



Iota Lambda Sigma

New Chapter Application Package

FOREWORD

This guidebook explains how a group interested in becoming an official chapter of Iota Lambda Sigma Honor Society in Workforce Development should proceed to achieve their goal. It addresses the three major steps that must be accomplished to become a recognized ILS chapter.

First, an interest group of at least fifteen or more students and/or professionals must petition and obtain petition status from the Society Headquarters. The petitioners may be located in and associated with an institution of higher learning or they may be a group of professionals from a geographical area. Next, the petitioners must fulfill all requirements for chartering. Lastly, the petitioners must apply to the Society for recognition as an operating chapter in good standing.

If this process is successfully followed and the petition is accepted and approved by the Society, then a charter will be granted and the petitioning group will become an official chapter of Iota Lambda Sigma Honor Society with all the privileges, rights and obligations thereof.

The Executive Secretary-Treasurer, Anna Skinner, is available to answer your questions and can be reached at:

607 Park Way West
Oregon, OH 43616
H/ 419-693-6860, FAX/ 419-693-6859
Email: ILSgrandchapter@aol.com

Additional contact information can be found on the ILS Web site at
<http://www.iotalambdasigma.com>.

CONTENTS

Obtaining Petitioning Status	2
Fulfilling the Requirements for Chartering	4
Preparing the Petition	7

Appendices:

A - Example: Resolution Letter	14
B - Example: Approval Letter	15
C - Chapter Standards	16
D - Comparison of Colony Accomplishments	21
E - Example: Summary of Petition	22

Obtaining Petitioning Status

Any group of **fifteen or more qualified students and/or professionals** may petition for a charter as a Chapter of Iota Lambda Sigma. The petitioners may be located in and associated with an institution of higher learning or they may be a group of professionals from a geographical area. Examples of campus-based chapters are Old Dominion University in Norfolk, Virginia and Penn State University in College Park, PA. Field-based chapters are located in Alabama and Texas and represent all members in those states.

Obtaining petitioning status is the first step to becoming an ILS chapter. When a group wants to petition to become a chapter of Iota Lambda Sigma where there is no ILS chapter in existence, they may achieve “petitioning status” by receiving permission to affiliate with ILS from the Grand Chapter Executive Secretary-Treasurer. The group should send a Resolution Letter similar to the example on page 11 to the Grand Chapter Executive Secretary-Treasurer. **The Executive Secretary-Treasurer will then notify the Grand Chapter President and an experienced member will be selected to assist the group with the petitioning process.**

The next step is to prepare for petitioning for the charter. Petitioners for a chapter may complete a petition form found on pages 8-9, fill it out, and return it to the Grand Chapter Executive Secretary-Treasurer. **At least 15 prospective members must be eligible** for membership as defined in Article VI of the Bylaws and sign the petition.

The Grand Chapter Executive Secretary-Treasurer shall notify, in writing, the Grand Chapter President of the request for charter no later than thirty days after the receipt of the petition. The President shall appoint **a committee of two Grand Chapter officers to investigate the petition and file a report with the Executive Board within sixty days.** Upon review of the investigating report and if favorably impressed, the Executive Board may grant the charter.

Representatives of the Society will work with your group in assisting you to meet the requirements established by Iota Lambda Sigma. They will also assist in planning the installation and initiation ceremony.

Fulfilling the Requirements for Chartering

Because Iota Lambda Sigma strives for excellence, we also expect the same of our petitioning groups. Therefore, the Society has developed the following requirements that should be fulfilled by a group in order to petition to become a chapter of Iota Lambda Sigma. We have set these standards in order to ensure the quality of our chapters. It is expected that most groups will meet these requirements within one year after notifying the Grand Chapter Executive-Treasurer of the group's intention to seek a charter of ILS.

