

Frequently Asked Questions

I RECEIVED AN EMAIL/POSTCARD/PHONE CALL FROM A COMPANY ASKING FOR MY PERSONAL INFORMATION AND A STORY ABOUT SIGMA NU. IS THIS A LEGITIMATE PROJECT OR IS IT A SCAM?

It's legit! We have partnered with PCI (also known as Publishing Concepts) to produce an Oral History Publication for Sigma Nu Fraternity. PCI is a family-owned business based in Dallas, TX that has published directories for educational institutions, fraternities, sororities, and military organizations across the nation for over 100 years. This project allows the Fraternity and your fellow alumni to hear your personal story and how Sigma Nu has helped shape you.

DOES SIGMA NU FRATERNITY BENEFIT FROM THIS AT ALL?

Yes, in a few different ways:

- Updated information – allows us to effectively communicate with and engage brothers.
- Legacy – preserves the history of our Fraternity.
- Revenue – generates donation revenue for members programs.
- Pride – wearing apparel shows support and love for our fraternity.

HOW DO I KNOW MY INFORMATION WILL ONLY BE USED FOR ORAL HISTORY PROJECT PURPOSES?

PCI is committed to protecting your information. The names, addresses and information provided to PCI for the publication of the Oral History Project will be held confidential by PCI, except to the extent that they are utilized in, or in the presentation of, the Oral History Project and except as required by court order or law. Upon completion of the project, PCI will redact PII (Personal Identifiable Information) from all electronic files that we have supplied or were produced by PCI in connection with the production of the Oral History Project.

 **PCI not the big company**

Why This Project

There are more than 185,000 living alumni – that's a lot of memories and experiences. Those stories are the real legacy of Sigma Nu, and they need to be preserved.

Publishing Concepts

- Family-owned and operated for more than 100 years
- Publishes directories for educational institutions, fraternities, sororities, and military organizations.
- Professional staff educated about our Fraternity and ready to speak with our alumni and hear our stories.

How Long is This Project?

From start to finish, approximately, 12-13 months.

- Phase 1 – Story Collection: This part of the project takes about six months.
- Phase 2 – Pre-production: This phase includes review and editing of the material that will appear in the "Our Story" book. Two to three months.
- Phase 3 – Production: This phase involves the layout, formatting, printing, and binding of books purchased by alumni. Approximately three months.
- Phase 4 – Delivery: Once printed, purchased copies will be shipped. May take a month to get all copies shipped and delivered.

I WOULD LIKE TO VERIFY OR UPDATE MY INFORMATION AND SHARE A STORY. HOW MAY I DO THIS?

1. If you have received a postcard or an email with a telephone number, you may call the number to speak with a dedicated representative for the Oral History Project. The representative will verify all the information we have on file for you, make any updates where needed, then ask you to share your story about your time with Sigma Nu. Your story will be recorded, and the sound clip provided to Sigma Nu Fraternity, Inc. at the conclusion of the project.
2. If you have received an email with an embedded link, you may go to the online site to review your information and submit a story.



CAN I CHOOSE WHAT INFORMATION PRINTS IN THE PUBLICATION?

When you call to update your information, you can tell the representative if you prefer any of your information be excluded. You can also communicate your preferences to PCI's customer service helpdesk at **1-800-982-1590** | customerservice@publishingconcepts.com.

I UPDATED MY INFORMATION BUT NEED SOME MORE TIME TO THINK ABOUT WHAT EXPERIENCE TO SHARE.

You can call back at any time to share your story.

I SHARED A STORY AND THE REPRESENTATIVE SAID I COULD SEND A PHOTO. HOW DO I DO THIS?

You will receive an email with a link to upload one photo (black and white or color) plus a caption.

If you have also purchased a book but do not have an email address on file, you will be sent a photo mailer to send a physical photo in to be printed (note: the photo will be returned if you include a self-addressed, stamped envelope).

CAN ANYONE PURCHASE A BOOK?

The Sigma Nu Fraternity Oral History publication is available for sale only to Sigma Nu Fraternity members.

I ORDERED A BOOK/PACKAGE OVER THE PHONE AND WOULD LIKE TO CANCEL MY ORDER. HOW DO I DO THIS?

Contact PCI's customer service helpdesk at **1-800-982-1590** and they will take care of this for you.