



Phi Beta Kappa

FALL 2011

MEMBERSHIP INFORMATION

Congratulations on your election to the Columbia College section of Phi Beta Kappa. This is one of the highest academic honors for undergraduate students and recognizes your scholastic achievements thus far.

Your initiation into Phi Beta Kappa will take place on Friday, February 17, 2011 at 2:00 p.m. in the Faculty Room of Low Memorial Library. A reception will follow the ceremony.

In this document you will find the following information:

- Ceremony invitation
- Phi Beta Kappa fees
- Ordering Phi Beta Kappa keys
- Online registration with the national Phi Beta Kappa organization

Please read carefully, then print and complete the relevant forms.
Submit all documentation and payments to:

Hazel May
Senior Associate Dean of Academic Affairs
208 Hamilton Hall

**No later than:
10 am, Tuesday, 17 January, 2012**

If you have a problem paying fees at this time, please complete the online registration and forms, and contact Dean Hazel May at hm2135@columbia.edu to make other arrangements for payment.

Questions:	Tel:	(212) 854-6372
	E-mail:	<u>hm2135@columbia.edu</u>

C h e c k l i s t :

- ☐ Check or Money order (*for Fee or Fee and Key*)
- ☐ Completed *Engraving & Guest Information*
- ☐ Online Registration with National PBK Headquarters
- ☐ Pick-up induction ceremony invitations for faculty guests



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INFORMATION & ORDER SHEET

CERTIFICATE ENGROSSING

Below please **PRINT** your name as you would like it to appear on the engrossed certificate and other PBK materials:

(First Name)

(Middle Initial/Name)

(Last Name)

ANNOUNCEMENT OF NAME AT CEREMONY

Your name will be read at the February 17th ceremony as you indicate below. Please spell out your name **PHONETICALLY** so that it will be pronounced correctly:

PHONETIC SPELLING:

GUEST INFORMATION REQUEST

You are welcome to invite two guests to the initiation ceremony and are welcome to include family members. Please provide names and addresses below

Should you wish to invite a specific faculty member, you may pick up faculty invitations in person from 208 Hamilton Hall.

(1)	<i>NAME (s)</i> <i>please include TITLE – (E.g., Dr. or Mr.)</i>	
	<i>Street Address</i>	
	<i>City, State, Zip</i>	
	<i>Relationship</i>	
	<i>Email address</i>	

(2)	<i>NAME (s)</i> <i>please include TITLE – (E.g., Dr. or Ms.)</i>	
	<i>Street Address</i>	
	<i>City, State, Zip</i>	
	<i>Relationship</i>	
	<i>Email address</i>	



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FEES & KEYS

Phi Beta Kappa Membership Fee

The initiation fee for the Columbia section of Phi Beta Kappa is **\$55**, payable before initiation. There are no annual dues after this payment. The fee entitles you to a Phi Beta Kappa handbook, an engrossed certificate, and a lifetime subscription to *Key Reporter*. This fee goes to the national PBK organization for your membership and registration.

Phi Beta Kappa Key

Enclosed is information about the Phi Beta Kappa key. If you would like to order an engraved key (or key pin) to be presented at the Initiation Ceremony on February 17th, please select a key item, **check the box next to it**, and write a check for the total amount (key + fee) as indicated below:

Type	Item	Price	+\$55 fee	(Write a check for this TOTAL Amount ↓)	<input checked="" type="checkbox"/>
KEYS:	Large 10 karat gold KEY (3K10)	\$220.00	+\$55	\$275.00	
	Large 24 karat electroplate KEY (3K24)	\$35.00	+\$55	\$90.00	
	Medium 10 karat gold KEY (4K10)	\$130.00	+\$55	\$185.00	
	Medium 24 karat electroplate KEY (4K24)	\$32.00	+\$55	\$87.00	
	Small 10 karat gold KEY (5K10)	\$85.00	+\$55	\$140.00	
	Small 24 karat electroplate KEY (5K24)	\$30.00	+\$55	\$85.00	
KEY PINS :	Large 10 karat gold Key PIN (3KP10)	\$230.00	+\$55	\$285.00	
	Large 24 karat electroplate Key PIN (3KP24)	\$38.00	+\$55	\$93.00	
	Medium 10 karat gold Key PIN (4KP10)	\$140.00	+\$55	\$195.00	
	Medium 24 karat electroplate Key PIN (4KP24)	\$35.00	+\$55	\$90.00	
	Small 10 karat gold Key PIN (5KP10)	\$90.00	+\$55	\$145.00	
	Small 24 karat electroplate Key PIN (5KP24)	\$32.00	+\$55	\$87.00	
BAR PINS w/	Medium 10 karat gold Key w/BAR PIN (1B10)	\$180.00	+\$55	\$235.00	
	Medium 24 karat electroplate Key w/BAR PIN (1B24)	\$51.00	+\$55	\$106.00	
KEYS:	Small 10 karat gold Key w/BAR PIN (2B10)	\$135.00	+\$55	\$190.00	
	Small 24 karat electroplate W/BAR PIN (2B24)	\$48.00	+\$55	\$103.00	
INITIATION FEE ONLY			\$55	\$55.00	

Key Engraving

If you ordered a key or key pin, please indicate how you would like your name to be engraved using a maximum of **16 letters and spaces**. Initials may be used for first and middle names. Each key must include the entire last name and at least one initial. (Leave blank if you are not ordering a key at this time.):

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**All checks to be made payable to:
Columbia University Phi Beta Kappa**



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ONLINE REGISTRATION

Phi Beta Kappa Registration

In order to complete your initiation to Phi Beta Kappa, you must register with the national chapter headquarters.

Online Member Registration Instructions for New Phi Beta Kappa Members:

1. Go to <http://www.pbk.org/membership> and click to register.
2. Enter the passcode CCDelta.
3. Complete the blanks with your information. Make sure to select the proper chapter (school) of induction, and give the best email address to reach you.
4. Click *Preview* to view your information. If you need to make any changes, click *Back*
5. Choose *Next* to go on to the next step.
6. Now you may choose to either pay your membership fee online, or pay your chapter officer in person. Please keep in mind you are not considered an official member until dues have been paid.
7. If you choose *Yes* to pay your fee with a credit card, fill in your information and click *Ok*. There will be a confirmation and receipt to verify your payment.
8. Once online registration is complete, you will receive an email confirming that you have paid or indicating the amount owed. You will not be an official member until the chapter officer has validated your membership registration.

For technical questions, contact the Director of Information Technology and Membership Services at itdirector@pbk.org or phone (202) 745-3273.