1. **Membership Requirements:** Have at least 15 qualified candidates for membership from the following groups:

- a. Adult practitioners from secondary vocational-technical education
- b. Practitioners from post-secondary and higher education from any position in adult education that is directly involved in career skills training
- c. Faculty, students, and administrators from accredited technical schools/colleges and community colleges offering skill-based programs directed toward career enhancement
- d. Faculty, students, and administrators from accredited four year colleges and universities that offer undergraduate and/or graduate studies in any area of adult, industrial, technical, occupational, and vocational education.
- e. Professionals from alumni placement, human resources development, and workforce development
- f. Persons from business and industry who are involved from the broad spectrum of involvement in career skills development

2. **Academic Requirements:**

- a. Undergraduates must have no less than sophomore standing (the equivalent of at least 30 semester hours or 50 quarter hours earned the end of the term prior to the time of initiation), with at least twelve semester hours (or the equivalent) of vocational and technical education, occupational education, or workforce development courses completed with an overall grade point average of not less than a "B" (i.e., 3.0 out of 4.0) based on the total previous college record of the student.
- b. Graduate students must have graduate admission status in a degree-seeking program within an accredited college or university, completion of at least twelve (12) semester hours (or the equivalent) of vocational education, occupational education, or workforce development courses, of which at least six (6) or more semester hours (or equivalent) of graduate work completed in the same institution applicable to degree program in which the student is enrolled, and

have a cumulative grade point average on all graduate courses undertaken of at least 3.25 out of 4.00.

- c. Other Applicants may be faculty at an institution of higher learning, or have demonstrated outstanding proficiency a professional practitioner in workforce development.
3. **Chapter Advisor:** An active Chapter Advisor is **not required** but is found to be desirable, especially for campus-based chapters.
4. **Bylaws:** A petitioning chapter must adopt its own bylaws which must be in keeping with the provisions of the Constitution and Bylaws of Iota Lambda Sigma. A current copy of the chapter's bylaws must be filed with the National Headquarters where it shall be available for inspection by the Grand Chapter. A sample draft of chapter bylaws can be found beginning on page 12.
5. **Executive Committee:** Have an executive committee that consists of all chapter officers. Others may be included as identified in the chapter's bylaws. The executive committee shall plan and coordinate the chapter's business, to carefully consider all recommendations for active and honorary membership, and assure the welfare of the chapter.
6. **Finances:** The petitioning group must be financially stable with an established approved accounting system and have a zero balance with the Grand Chapter. At the time of petitioning, an installation fee of \$50 and the first year's individual national membership dues must be paid.

Preparing the Petition

The petition is your commitment to the ideals of Iota Lambda Sigma and belief in the spirit of brotherhood and the strength and courage of fraternalism, such as is manifested by Iota Lambda Sigma. **It is important that you include everything that you feel the Grand Chapter Executive Board of ILS should know about your group.** It is on the basis of the information contained in the petition that the Executive Board will make a decision as to whether or your petition will be accepted.

Once your group has achieved all requirements for chartering, you should contact the Grand Chapter Secretary-Treasurer to indicate that your petition is being prepared.

Fill out the enclosed Petition form and return it to the Grand Chapter office. All petitions should be word processed and neatly bound with a cover. **A file on a CD or a flash drive in Windows format should also be sent with the printed petition.** Feel free to make additional copies as needed.

The Grand Chapter Executive Secretary-Treasurer shall notify, in writing, the Grand Chapter President of the request for charter **no later than thirty days after the receipt of the petition.** The Grand Chapter President shall **appoint a committee of two Grand Chapter officers** to investigate the petition and **file a report with the Executive Board within sixty days.** **Upon review of the investigating report and if favorably impressed, the Executive Board may grant the charter.**

A charter fee of \$50.00 is required prior to the issuance of the charter. The new member's fee will be set by the National Headquarters and is payable to the Grand Chapter prior to chartering. The cost of the official pin should also be included. Orders for pins should be sent to the Grand Chapter Executive Secretary-Treasurer.

You chapter may keep the local dues the first year.

Present members of the Society may transfer to the new chapter and become charter members providing they apply to the Grand Chapter for the transfer prior to the actual chartering. They must have their dues current, or pay them up-to-date. If more pages are needed for the members' enrollment information, please feel free to make needed copies.

Example

Petition Statement To the *Grand Chapter of Iota Lambda Sigma*

The Official Sanction of the President of and the Faculty Committee or Student Organizations has been securely to petition the *Grand Chapter of Iota Lambda Sigma* for establishment of a chapter at _____.

The persons whose names are attached to this document submit the following sentiment:

"We hold with *Iota Lambda Sigma* that the areas of career and technical education, human resource development, adult training and development, and related areas of applied academics, administration, career education, guidance, school-to-work, and tech prep important to the development of our nation and the lives of its citizens.

