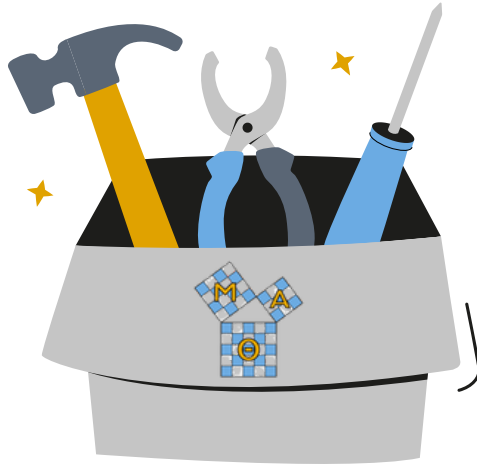


# Mu Alpha Theta Sponsor Toolkit



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# Sponsor Responsibilities

1. Help student members run their chapter of Mu Alpha Theta.
2. Accompany students to mathematical competitions or events and arrange for chaperones, transportation, permission forms, and other details.
3. Update the chapter's information online, by email, or by calling the national office with changes.
4. Add **noreply@mualphatheta.org**, **sales@mualphatheta.org**, and **info@mualphatheta.org** to their safe list since all newsletters, invoices, receipts, and updates are emailed from these addresses.
5. Provide a supervised meeting space for the club and act as liaison to the school's administration.
6. Inform math teachers at their school of the chapter and its mission, ask for names of qualified students for membership, check grades to ensure eligibility, and present these names to the admission committee of the club.
7. Submit new member names to the national office within one month of their initiation into the chapter. See our [Sample Induction Ceremony Script](#).
8. Order merchandise and honor cords on behalf of student members.
9. Inform students of Mu Alpha Theta scholarships, grants, and awards and encourage them to apply.
10. Read Mu Alpha Theta's monthly newsletter and share its contents with student members.
11. Always uphold Mu Alpha Theta's constitution and bylaws and those of their chapter.

## New Chapter Folder

Upon approval, your chapter will receive a New Chapter Folder that includes:

- Your school name and chapter ID
- A sample constitution
- A sample code of conduct
- Our official merchandise price list
- Shipping guidelines
- The Mu Alpha Theta calendar of events for the current academic year
- A map and list of MA $\Theta$  regions
- Our comprehensive Sponsor Handbook

These resources are designed to help you establish a strong foundation for your chapter's success.



## To Begin

To help your chapter operate smoothly and maintain continuity, we recommend starting a Mu Alpha Theta binder to store important documents and information. This binder can be easily passed along to a new sponsor if needed in the future.

When your chapter is established, one of the first tasks for members should be to create a chapter constitution. All chapters are required to follow the National Mu Alpha Theta Constitution and rules at a minimum. However, your chapter may choose to add additional requirements—such as mandatory tutoring or volunteer hours—as long as these additions are voted on and approved by chapter members.

To help you get started, we've provided a [sample constitution](#), which can be found in your new chapter folder and on our website.

## Active Vs. Inactive

To keep your chapter active, you must add at least one new member every two years. If no new members are added within that time frame, your chapter will be marked inactive.

To reactivate an inactive chapter, you'll need to:

- Pay the reactivation fee
- Submit payment for at least one new member

## Identifying Members & Associates

One of the greatest responsibilities sponsors have is identifying and registering new members. You may register new members for a \$10 one-time fee/each at any time throughout the year on our website once you are logged in and in your dashboard. At least one new student must be added every two years for your chapter to remain in active status. We recommend registering new students at least once every year. It is very important that only you access your online account with us. Do not share your login information with your students.

## High School Members

The national requirements for individual membership in a local high school chapter are as follows:

1. Members must be high school students in grades 9 through 12.
2. Members must be registered with Mu Alpha Theta at the school at which their permanent records reside.
3. Members must have completed the equivalent of two years of college preparatory mathematics, including algebra and/or geometry, and have completed or are enrolled in a third year of college preparatory mathematics.
4. On the 4-point grading scale, members must have at least a 3.0 math grade point average.



These are the minimum requirements; chapters may elect to have stricter standards but not lower ones. Students are encouraged to participate in Mu Alpha Theta club meetings and activities, even if they do not qualify as members.

## **Two-Year College Members**

1. If a student was not a Mu Alpha Theta member in high school, s/he must have taken at least one mathematics course at or above the College Algebra/Pre-calculus level to be eligible for membership.
2. On the 4-point grading scale, members must have at least a 3.0 math grade point average in courses at or above the College Algebra/Pre-calculus level.
3. If a two-year college student was a member of Mu Alpha Theta in high school, his/her high school membership transfers and s/he may become a member at the two-year college without paying the membership fee again.

## **Associates**

Associates are not members of Mu Alpha Theta but are likely candidates for membership. Associates do not pay the initiation fee but are eligible to be listed with the National Office, should they wish to participate in Mu Alpha Theta national math contests. While they are not entitled to vote nor hold office in their chapter, they are entitled to attend and be heard at meetings. A student may remain an associate for only one year and then, if eligible, must be inducted as a member of Mu Alpha Theta.

- Associates must be high school students in grades 9 through 12.
- Associates must be at the school where their permanent record resides.
- Associates must have completed one year of algebra, or its equivalent, with distinction and are currently enrolled in a higher math course.

## **Shipping Guidelines**

Each chapter is eligible for four free shipments per school year. Any additional orders beyond these four will incur shipping charges.

Expedited shipping is always available for an additional fee:

- Orders placed by 12:00 p.m. CST (Monday–Friday) will ship the same day.
- Orders placed after 12:00 p.m. CST or on weekends will ship the next business day.

Please double-check that your shipping address and ZIP code are correct at the time of ordering.

- If an incorrect address causes additional UPS charges, you will be charged an address correction fee.
- If a package is returned to us due to address errors or school closures, you will be charged a shipping fee.



## Merchandise & Graduation Regalia

All Mu Alpha Theta merchandise and graduation regalia may be viewed and purchased on our [website](#). Sponsors must log in using their chapter ID and password to access their dashboard and place orders.

- Only chapter sponsors may purchase merchandise through the system.
- We accept purchase orders, checks, and credit cards as payment methods.
- The system will only allow you to order the number of cords matching your registered seniors (e.g., 8 registered seniors = 8 cords).
- This limit cannot be modified and is built into the system for tracking accuracy.
- If you need to register seniors AND purchase cords for them, you must do this in two separate orders.
  - Order #1 – Register all seniors and submit the order completely.
  - Order #2 – Return to the dashboard, place the cord order, and submit it.
  - You may place both orders back-to-back without any waiting period.
  - The same purchase order number may be used for both.

**Only active chapters may use the Mu Alpha Theta name and logo. To request permission for use (e.g., on t-shirts or promotional materials), please contact the National Office directly.**

## Other Benefits

We cannot overstate the importance of registering qualifying students as members. Members who are registered early in their high school careers benefit the most from all that Mu Alpha Theta has to offer. Our grants, awards, and scholarships consistently have few applicants, so your chances of being awarded one of these are better than you would think! We strongly encourage you to apply for all the grants, awards, and scholarships for which you and your members qualify.

- [Grants](#)
- [Awards](#)
- [Scholarships](#)
- [Contests](#)
- [Annual National Convention](#)
- [Math Resources](#)

## FAQ

You can view our [frequently asked questions](#) page on our website. If you have any further questions, please do not hesitate to reach out.

- (405) 325-0144
- [info@mualphatheta.org](mailto:info@mualphatheta.org)

