

Alpha Kappa Delta Orders

(updated April 9, 2026)

IDENTIFY & INVITE NEW MEMBERS

MINIMUM ELIGIBILITY REQUIREMENTS.

- **UNDERGRADUATE STUDENTS.**

- Be enrolled as a major or minor in a sociology program or a program sociological in nature
- Be at least a junior (third year) by standards of the host institution
- Rank in the top 35% of their graduating class in general scholarship.
 - *If class rank is not readily available to a chapter representative, in lieu of class rank, students shall have accumulated the equivalent of an overall grade point average of at least 3.3 by a four point scale where: A=4, B=3, C=2, D=1, F=0*
- Have maintained the equivalent of a 3.0 GPA in sociology courses taken at the host institution prior to initiation
- Have completed at least four courses (*the equivalent of 12 semester hours*) in sociology prior to initiation

- **GRADUATE STUDENTS.**

- Be officially admitted to graduate study in sociology at the host institution
- Completion of the equivalent of one full semester or quarter of graduate study in sociology
- Graduate GPA of a B or better
- Continue matriculation in a program of study leading toward a graduate degree in sociology at the host institution

- **FACULTY AND PROFESSIONAL STAFF.**

- Formal conferral of the PhD in sociology or employment as a sociologist are required prior to initiation

IDENTIFY NEW MEMBERS. To identify eligible undergraduate members, compile a list of current junior and senior sociology majors, minors, and those in a program sociological in nature. If needed, contact your school's registrar's office for a cutoff list of those sociology students who are in the top 35% of their graduating class, or an overall GPA of 3.3, and have a minimum 3.0 sociology GPA (graduate students must have an overall 3.0 GPA). If your school's registrar office cannot provide you with the top 35% ranking, instead use 3.3 overall GPA in its place. Make sure all individuals meet AKD's minimum eligibility requirements. Be sure to cross-check this with a previous inductees list.

INVITE ELIGIBLE MEMBERS. Once you have identified all students who are eligible, send an invitation for membership letter/email and application to those candidates. Select a deadline for students to return their application form and payment (Note: certificates take about 2-4 weeks to be processed and shipped. Please select a deadline that allows ample time to receive them before an induction ceremony; we suggest sending an order to the Executive Office about a month before certificates are needed). The membership fee is \$50.00/student. Let students know they may purchase honor cords, pins, and other AKD merchandise at an additional cost.

SUBMITTING AN ORDER

FORMS NEEDED. Be sure to use our most current forms. They may be found here:

<https://alphakappadelta.org/chapters/placing-an-order/>

- **AKD Order Form.** Please type as the form will automatically calculate the cost for you.
- **AKD List of Initiates Form.** Please type to ensure names are legible. Include the initiation date you would like printed on the members' certificates. Ensure all names are spelled correctly; it is a \$25 fee to have certificates reprinted.

SEND IN BULK. Orders need to come directly from the chapter so it is all in bulk. We prefer one order per semester/quarter. With a mostly one-person office, accepting individual applications from every chapter and/or students is not sustainable or feasible at this time, unfortunately. Please send all paperwork through email (akd@alphakappadelta.org) no matter your payment method. Be sure to send both the completed AKD Order Form and the List of Initiates. The Executive Office may charge for additional shipping costs and processing should we receive multiple membership orders throughout the semester.

DEADLINE? The Executive Office does not have a set membership deadline. We ask that chapters place their orders approximately one month in advance of when materials are needed to allow adequate processing and shipping time. As a small staff of 1.5 employees, unexpected delays may occur due to illness, vacations, or emergencies, so early submission is appreciated.

PAYMENT

BULK PAYMENT. Orders must be paid in **bulk**. We prefer one order per semester/quarter. We can accept the following payment methods:

- **Debit or credit card**
- **Apple Pay**
- **ACH (bank-to-bank transfer)**
- Check from department, chapter, institution, or chapter representative
 - Please use this as a last case resort. Our office will be moving fully remote in 2027 and anything mailed will be highly delayed as we will no longer have a physical office.
 - Note, we will no longer be able to accept money orders.

As of July 1, 2021, we can no longer take individual student memberships directly from students. We were happy to provide this during the pandemic, however, it is not a sustainable practice on our end with 600+ chapters. Also note we cannot accept personal checks from students.

- **If paying in bulk with a debit/credit card, Apple Pay, or ACH:** Email all forms to the Executive Office with a note indicating you would like to pay electronically. Once we confirm the order, we will email you an invoice to pay.
 - Please note we can no longer individually invoice students for their membership fee or merchandise with a chapter order (students may pay the chapter for merchandise or they can order directly from us).
 - We are not charging a service fee to pay by card.
- **If paying in bulk with a check:** Send all forms via email with a note indicating payment is on the way. *We prefer all paperwork to be emailed to us so we do not need to enter the new members manually into our membership database.* Contact the office for the proper address to send it to as this will be changing in 2027.

COLLECTING PAYMENT FROM STUDENTS. As we can no longer individually invoice students for their membership fees (a service we provided during the pandemic due to many campuses being remote), we would like to offer these alternative suggestions for collecting payment from your students. Please note these are only suggestions. Be sure to follow procedures allowed by your university/department/chapter for collecting funds from individuals for bulk payments.

- **Venmo/PayPal/Zelle/Cash App/Etc.** These are great tools to use to collect money from individuals. You may even set up a separate account for your chapter. It can be linked to your institution, department, chapter, etc. checking account. Additionally, some chapter representatives have students send them the payments and then they pay us directly by card. Whatever works best for you, your students, the chapter, and your institution's policies!
- **Other.** Of course, you may continue to collect funds in other ways including checks (they just cannot be made out to AKD).

SHIPPING

CERTIFICATES. Physical certificates will be sent in bulk directly to the person on the order form. You may have them sent to a home address; we can ship them anywhere. They should arrive in about 2-3 weeks from the printing company we contract with

- Reminder: Certificates are sent separately from merchandise as they are not produced in-house.

MERCHANDISE. Merchandise will be sent in bulk directly to the person on the order form. You may have them sent to a home address; we can ship it anywhere. Students may also order merchandise directly through the Executive Office. Please allow 3-7 days for delivery. Note there is a shipping and handling fee for merchandise.

- Merchandise will be sent with a tracking number. AKD is not responsible for the loss of packages that have been confirmed as delivered by the USPS through tracking.
- Pictures of merchandise may be found here:
<https://alphakappadelta.org/membership/merchandise/>

Reminder: As a small staff of 1.5 employees, unexpected delays may occur due to illness, vacations, or emergencies, so early submission is appreciated, especially during the spring.