



## <Chapter> chapter of the Sigma Chi Fraternity

<Date>

Mr. & Mrs. (Parent's Last Name)  
(Street, Number or PO Box)  
(City, State, Zip Code)

Dear Mr. & Mrs. <Last Name>,

By now, you have heard from our chapter Magister (pledge educator) expressing this chapter's pleasure that your son has chosen to become a brother-to-be of Sigma Chi. I, too, am excited and confident your son will add to the already strong tradition of excellence we maintain at the **College of William & Mary**.

As the chapter's Quaestor (Treasurer), I am responsible for the finances of our chapter, and it is a responsibility I take seriously. Yet to properly and effectively fulfill my obligations, I need the cooperation of each member of the chapter. To receive that cooperation, I must keep all members fully informed of their obligations and the chapter's financial standing. With that in mind I have already informed your son of his financial obligations, but I am certain you are also interested. The following is a breakdown of all charges your son will be assessed as a brother- to-be:

Chapter Pledging Fee	\$
General Fraternity Pledging Fee	\$ 90.00
Chapter Dues	\$
General Fraternity Initiation Fee	\$ 175.00

For the General Fraternity Pledge and Initiation Fees, he will receive his pledge pin, pledge manual (Norman Shield), hand-engraved certificate of membership, and Sigma Chi badge. The chapter dues will allow him to participate in all organized chapter activities. Additionally, once initiated a member's financial obligations are as follows:

Chapter Dues	\$XXX
General Fraternity Membership Fee	\$ 200 total, payable in \$100 increments during the two semesters following Initiation.

Chapter dues cover all chapter activities and events. General Fraternity Dues pay for services provided by our International Headquarters.

I know that by insisting your son pay his accounts promptly when due I will simply be reinforcing lessons you have already taught him. To emphasize the importance we attach to that role, I will be sending you a copy of his financial bill, and I encourage you to call me if you have any questions. Through such open communication, I know we can prevent any unnecessary misunderstandings. Please let me know if you have questions, and I hope to meet you soon. Until then, best wishes.

Yours Sincerely,

Quaestor (Treasurer)  
Phone # and Email