"We hold with *Iota Lambda Sigma* that ideals of our profession are necessary and needed, and that for any group or individual those ideals should be: Respect for our work, a reverence for those who have so ably helped us to would our lives, that the broad vision of service should ever be before us, for by our service we will be stimulated to grow and by our growth others will be stimulated likewise.

"Finding ourselves in sympathy with the ideals of *Iota Lambda Sigma*, and believing in the spirit of brotherhood and the strength and courage of fraternalism, such as is manifested by *Iota Lambda Sigma*, we most earnestly and respectfully petition the Grand Chapter for a charter and the establishment of a chapter of *Iota Lambda Sigma*.

"We pledge that if our petition be granted we will strive to be an honor to the Society we will represent, and shall endeavor to always place an interpretation upon the ideals of *Iota Lambda Sigma* that will be fitting and proper and a credit to the Society.

"We pledge further, that, if a charter be granted us, that only those who have so signified that they have passed their work with merit will be given a bid to membership in the Society."

The names of those who are petitioning for a chapter of *Iota Lambda Sigma*, their scholastic standing, their positions and addresses are attached.

We, the undersigned, petition the Grand Chapter to become a chapter of *Iota Lambda Sigma*:

Name	Address	Name	Address

Petition Checklist

We the candidates for membership in the new chapter of Iota Lambda Sigma Society in Workforce Development to be designated as _____ Chapter, submit this petition for consideration by the Grand Chapter.

As a petitioning group, we have accomplished the following pre-petition activities:

1. Notified the Grand Chapter Executive Secretary-Treasurer by letter or resolution of our intention to affiliate with Iota Lambda Sigma.
2. Have _____ men and women who both meet the qualifications of membership and indicated their desire to be charter members of this new chapter by signing this petition.
3. Have adopted a set of Bylaws that conform to the provisions of the Constitution and Bylaws of Iota Lambda Sigma. A copy of the bylaws are included with this petition.

EXAMPLE: RESOLUTION LETTER

Date

Executive Secretary-Treasurer
Iota Lambda Sigma
607 Park Way West
Oregon, OH 43616

**Please include
& return
address &
phone # 's.**

Dear Sir:

At our meeting on (*exact date*), a motion was made and passed by a majority of those voting to submit this resolution.

RESOLVED, that the undersigned hereby desire to begin the petitioning process to become a chapter of Iota Lambda Sigma Society in Workforce Development at (*location*) ; that the objectives of the group are to exemplify and uphold the ideals and traditions of a duly installed chapter of Iota Lambda Sigma Honor Society.

RESOLVED FURTHER, that a copy of this resolution, signed by all members, be immediately mailed to the Grand Chapter Executive Secretary-Treasurer of Iota Lambda Sigma Society.

Fraternally yours,

President

Sample Chapter Bylaws

Bylaws

All provisions of these Bylaws shall be considered a part of the Constitution of Iota Lambda Sigma.

ARTICLE I

Name

The fraternal order shall be known as ____ Chapter, at _____ University, Iota Lambda Sigma.

ARTICLE II

SECTION 1. Nature

_____ Chapter, Iota Lambda Sigma, is an Honorary Professional Society dedicated to scholarship and excellence in education, business, and industry workforce development.

SECTION 2. Purpose

The purpose of _____ Chapter, Iota Lambda Sigma, is to promote the causes of Vocational, Occupational, Industrial, and Technology Education through three major objectives.

1. Recognizes scholarship and excellence in Workforce development.
2. Promotes the development and dissemination of worthy educational ideals and practices in workforce development.
3. Enhances the continuous professional growth and leadership of its diverse membership.
4. Fosters inquiry and reflection on significant educational and training issues.
5. Maintains a high degree of professional fellowship.

ARTICLE III

Membership

SECTION 1. General Eligibility

To be eligible for membership in _____ Chapter, all persons shall be of good moral character who possess the following attributes or qualities:

1. An appreciation and comprehensive understanding of the basic philosophy of Iota Lambda Sigma.
2. A sustained interest in the promotion, development, welfare, and maintenance of workforce development.
3. A sincere desire for professional growth and development in any of the disciplines of Career and Technical education.

