



# SBC-1 – PROCESSING FEE FORM

Form active for Winter 2021/Summer 2022 - Calendar Year  
FEES ARE SUBJECT TO CHANGE

National Sigma Beta Club Foundation, Inc.

Attn: Membership/Finance

3313 Government Street - Baton Rouge, Louisiana 70806

Website: [www.sigmabetaclub.org](http://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 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](http://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. 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
<b>A1. SBC Chartering Fee</b>	\$50.00	\$
<b>A2. SBC Charter Member Fee</b> (Including SBC Membership Fee and SBC Handbook)	\$45.00 x _____ members	\$
<b>Section A - Total Assessment Fees:</b>		<b>\$</b>

## SECTION B. CHAPTER ANNUAL RENEWAL ASSESSMENTS

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

## SECTION C. CHAPTER/MEMBER MATERIALS

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

## CHAPTER ORDER FORM INFORMATION:

Name: \_\_\_\_\_  
(Chapter Coordinator)

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
City, State, ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Tentative SBC Induction Date: \_\_\_\_\_

Form Submission Date: \_\_\_\_\_

## CHAPTER INFORMATION:

CHAPTER NAME: \_\_\_\_\_

REGION: \_\_\_\_\_

<input type="checkbox"/> EASTERN <input type="checkbox"/> GULF COAST <input type="checkbox"/> SOUTHERN <input type="checkbox"/> WESTERN	<input type="checkbox"/> GREAT LAKES <input type="checkbox"/> SOUTHEASTERN <input type="checkbox"/> SOUTHWESTERN
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## TOTAL ASSESSMENT:

<b>Section A</b>	\$ _____
<b>Section B</b>	\$ _____
<b>Section C</b>	\$ _____
<b>Total Assessments</b>	\$ _____



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For SECTION A2 or SECTION B1 - 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: \$ \_\_\_\_\_