



**SAM International Office:**  
Society for Advancement of Management  
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To: SAM Faculty Advisors / SAM Campus Chapter President  
From: Moustafa H. Abdelsamad, SAM President & CEO  
Date: August 17, 2016  
Subject: 2016/2017 Campus Chapter Operations

Best wishes for the 2016/2017 academic year on behalf of the Society for Advancement of Management. We would like to help you get ready for another productive and successful year.

**Please complete and return the enclosed forms** to update our records. The following information is provided to answer some of the frequently asked questions and to keep you informed of important scheduled events. Please note that all forms are available on SAM Web site at: [www.samnational.org](http://www.samnational.org)

**Please provide us with the following:**

1. Advisor's name and address: Please provide complete information that allows us to contact you easily (you may use the enclosed advisor's form).
2. The material order form to help us get you the needed applications and supplies. The fastest way to serve you is to fax your request to (361) 825-5609 or e-mail it to: [sam@samnational.org](mailto:sam@samnational.org). Always include the college's name, your name, telephone number, mailing address, and fax number to enable us to contact you if we have questions or if the fax is not readable.
3. Your chapter's Web address to link it to the international SAM Web page. The SAM Web site is: [www.samnational.org](http://www.samnational.org)
4. A list of current chapter officers. Please print or type the names. Each time you have a change in leadership, send us an updated list of the chapter officers and the faculty advisor. Include your chapter information and the name, mailing address, telephone and fax numbers, and e-mail address of a contact person.

**Questions or Information**

If you need supplies, would like to check on membership status, or have any other questions, contact us at the address listed above or by e-mail. We also have a toll-free number, (888) 827-6077, to better serve you. *SAM is exempt from Federal Income Taxes under section 501(c) (3) of the IRS Code. SAM FEDERAL ID #13-3179394.*

**2016/2017 Application Form and Dues**

The new application form is identified as 2016/2017. **The national dues are \$30.00 for the year (2016/2017 academic year).** Student dues have remained the same for many years. Membership is effective for one year following receipt of paid applications by the national office. So, if you collect the dues and do not send them to the SAM Headquarters, you are missing out on the benefits of your membership. Please make sure member names and mailing addresses are typed or clearly printed to avoid misspelled names on ID cards and certificates. We are enclosing a white application master form to enable you to duplicate it. All forms are also available on the SAM Web site at: [www.samnational.org](http://www.samnational.org).

**Mailings, publications, eligibility to receive awards, and participate in any SAM activities start after we receive the paid applications. Therefore, it is important that you send the applications to us as soon as you receive them. Please do not hold them. We receive many calls from employers to verify membership for applicants. If we do not have the names in our records, we will be unable to respond.**

E-mail: [sam@samnational.org](mailto:sam@samnational.org)  
Web site: [www.samnational.org](http://www.samnational.org)

## Campus Chapter Vice Presidents

The following members of SAM International Board of Directors may be contacted for advice when needed:

Name and Affiliation	SAM Position	Telephone	Fax and E-mail
Dr. Sara B. Kiser Alabama State University	Director; VP-Campus Division - Student Awards, CCPP, and Annual Case Competition	(334) 546-1136 cell	<a href="mailto:skiser@alasu.edu">skiser@alasu.edu</a>
Dr. Allen W. Frazier Dean, Harding University	Co-Director; Annual Case Competition	(501) 279-5207	<a href="mailto:afrazier@harding.edu">afrazier@harding.edu</a>
Ms. Paula Holanchock Flagler College – St. Augustine	Director; Campus Advisor	(904) 819-6233	<a href="mailto:pholanchock@flagler.edu">pholanchock@flagler.edu</a>

### Annual Conference and Student Case Competition

Information regarding the SAM International Business Conference is enclosed. At the Conference, a student orientation program will be held on the evening of the First Day of the Conference. The Student Case Competition will be held on the Second Day of the Conference. Take advantage of early registration discounts. Enclosed is a separate announcement that specifies the rules for the Case Competition. The actual case will be mailed in January to active chapters who request it. **Dress code:** Business attire for Case Competition, Reception, Lunch, and Banquet. Business casual attire for other sessions.

### Outstanding Regional/National/Mervat Abdelsamad Outstanding Student Awards and Faculty Advisor Awards

SAM campus members may be recognized as “Outstanding Regional Students,” “Outstanding National Students” or the “Mervat Abdelsamad Outstanding Student.” Nomination by a SAM faculty advisor is required. SAM faculty advisors may be nominated by the students for recognition as “Outstanding SAM Faculty Advisor.” Refer to the specific announcement for details.

### Campus Chapter Performance Program (CCPP)

Campus Chapters may participate in the Campus Chapter Performance Program (CCPP), which recognizes the best campus chapters. This is an opportunity that your chapter should not miss. Refer to the specific announcement for details.

### Eligibility

To be eligible to participate in the Case Competition and the Awards programs, a chapter must have a minimum of 15 paid members by January 31<sup>st</sup> prior to the annual conference.

### SAM Facebook

Your news is important to us. We encourage all SAM members to post what’s happening with their campus chapter on our Facebook page. Send or e-mail [sam@samnational.org](mailto:sam@samnational.org) any information or ideas you may wish to share with other members to SAM Headquarters.

### Membership Benefits

Campus members receive many benefits. Please see separate list of Benefits.

### Gift Items

Selected items with SAM logo are available for sale. Check the SAM website for details.

**We look forward to working with you and your SAM Campus Chapter this year. We wish you all a very productive year. We look forward to seeing you all at the SAM International Business Conference.**

