**New Member Education Process Plan**

*Please bring this completed form to the new member process discussion with SLI. Your schedule will be reviewed along with the university anti-hazing policy. To remain in compliance with university policies this meeting* ***must occur*** *before you begin your new member process. Remember to review the* [*university antihazing policy*](https://www.wcupa.edu/policies/documents/Antihazing%20Policy%20.pdf)*.*

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Submitted On: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is your schedule submitted to a national organization yes no

If applicable, who did you send your new member plan to: (Name, title, email) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If applicable this information will be sent to regional or international headquarters. Please type on this form and be as detailed as possible.

The Member Education Process should:

* Match the inter/national organization’s new member education process and will be reviewed for this qualification.
* The New Member Education Process MAY be shorter than seven weeks but can ***NOT*** be longer than *seven (7) weeks* (fall and spring break do not count in this timeframe) and must be completed *1 week (7 days)* prior to last day of classes day.
* All events/meetings ***MUST*** conclude by 12midnight.
* Holding events on campus is highly encouraged.

Recruitment Start Date: Recruitment End Date: (when invitations are accepted)

Education Start Date: Initiation Date:

1. Please state the goals of your New Member Education Process. Activities not in alignment with stated goals will be asked to be modified.
2. Please list the days of the week, time and location when your new members must be at events/meetings. A best practice is to have regular meetings on campus and not in a personal house or apartment.
3. Please list all of the requirements that each new member is expected to accomplish during their New Member Education Process (i.e. pass national test, attend all meetings, hold leadership positions, attend chapter meetings & chapter events, conduct a fundraiser, plan a service project etc.). Please identify what is mandatory and what is optional. Mandatory requirements will be shared with new members. No required activity should violate university policy or any laws.
4. If applicable please list when during your process new members receive a big brother/sister/mentor

1. Please explain how the organization would remove a potential new member from the process.

**Week 1: (Dates) \_\_\_\_\_\_\_\_**

1. Please state the purpose and goals of the week.

2.Please complete the calendar **with activities, times, and locations below**. Please remember all intake/new member activities must conclude by 12 midnight.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |   |  |

3.Please provide a brief description of what will occur for each event/meeting listed in the above calendar.

**Week 2: (Dates) \_\_\_\_\_\_\_\_**

1. Please state the purpose and goals of the week.

2.Please complete the calendar **with activities, times, and locations below**. Please remember all intake/new member activities must conclude by 12 midnight.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |   |  |

3.Please provide a brief description of what will occur for each event/meeting listed in the above calendar.

**Week 3: (Dates)**

1. Please state the purpose and goals of the week.

2.Please complete the calendar **with activities, times, and locations below**. Please remember all intake/new member activities must conclude by 12 midnight.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |   |  |

3.Please provide a brief description of what will occur for each event/meeting listed in the above calendar.

**Week 4: (Dates)**

1. Please state the purpose and goals of the week.

2.Please complete the calendar **with activities, times, and locations below**. Please remember all intake/new member activities must conclude by 12midnight.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |   |  |

1. Please provide a brief description of what will occur for each event/meeting listed in the above calendar.

**Week 5: (Dates)**

1. Please state the purpose and goals of the week.

2.Please complete the calendar **with activities, times, and locations below**. Please remember all intake/new member activities must conclude by 12midnight.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |   |  |

3. Please provide a brief description of what will occur for each event/meeting listed in the above calendar.

**Week 6: (Dates**

1. Please state the purpose and goals of the week.

2.Please complete the calendar **with activities, times, and locations below**. Please remember all intake/new member activities must conclude by 12midnight.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |   |  |

1. Please provide a brief description of what will occur for each event/meeting listed in the above calendar.

**Week 7: (Dates)**

1. Please state the purpose and goals of the week.

2.Please complete the calendar **with activities, times, and locations below**. Please remember all intake/new member activities must conclude by 12midnight.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  |  |  |   |  |

3.Please provide a brief description of what will occur for each event/meeting listed in the above calendar.