



SBC-1 – PROCESSING FEE FORM

As of May 2022 - Calendar Year
FEES ARE SUBJECT TO CHANGE

National Sigma Beta Club Foundation, Inc.
Attn: Membership/Finance
701 Loyola Avenue #57203
New Orleans, Louisiana 70157
Website: www.sigmabetaclub.org

SBC CHAPTER ASSESSMENTS

Chartering a Sigma Beta Club Chapter:

Any Phi Beta Sigma Alumni Chapter that is interested in chartering a Sigma Beta Club Chapter will need to have formal approval of the Alumni Chapter Members. The SBC Committee must maintain a minimum of four (4) active Chapter Members in order to be in operation. Prior to submitting Chartering Application, the Chapter must contact their perspective Regional Coordinator to schedule SBC Advisory Training and starting the chartering process. Additionally, all Advisors must complete background checks through the National Center for Safety Initiatives – www.ncsisafe.org.

Once Chapter gets approval from the Foundation to apply for chartering a Sigma Beta Club Chapter, the following forms must be filled out:

- SBC-1: Processing Fee Form
- SBC-2: SBC Membership Form
- SBC-3: Parental/Guardian Form
- SBC-4: Advisor Application Form
- SBC-5: Chartering Form
- Form of Payment
 - Money Order
 - Certified Chapter Check
 - Cashier's Check

The Regional Coordinator must approve all forms are complete and properly prepare to be submitted to the Foundation for processing. Once approve by the Foundation, the Chapter will be able to operate their SBC.

Renewing a Sigma Beta Club Chapter:

All active Sigma Beta Club Chapters must pay its annual dues and assessments to the NSBC Foundation. In addition, the host PBS Chapter must be in good standings with Phi Beta Sigma Fraternity, Inc. in order to have an active SBC Clubs. There are two (2) enrollment periods that the Foundation will accept new SBC Membership Applications:

- December 1st – January 31st
- June 1st – July 31st

The following forms must be submitted to the NSBC Foundation with for new SBC members and updating SBC Information:

- SBC-1: Processing Fee Form
- SBC-2: SBC Membership Form (new members only)
- SBC-3: Parental/Guardian Form (new members only)
- SBC-6: Chapter Information Form (update annually by January 31st)
- SBC-7: Active SBC Membership Form (update biannually)
- Form of Payment (listed above)

The Regional Coordinator must approve all forms are complete and properly prepare to be submitted to the Foundation for processing.

SECTION A. CHAPTER CHARTERING ASSESSMENTS

	Assessment Fee	Total Assessment Amount
A1. SBC Chartering Fee	\$50.00	\$
A2. SBC Charter Member Fee (Including SBC Membership Fee and SBC Handbook)	\$45.00 x _____ members	\$
Section A - Total Assessment Fees:		\$

SECTION B. CHAPTER ANNUAL RENEWAL ASSESSMENTS

	Assessment Fee	Total Assessment Amount
B1. SBC New Member Fee (Including SBC Membership Fee and SBC Handbook)	\$45.00 x _____ members	\$
B2. SBC Annual Chapter Assessment Fee	\$50.00	\$
B3. SBC Club Membership Size Assessment		
- Size 1 – 75 Members	\$100.00	\$
- Size 76 + Members	\$150.00	\$
Section B - Total Assessment Fees:		\$

SECTION C. CHAPTER/MEMBER MATERIALS

	Assessment Fee	Total Assessment Amount
C1. SBC Certificates	_____ members	
C2. SBC Handbooks	\$20.00 x _____ members	\$
C3. SBC Chapter Manual	\$25.00	\$
Section C - Total Assessment Fees:		\$

CHAPTER ORDER FORM INFORMATION:

Name: _____

Mailing Address: _____

City, State, ZIP: _____

Phone: _____

E-mail: _____

Paperwork Submission Date: _____ Proposed Date of Induction: _____

CHAPTER INFORMATION:

CHAPTER NAME: _____

REGION:

_____ EASTERN	_____ GREAT LAKES
_____ GULF COAST	_____ SOUTHEASTERN
_____ SOUTHERN	_____ SOUTHWESTERN
_____ WESTERN	

TOTAL ASSESSMENT:

Section A	\$ _____
Section B	\$ _____
Section C	\$ _____
Total Assessments	\$ _____



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For SECTION A2 or SECTION B2 - SBC Membership Registration (New Member Registration Only – make multiple copies if needed)

	Member Last Name	First Name	Parent/Guardian Name	Amount
1	_____	_____	_____	\$ _____
Address: _____				
Parent's E-mail: _____			Parent's Main Phone#: _____	
2	_____	_____	_____	\$ _____
Address: _____				
Parent's E-mail: _____			Parent's Main Phone#: _____	
3	_____	_____	_____	\$ _____
Address: _____				
Parent's E-mail: _____			Parent's Main Phone#: _____	
4	_____	_____	_____	\$ _____
Address: _____				
Parent's E-mail: _____			Parent's Main Phone#: _____	
5	_____	_____	_____	\$ _____
Address: _____				
Parent's E-mail: _____			Parent's Main Phone#: _____	

SUB-TOTAL: \$ _____