

# Four Star Application Quick Tips

1. All chapters are required to complete the application (not only is this an application, but also the end of the year report)
2. The answers on the application should be based upon activities of your chapter from July 1st to present
3. Signatures are required on the last page.
4. All applications must be typed or completed on a computer from the form on the web site.
5. The application must be mailed in to national headquarters (address below) or emailed to Christy Adams (address below). If it is emailed, the last signature page must be mailed in separately. The form cannot be faxed!
6. Be sure to keep a copy for your records
7. A **maximum** of five pages of additional supporting information may be added to the application.
8. Must be postmarked by May 10<sup>th</sup>
9. Chapters that have debt over 30 days past due will not be eligible, but are still required to submit the packet.
10. Read questions carefully. Answer all questions completely and give specific examples!
11. If a question does not pertain to your chapter (i.e. housing corporation members if chapter don't have a house), then fill in the blank with a specific reason why you cannot answer the question. Do not leave it blank or do not just write N/A.
12. Use Christy as a resource. She is open to reviewing the application with you over the phone before you submit it.

Alpha Sigma Alpha National Headquarters  
Attn: Christy Adams  
Membership Services Coordinator  
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Indianapolis, IN 46268  
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