



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. [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.

To Begin

Start a Mu Alpha Theta binder to keep information in so it can easily be transferred to another sponsor if that time happens. One of the first things your new chapter members should do is create a chapter constitution. Your chapter must abide by the National Mu Alpha Theta's rules and constitution at the bare minimum. However, if your chapter would like to do anything extra, like including tutoring or volunteer hours as a requirement of membership, your chapter members must vote on this and approve its addition to your chapter's constitution. Here is the sample chapter constitution found on our website to help get you started: [Sample Constitution](#)

Active vs Inactive

To have your chapter remain active, you need to add at least one member every two years, if this is not done, your chapter will go inactive, and you will have to pay reactivation fee and at least one member to reactivate the chapter.

Identifying members and associates

One of the greatest responsibilities sponsors has 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. You may register new students at any time throughout the year on our website. 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.

Members:

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

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.

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 allowed four free shipments per school year, subsequent orders will have shipping charges added. You always have the option of expedited shipping for an additional charge. Expedited orders will ship same day if ordered by noon CST and next day if weekend or after noon CST.

Please ensure that you entered a correct shipping address. We will have to charge you if the address or zip code are not correct, these are charges we get from UPS. You will be charged for shipping costs if the package is returned to us.

Merchandise and Graduation Regalia (you order these through your dashboard once you are logged in to your account)

All items may be viewed and purchased online at www.mualphatheta.org. Log in using your chapter ID and password to place orders online. [Merchandise List](#) This merchandise can only be purchased by the sponsor. We accept purchase orders, checks and credit cards.

***Here are our cord ordering instructions:

**The system only allows you to order as many cords as you have seniors registered with us. If you have 8 seniors registered with us, you will only be able to order 8 cords. We cannot adjust this in any way; it is something that has built into our online system for a reason.

**If you need to register seniors AND purchase cords for them, you must do this in two separate orders. Order #1: register your seniors and fully submit your order. Order #2: then go back in and place your order for cords and fully submit that order. You can place order #2 right after order #1; you do not need to wait any amount of time between the two orders. You may use the same PO number for both orders.

We do have a public store that students can purchase merchandise: [Public Store](#).

Only active chapters are authorized to use the Mu Alpha Theta name and logo. You must contact the National Office for permission to use our logo for items such as t-shirts.

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's

[FAQ Sheet](#)

Now that we have overloaded you with information, do you have any questions for us at this point? Please do not hesitate to call us at 405-325-0144 or email us at info@mualphatheta.org.