

New Member Education Planning Form

General Information	
Fraternity/Sorority Name	Current Semester/Year
Person Completing Form	Position/Title
Phone Number	Email Address
Start Date of New Member Process	End Date of New Member Process

New Member Educator/Intake Chair Contact Information	
Name	Phone Number
E-Mail Address	

Additional NME/Intake Team Contact Information	
Name	Phone Number
E-Mail Address	

Name	Phone Number
E-Mail Address	

CERTIFICATION

I certify that the information contained in the NME Plan submitted to the Office of Fraternity and Sorority Life is truthful and accurate. I agree that the Chapter will comply with the NME Plan and any changes made to the NME Plan will first be submitted to the Office of Fraternity and Sorority Life for approval prior to implementation.

Chapter President

Signature

Date

Intake Chair/New Member Educator

Signature

Date

ADVISOR CERTIFICATION

I certify that the information contained in the NME Plan submitted to the Office of Fraternity and Sorority Life is truthful and accurate and complies with the Chapter's national guidelines.

Chapter Advisor

Signature

Date

Initiation Requirements to be Achieved/Completed by New Members

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MIP/New Member Education Plan

EXAMPLES

Meeting Example

Mtg #	WEEK ONE		
1	Date	Event	Location
	8/17/19	New Member Meeting	UC TUC
	Start Time	End Time	Advisor(s) On-Call
	7:00 p.m.	8:00 p.m.	The Bearcat
	Description		Purpose/Outcome
New members will learn about the history of the organization through discussion and presentation.		To ensure new members understand the history and early beginnings of the organization to include where we were founded, why, and other important information.	

Activity Example

Activity #	WEEK ONE		
1	Date	Event	Location
	9/21/19	Smoker	Beta Beta Beta House
	Start Time	End Time	Advisor(s) On-Call
	7:00 p.m.	8:00 p.m.	The Bearcat
	Description		Purpose/Outcome
New members and chapter members will come together for a smoker.		This event is intended for new members and alumni to get to know each other as well as provide an opportunity for new members to experience what lifetime membership looks like firsthand. This event will provide new members with connections in various fields, while providing an opportunity to see the big picture of brotherhood/sisterhood.	

Ritual Ceremony Example

Ritual	WEEK ONE		
1	Date	Event	Location
	10/31/19	Initiation	Grad Chapter House
	Start Time	End Time	Advisor(s) Present
	10:00 a.m.	4:00 p.m.	The Bearcat
	Description		Purpose/Outcome
New members will experience the initiation		The final step in the new member process.	

MTG #	WEEK ONE		
	Date	Event	Location
1			
	Start Time	End Time	Advisor(s) On-Call
	Description		Purpose/Outcome

Activity #	WEEK ONE		
	Date	Event	Location
2			
	Start Time	End Time	Advisor(s) On-Call
	Description		Purpose/Outcome

Ritual #	WEEK ONE		
	Date	Event	Location
3			
	Start Time	End Time	Advisor(s) Present
	Description		Purpose/Outcome

Activity #	WEEK ONE		
	Date	Event	Location
4			
	Start Time	End Time	Advisor(s) On-Call
	Description		Purpose/Outcome

MTG #	WEEK TWO		
1	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Activity #	WEEK TWO		
2	Date		Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Ritual #	WEEK TWO		
3	Date		Location
	Start Time	End Time	Advisor(s) Present
	Description	Purpose/Outcome	

Activity #	WEEK TWO		
4	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

MTG #	WEEK THREE		
1	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Activity #	WEEK THREE		
2	Date		Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Ritual #	WEEK THREE		
3	Date		Location
	Start Time	End Time	Advisor(s) Present
	Description	Purpose/Outcome	

Activity #	WEEK THREE		
4	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

MTG #	WEEK FOUR		
1	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Activity #	WEEK FOUR		
2	Date		Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Ritual #	WEEK FOUR		
3	Date		
	Start Time	End Time	Advisor(s) Present
	Description	Purpose/Outcome	

Activity #	WEEK FOUR		
4	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

MTG #	WEEK FIVE		
1	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description		Purpose/Outcome

Activity #	WEEK FIVE		
2	Date		Location
	Start Time	End Time	Advisor(s) On-Call
	Description		Purpose/Outcome

Ritual #	WEEK FIVE		
3	Date		
	Start Time	End Time	Advisor(s) Present
	Description		Purpose/Outcome

Activity #	WEEK FIVE		
4	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description		Purpose/Outcome

MTG #	WEEK SIX		
1	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Activity #	WEEK SIX		
2	Date		Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Ritual #	WEEK SIX		
3	Date		Location
	Start Time	End Time	Advisor(s) Present
	Description	Purpose/Outcome	

Activity #	WEEK SIX		
4	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Mtg #	WEEK SEVEN		
1	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Activity #	WEEK SEVEN		
2	Date		Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Ritual #	WEEK SEVEN		
3	Date		Location
	Start Time	End Time	Advisor(s) Present
	Description	Purpose/Outcome	

Activity #	WEEK SEVEN		
4	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Mtg #	WEEK EIGHT		
1	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Activity #	WEEK EIGHT		
2	Date		Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	

Ritual #	WEEK EIGHT		
3	Date		Location
	Start Time	End Time	Advisor(s) Present
	Description	Purpose/Outcome	

Activity #	WEEK EIGHT		
4	Date	Event	Location
	Start Time	End Time	Advisor(s) On-Call
	Description	Purpose/Outcome	