SECTION 2. Active Membership

Active membership is open to persons actively associated with Vocational, Occupational, Industrial, and Technology Education in one or more of the following ways:

- A. Practitioners from secondary vocational-technical education are eligible for membership. They may represent agriculture education, business education, family and consumer sciences, health occupations education, marketing education, technology education, special needs vocational education, and trade and industrial education. Further related areas in secondary education may include applied academics, administration, career education, guidance, school-to-work, and tech prep.
- B. Practitioners from post-secondary and higher education from any position in adult education that is directly involved in career skills training are eligible for membership. These include:
 - 1. Faculty, students, and administrators from accredited technical schools/colleges and community colleges offering skill-based programs directed toward career enhancement.
 - 2. Faculty, students, and administrators from accredited four year colleges and universities that offer undergraduate and/or graduate studies in any area of adult, industrial, technical, occupational, and vocational education.
 - 3. Professionals from alumni placement, human resources development, and workforce development.
- C. Persons from business and industry who are involved from the broad spectrum of involvement in career skills development are eligible for membership. These include:
 - 1. Members of local advisory committees and state advisory councils.
 - 2. Cooperative education employers, coordinators, and judges of vocational student organization competitive events, and other supporters of school-based workforce development programs
 - 3. Apprenticeship instructors and coordinators, human resource development professionals, training and development personnel, and managers who are active supporters of additional training for their employees.
- D. All applicants for membership must have:
 - 1. Demonstrated professional excellence.
 - 2. Expressed of intention to continue to support the field of workforce development.
 - 3. Manifested desirable personal qualities.
 - 4. Demonstrated evidence of leadership attributes.
- E. Invitation to membership in an active chapter shall be dependent upon fulfillment of the following qualifications without regard to race, age, color, religion, sex, or disabling condition.

SECTION 3. Qualifications for Undergraduates

- A. No less than sophomore standing (the equivalent of at least 30 semester hours or 50 quarter hours earned the end of the term prior to the time of initiation).
- B. At least twelve semester hours (or the equivalent) of vocational and technical education, occupational education, or workforce development courses completed.

- C. A grade point average of not less than a "B" (i.e., 3.0 out of 4.0) based on the total previous college record of the student..

SECTION 4. Qualifications for Graduate Students

- A. Regular graduate admission status in a degree within an accredited college or university.
- B. Completion of six (6) or more semester hours (or equivalent) of graduate work in the same institution applicable to degree program in which the student is enrolled.
- C. At least twelve (12) semester hours (or the equivalent) of vocational education, occupational education, or workforce development courses completed.
- D. A cumulative grade point average on all graduate courses undertaken of at least 3.25 out of 4.00.

SECTION 4. Qualifications of Other Applicants

- A. Faculty status at an institution of higher learning, or
- B. Demonstrated outstanding proficiency a professional practitioner in workforce development

SECTION 5. Honorary Membership

- A. A record of distinguished service to the cause of workforce development, vocational and technical education, or occupational education.
- B. No chapter may elect more than two (2) persons to honorary membership during any one Society year.
- C. A person approved for an honorary membership shall be initiated according to the appropriate ritual

SECTION 6. Nomination and Election to Active Membership

Candidates for active membership shall submit an application for membership on an official form provided for this purpose. Any member may nominate the candidate. New members shall be elected by majority vote of the chapter executive committee.

SECTION 7. Initiation

All candidates for membership shall be duly initiated using the official Society ritual and shall sign the permanent Chapter Roll, giving permanent address. Within 30 days of initiation, required information concerning each initiate together with the required fees must be forwarded to the National Headquarters.

SECTION 8. Numbering of Members

Member number of will be assigned by the Grand Chapter in accordance with the Grand Chapter Bylaws.

SECTION 9. Membership Card, Certificate of Initiation, and Pin

Each initiate shall be entitled to receive an official membership card and an official certificate of membership. Replacements may be purchased at cost from the National Headquarters. Each new initiate shall be entitled to receive the official key, provided all Society and local chapter fees have been paid. The key may be purchased only through the National Headquarters

SECTION 10. Suspension and Reinstatement of Members From Active Status

- A. A member may be suspended for cause. A two-thirds (2/3) vote of the chapter executive committee is required for suspension of chapter membership and a two-thirds (2/3) vote of the Executive Board is required for suspension of Society membership.
- B. Any member, who fails to pay any assessment of dues which has been regularly levied by the chapter or by the Grand Chapter after a two year period of time, will be involuntarily suspended. To reactivate this suspension the member must pay the present year's dues, together with any other assessments which may have been levied in the interim.

