

## Eta Sigma Delta Process & Ceremony Checklist

*Please review and follow the guidelines below to ensure smooth processing of your ceremony.*

### ***Important details:***

- ADVISOR: completes Advisor Induction Form online via the ICHRIE website
- STUDENT INDUCTEES have 2 weeks to submit their payment and information via the Student Induction Form via the ICHRIE website.  
The ICHRIE office will begin processing when all the payments are received. The processing will take 3 weeks.  
\*\*Please note: there is a rush fee of \$200 if you wish to receive your ceremony earlier.
- Continue to plan and prep for the ESD Ceremony while you wait for your induction materials.
- Once payment has been received, you are able to access the ICHRIE website as a member—ENJOY!

### ***Additional notes:***

- There will be a \$20 fee charged for each returned check.
- Please make sure that the school's Institutional and ESD advisor memberships are active for the current year, unless the advisor is the institutional contact for the school. This will cause a delay in the ceremony processing if not up-to-date.
- Once the ceremony has been processed and mailed, any additional student applications for the same ESD ceremony will require you to pay the postage for the certificate(s), cord(s) and pin(s).
- Be sure to email [esd@chrie.org](mailto:esd@chrie.org) whenever there is a change in advisor, so we can keep the website updated with current info.
- Be sure to inform all students that they will remain lifetime inductees into ESD. For example, if they have been inducted into ESD and transfer to a different school, they will always be an ESD member.