

Delta Theta Phi Law Fraternity, International



Frequently Asked Questions for Student Officers

WHEN AND HOW DO I SUBMIT NEW MEMBER APPLICATIONS?

New member forms are due no later than ten (10) days after the initiation ceremony. Please download “[Cover Form, Submission of New Members' Application](#)” located on the Student Officer Resources page of the Delta Theta Phi website. Please follow all steps as detailed on the Cover Form. New member forms are mailed to Executive Administrator Caroline Thatcher at Campbell University, and new member dues are mailed to Vice Chancellor Larry Meyer in San Bernardino, California. Respective mailing addresses are provided on the Cover Form. The Fraternity accepts *checks only* for new member dues. Please do not send cash.

HOW DO I INITIATE AN HONORARY MEMBER?

Each senate may initiate up to two (2) honorary members per academic year. Please be sure your honorary members are not members of any other law fraternity. Honorary members must complete the fraternity application form but are not required to pay new member dues. Most senates include honorary members during the student initiation ceremony; however, a separate ceremony for honorary members may be arranged according to the instructions given in the Officer Manual located on the Student Officer Resources page of the Delta Theta Phi website.

HOW DO I ORDER PINS AND CERTIFICATES FOR NEW MEMBERS?

To order pins for new members, please contact Executive Administrator Caroline Thatcher at dtpadminnc@gmail.com at least two (2) weeks prior to your initiation ceremony. All orders must include a list of names for new members, the contact name and mailing address of the officer to whom the pins should be shipped.

Certificates are ordered once new member applications have been received by the International Office and are mailed directly to the officer listed on the “[Cover Form, Submission of New Members' Application](#).” All certificates are produced by a professional company and typically arrive in four (4) to six (6) weeks. If you would like your certificates to be available during the initiation ceremony, you must submit your new member applications and forms at least six (6) weeks prior to your senate’s initiation ceremony.

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WHAT IS THE PROCEDURE FOR REQUESTING A CORRECTED CERTIFICATE?

Goose Creek Publishing is the supplier of your DTP membership certificates and boasts an error rate of less than 1/2% of all certificates printed. However, if you do find an error on a member's certificate, please return the incorrect certificate to Goose Creek Publishing, along with corrected changes and a daytime telephone number to:

**Goose Creek Publishing Co., LLC
2325 East Bennett, Suite B
Springfield, MO 65804**

For the fastest service, please include the following information with your certificates:

1. The actual incorrect certificate(s)
2. The order form that is included with your certificates
3. A list of corrected information
4. A ship-to address for direct shipping

Requests for corrected certificates that include the above information will typically be filled within three to four week. **Please do not contact or mail certificates to the DTP International Office as this will cause unnecessary delays in processing your request.**

HOW TO AVOID CERTIFICATE ERRORS

****Please note that all new member applications must include a typed list of initiates. This list is submitted to Goose Creek Publishing with your original certificate order. Remember, your order will be as accurate as your list!**

HOW DO I ORDER ADDITIONAL RECRUITING MATERIALS?

Recruiting materials for the 2010-2011 academic year were mailed from the International Office during Summer 2010. Each package included previous editions of *The Paper Book* and other valuable information to help you introduce prospective members to Delta Theta Phi. If your senate has not received these materials or if you need additional items, please contact Executive Administrator Caroline Thatcher at dtpadminnc@gmail.com.

WHERE DO I ORDER DELTA THETA PHI MERCHANDISE?

Please contact Executive Administrator Caroline Thatcher at dtpadminnc@gmail.com for a listing of DTP merchandise currently available and watch your monthly newsletter for updates and specials.

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ARE GRADUATION CORDS AVAILABLE FOR GRADUATING MEMBERS?

Yes! Please download and complete the Graduation Cord Order Form located on the Student Officer Resources page of the Delta Theta Phi website. This form should be submitted to Executive Administrator Caroline Thatcher no later than four (4) weeks prior to the graduation ceremony.

WHO SHOULD I CONTACT REGARDING DTP SCHOLARSHIPS FOR MY SENATE?

The Delta Theta Phi Foundation (DTPF) has grants available which may be awarded to qualified law schools for the purpose of providing scholarships to Delta Theta Phi members at your school. To apply for a DTPF grant on behalf of your senate, please download the "[Certification of Foundation Form](#)" form located under "About DTP" on the "Foundations" link of the Delta Theta Phi website. All information must be provided in order for the application to be processed. Questions and completed forms may be emailed directly to Past Chancellor Dudley Ryan at dryan@larsonallen.com.

WHAT IS THE BIENNIAL LEADERSHIP CONFERENCE AND WHERE CAN I FIND MORE INFORMATION?

The Delta Theta Phi Convention and Leadership Conference offers students and alumni a special blend of networking, education and programming that is certain to energize your senate. Held in odd-numbered years, the biennial convention sets the stage for biannual elections of the Supreme Senate and other important business of the Fraternity and also provides valuable leadership and professional development sessions. Each senate is expected to send at least one delegate to each convention. The Fraternity may reimburse a portion of the travel costs for one delegate per senate.

The Supreme Senate and International Office are pleased to announce Raleigh, North Carolina as the location for the 57th Biennial Convention & Leadership Conference to be held July 28-30, 2011 at the Wiggins School of Law of Campbell University. Please watch for additional details in subsequent newsletters and in upcoming editions of *The Paper Book*.