SECTION 11. Expulsion

- A. Any member who has been guilty of any violation of the fundamental principles of this Society as expressed in the Constitution and Bylaws and in the adopted ritual, may be required to appear before the local chapter executive committee to show cause why the member should not be expelled from membership.
- B. After giving the summoned member an opportunity to present a defense, a secret ballot shall be taken by the executive committee and upon three-fourths vote of at least four members present, the member shall be expelled from the Society and shall forfeit all rights and privileges of membership.
- C. The chapter secretary shall immediately notify the Executive Secretary-Treasurer who shall include this item in the Annual Report at the Society.

SECTION 12. Transfer of Membership by Affiliation

An active member of the Society may transfer membership from one chapter to another by petitioning the National Headquarters. If the member is in good standing with all local and Society dues paid, the petition will be approved and the two chapters involved will be notified that the transfer has been completed.

ARTICLE IV

Membership Fees and Dues

SECTION 1. Initiation Fee

The initiation fee shall include Grand Chapter fees, cost of an official pin, cost of a certificate of initiation, dues for the current year, and banquet ticket.

SECTION 2. Membership Dues

Annual dues for Chapter shall be \$_____ per year payable by (month, day, year).

SECTION 3. Special Assessments

All special assessments must be approved by vote with two-thirds majority voting in favor of the assessment.

ARTICLE V

Chapter Officers

SECTION 1. Officers

The officers of Chapter shall be known publicly as the President, Vice-President, Secretary-Treasurer, Advisor, Historian, and the Council.

SECTION 2. Council

The council shall be composed of the President, Vice-President, Secretary-Treasurer, immediate Past-President, and Advisor, together with two additional members at large.

SECTION 3. Elections

The election of officers shall take place immediately after the annual initiation ceremony and the new officers of Chapter shall be installed immediately following the election of officers.

SECTION 4. Term of Office

All officers shall be elected for a term of at least one year and shall not succeed themselves in office except for the Secretary-Treasurer. The Secretary-Treasurer may succeed him-herself for any number of years at the pleasure of the Chapter.

SECTION 5. Eligibility of Officers

To be eligibility for office, the nominee must be an active member.

SECTION 6. Removal from Office

Officers may be removed from office upon two-thirds vote of the active chapter membership.

SECTION 7. Nominating Committee

The President will appoint a nominating committee of at least three members. It will recommend a slate of officers to the Society to be voted upon immediately after the completion of the annual initiation ceremony.

ARTICLE VI

Duties of Chapter Officers

SECTION 1. President

The President presides at all meetings, regular and special, as well as meetings of the Council. The President appoints all standing and special committees.

SECTION 2. Vice President

The Vice President presides in the absence of the President. With the exception of the nomination committee, the Vice President shall be an ex-official member of all standing committees. The Vice President insures that all committees perform their responsibilities in an efficient and effective manner.

SECTION 3. Secretary-Treasurer

The Secretary-Treasurer keeps correct minutes of all regular and special meetings of the Chapter, receives all moneys as may be received by the chapter, and makes disbursements upon the approval of the President. The Secretary-Treasurer forwards the new members' application forms along with the Grand Chapter initiation fees to the Grand Chapter within 30 days of initiation.

The Secretary-Treasurer prepares and submits an Annual Report to the Grand Chapter on or before October 1, of each year. He/She receives all correspondence from the Grand Chapter unless otherwise specified and is responsible for informing the chapter president of the communications.

SECTION 4. Faculty Advisor

The Faculty Advisor serves as an ex-officio member of all committees and the Council with the power to vote. The Faculty Advisor may serve as Secretary-Treasurer of the chapter.

(The above paragraph is not applicable to Field Chapters as they have no ties to a college or university.)

SECTION 5. Historian

The Historian maintains and preserves a complete history of the chapter and its members.

SECTION 6. Council

The Council advises the officers of the chapter on all matters pertaining to the general welfare or policies of the Society; it carefully investigates all petitions for active membership; and makes recommendations for honorary membership.

ARTICLE VII

Amendments or Revisions

SECTION 1. Bylaws

Provided that the amendment or revision has been submitted to the Secretary-Treasurer 30 days prior to action, the Bylaws may be amended or revised by a majority vote of the members present at any Chapter meeting.

