

National Headquarters



ORDER SONS AND DAUGHTERS OF ITALY IN AMERICA®

219 E Street, N.E. Washington, D.C. 20002

(202) 547-2900 • (202) 546-8168 (FAX)

www.osia.org • nationaloffice@osia.org

ORDERING A CHARTER OR CERTIFICATE OF APPRECIATION

If you would like to place an order for either a charter or a certificate of appreciation, please contact the National Office at nationaloffice@osia.org at least four weeks in advance from the date you plan on presenting the charter or certificate. This allows National to have the charter printed, work with our calligrapher, and have it shipped to you. If you need an item rushed, there will be an additional \$50.00 fee added to your order.

The National Office will invoice you for the charter or certificate of appreciation. Both charters and certificates of appreciation cost \$75.00.

- If you are ordering a charter, please submit the following information to nationaloffice@osia.org:
 - 1) The name of the lodge for the charter.
 - 2) The number of the lodge for the charter.
 - 3) The date the lodge was approved by the Grand Lodge President (or Supreme for Subordinate Lodges).
 - 4) The names of the three founding members of the lodge.
 - 5) The mailing address for the completed charter.
 - 6) Contact information for the person/lodge who will be receiving the invoice for the charter (if it differs from number five).

If you are ordering a brand new charter, the National Office must have the original application for charter on file before placing the order.

- If you are ordering a certificate of appreciation, please submit the following information to nationaloffice@osia.org:
 - 1) The name of the person(s) or lodge receiving the certificate of appreciation.
 - 2) The reason the certificate is being presented (please be brief, as the cost of the certificate will depend on the length of this text).
 - 3) The date of presentation.
 - 4) The mailing address for the completed certificate.
 - 5) Contact information for the person/lodge who will be receiving the invoice for the certificate (if it differs from number four).

You will be invoiced for the charter or certificate at the time of delivery. If you have any questions about this process, please contact National at either nationaloffice@osia.org or 202-547-2900.