

INSTRUCTIONS FOR RETURNING SAI RITUAL BOOKS

(This form is to be sent along NH along with chapter ritual books)

Deadline:

Collegiate chapters – May 15, 2009

Alumnae chapters – June 1, 2009

(To request an extension, contact NVP-R Deb Volker at NVP.Ritual@sai-national.org)

Procedure:

- Collect ALL chapter ritual books
- Package securely for shipping to National Headquarters:

*Sigma Alpha Iota National Headquarters
One Tunnel Road
Asheville, NC 28805*

- Enclose this form with information completed below
- Mail via secure and traceable method (*e.g. Certified Mail, FedEx Signature Required, etc.*)

- Once books are received at NH they will be inventoried based on your chapter's most recent ritual inventory report
- Chapters will be fined for ritual books lost/not returned
- NOTE: ALL books must be returned! Refer to most recent ritual inventory (*e.g. If a chapter has extra books and they are not returned they will be fined for those books.*)

Chapter Name _____ Province _____

Master ritual book #s _____

Abridged ritual book #s _____

Music ritual book #s _____

Large print books/music (if applicable) _____

Braille ritual books/music (if applicable) _____

Signature of officer completing form _____

Phone _____ Email _____