Essentials Of A Good Chapter

Knowledge of Philosophy and Objectives of *Iota Lambda Sigma*

Enthusiasm for *Iota Lambda Sigma* and its benefits to members cannot be expressed unless everyone concerned has a good understanding and working knowledge of what the Society stands for and how it works. Through individual study, chapter meetings, committee work, executive committee planning, and cooperative effort this should be accomplished.

Reliable Capable Leaders

A team of well-qualified and dependable officers is of utmost importance to a successful chapter. Capable leaders conduct business in an acceptable parliamentary fashion; maintain organized and proper chapter minutes and fiscal records; published noteworthy news and information; plan and implement an effective, efficient program of work in which all members participate; and, when executing their offices, keep in mind both the fundamental purposes of the Society and the needs and desires of all members.

The strength or weakness of a chapter depends largely upon the group leadership. Sometimes the most popular members are elected to office without due consideration being given to their qualifications. It is unreasonable to expect all officers to know all the duties and responsibilities of an office upon being elected; however, it is just as unreasonable to elect a member to a position of authority who is unwilling to make preparations to perform all duties creditably.

All members should have a general understanding of the duties and responsibilities of each office. Each member should have knowledge of the qualities of leadership. With these two ideas in mind members will be able to select competent officers for the chapter.

Leaders must be able to communicate their thoughts, ideas, and feelings to the chapter. Also, they must understand and function in a democratic manner within the chapter.

Responsibilities Shared By All Members

A program of work provides members with the opportunities to share in the responsibilities of operating a chapter through participation in chapter activities. Activities are planned around the interests and needs of the chapter and its members, helping to solve problems. This results in member satisfaction. In this instance members are learning by doing. Members working together develop tolerance and respect for the rights and opinions of others, establishing a program of self-improvement which assures professional development.

Officers and members should work together to plan assignments and responsibilities for the program of work. Members should work in the areas where their interests are strongest; however, in areas where there are unpleasant or difficult tasks to be undertaken, the work must be shared by all members. Members' cooperation leads to interest, high spirit, enthusiasm for work, and improved performance.

A Planned Program Of Work

An outstanding *Iota Lambda Sigma* chapter year is impossible unless members begin with a plan. The very first steps to take at the beginning of a new year should be outlining what is to be accomplished and what to do in order to accomplish the proposed activities.

Keep in mind that activities and projects undertaken by the chapter must be those that can be accomplished. Each chapter is different. It must adapt its activities and projects to its specific needs, interests, situation, and capabilities.

Keep in mind that activities and projects must be worthy and challenging. Programs must be well planned, carefully worded, and placed in writing if they are to be effective and successful.

The steps that will help in preparing and carrying out a calendar of activities are located in the *Official Handbook of Iota Lambda Sigma*.

Chapter Finance Budgeted

A reasonable level of funding must be budgeted for activities. If a program is important to the chapter, a realistic amount of money must be budgeted for the program.

Through dues and assessments all chapters are self-supporting. In some instances and upon application to the Grand Chapter Executive Secretary-Treasurer, financial assistance may be available from the Grand Chapter.

Records, Reports, Equipment, and Chapter Paraphernalia Maintained

Records should be kept in an orderly manner for quick reference and to ease the preparation of reports. A database of members with member numbers, addresses, dues information, etc. is a useful management tool.

A special file for minutes and chapter history is recommended. Each chapter is required to maintain initiation paraphernalia as described in the ritual. This paraphernalia is to be in reasonably good condition and in sufficient quantity to meet the needs for chapter initiations.

Regular Chapter Meetings Are Held

Meetings should be planned well in advance and follow an established pattern. They should:

- be held at a regular time, starting and closing with prompt efficiency
- revolve around the program of work/activities
- follow an agenda that is planned in advance for each meeting
- be conducted following parliamentary procedure with officers in regular attendance and prepared to effectively and efficiently carry out their part of the program.

Public Relations

Every activity, project, or event is a planned happening of some sort that can affect the chapter Public Relations program. It is the PR chairman's responsibility to see that it is coordinated effectively.

The best of PR workers will make progress only in proportion to the cooperation he or she receives from the members in the chapter. Coordinating all activities, advance planning, and

giving all requested information and assistance, are three ways of helping. Sympathetic understanding and confidence in the PR program can bring *Iota Lambda Sigma* many benefits and increased prestige for our chapters. The Official handbook of Iota Lambda Sigma has a whole section on maintaining a strong public relations program.