquarters:

	Letter of Petition to Charter an MKT Chapter
<i>Not required for PSE chapters</i>	Two (2) Letters of Support
<i>Not required for PSE chapters</i>	\$50 Charter Fee
	Faculty Advisor Contact Information (name, complete address, phone, and e-mail)
	Chapter Constitution and Bylaws

Step 3: Receive a Letter of Acceptance

Step 4: Complete the following:

(optional)	Elect Chapter Officers (President, Vice President, and Treasurer/Secretary)
(optional)	Determine an Installation Date and Celebration
	<p>Complete New Member Processing Information</p> <ul style="list-style-type: none"> • Complete Nomination Form for each new member and email it to gabrielle.williams@pse.org. • Send a bulk chapter check or individual chapter checks to Mu Kappa Tau for the one-time life membership fee for each new member (\$60 each) **Can now be paid online by students individually!

Step 4: Receive chapter charter certificate, personalized membership certificates, and gold key membership pins for each member from MKT National Headquarters.

Step 5: Conduct your Installation Ceremony!