

SALUTE VETERANS NATIONAL HONOR SOCIETY

GUIDANCE FOR CHAPTER DIRECTORS

Welcome aboard to SALUTE Veterans National Honor Society, the premier honor society for student veterans! Included in your membership packet is a chapter membership certificate. The space at the bottom of the certificate is for your university seal.

Your membership symbolizes the commitment to recognizing and encouraging the academic success of student veterans at your institution. The SALUTE Executive Steering Committee has set a priority on the verification of all required documentation. The following serves as general guidelines:

Creating a Chapter

Each academic institution has different ideas on what their chapter should be. This is by design based on the demographic and number of student veterans at each institution. Some colleges and universities have an entirely student run organization with a constitution and bylaws. However, it is our policy that *the director (or administrator) must be a college staff member*. The SALUTE Coordinator (or assistant) can be staff or student, and/or the director and coordinator may be the same person, as long as they are a staff member of the school. Some organizations participate in community service and university events. Other institutions have their Veterans honor society as a subdivision of the adult learner or non-traditional student community outreach, or hold an induction ceremony to recognize their student veterans as they go from a 2 to 4-year school. SALUTE Honor Society is what you make it. Whether large or small, there is no minimum standard on awarding and recognizing your student veterans.

There will be a link on our website, under your chapter, that will allow your students to contact you directly. Please provide us with the web address and contact information you want linked to your chapter. See chapter membership tab at: <http://salute.colostate.edu/charter-members>

The chapter's director or coordinator must verify GPA:

- Ensure the applicant has reached the minimum 12 course credits requirement.
Note: Institutions may place a higher minimum course credit requirement according to institution needs, but may not reduce the minimum.
- Inducted graduate students will be classified as SALUTE Gold Members. To qualify, a student must have completed 9 semester/quarter hours of graduate work or the equivalent, and must have at least a 3.5 cumulative GPA. There are no "tier levels" for graduate students.
- The student must submit unofficial transcripts of all formal college coursework to the charter member director. Any question on the validity of the unofficial transcripts can be resolved through the review of official transcripts.
- All GPAs are based on a 4.00 system and off the most recent semester's completed cumulative GPA.

Graduate = Gold

3.50 – 4.00

Undergraduate =

Alpha 3.75 – 4.00

Bravo 3.50 – 3.74

Charlie 3.25 – 3.49

Delta 3.00 – 3.24

Colorado State University

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The chapter's director or coordinator must verify DD-214 or military orders:

- The student veteran must submit a DD-214 Certificate of Release (Member – 4) or Discharge from Active Duty or a copy of military orders. Students no longer on active duty, reserves, or in the National Guard will have a DD-214. Please be sure the DD-214 reflects the character of service (**honorable discharge**). Active service members will have duty assignment orders.
 - If an applicant has an alternative discharge status, they must request an appeal form and may petition the Executive Steering Committee.

The chapter's director or coordinator must submit applicants:

- By completing the Excel spreadsheet template in accordance with the format guidance (see next page). You may use the SALUTE application to get the member's information required for the Excel spreadsheet.
- ☑ Submission of the Excel Spreadsheet by the chapter director indicates you have confirmed their veteran/military status and their GPA. SALUTE headquarters does not need copies of those documents.
- Please DO NOT alter the format of the Excel template, as it will alter our ability to upload the data into our National Database and delay the processing for your student's membership packets.

Payment:

- ☑ A \$100, lifetime membership fee, is required upon initial application. As well as, \$35.00 for each individual member. Chapter payments must be submitted in one of two methods. Either applicants may pay directly online on our website (and submit a receipt to you) or submit checks/cash directly to your chapter. Directors must deposit checks then issue a single institutional check made **payable to: SALUTE Veterans National Honor Society**
 - OR make a lump sum payment online at: <https://wsnet2.colostate.edu/CWIS466/salute-membership/>
 - On the first page, enter your name, institution, and the number of individual memberships you are paying for. On the second page, please provide the specific card info and hit submit.
- ☑ All applicants must submit their membership fees **before** sending the inductee list. Students that do not include their membership fees will not be inducted.
 - Some Chapters choose to charge additional fees, beyond the \$35.00, to raise funds for their chapter operations. This is another reason why chapters are responsible for collecting the fees. Any assistance is available through the SALUTE Executive Steering Committee.
 - After SALUTE National receives your inductee list, we will mail the certificates and coins to the chapter director at the institution. (Please allow 2-3 weeks to receive the SALUTE packet).

**Online institutions: While we strongly prefer chapters to manage their own membership administration, if your students are primarily online, SALUTE National Honor Society may send certificate packets directly to individual members for the following shipping & handling charges:*

- 1-10 new member submissions (per instance) - \$5.00/pkg.
- 11-25 new member submissions - \$4.25/pkg.
- 26-50 new member submissions - \$3.50/pkg.
- 50+ new members submissions - \$3.00/pkg.

Extra Fees:

- Reprints - \$5.00/pkg
- Returns/Reissue - \$5.00/pkg.
- GPA Tier upgrades
- [SALUTE Marketplace](#): purchase SALUTE memorabilia & regalia to demonstrate academic achievements as Student Veterans.

If at any time you have questions about the organization, please do not hesitate to contact us; where we personally want to thank you for your service in supporting those who serve.

Welcome aboard!


Marc Barker

SALUTE Veterans National Honor Society Executive Director

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