# 

# NEW MEMBER EDUCATION PLAN

# [SEMESTER, YEAR]

# ORGANIZATION NAME:

**All new member meetings and activities are to be included in this document.**

**NEW MEMBER EDUCATION PLANNING FORM**

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

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| **New Member Educator Information** | |
| **Name** | **Phone Number** |
|  |  |
|  | **E-Mail Address** |
|  |  |

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| **Additional New Member Education Team Members** | |
| **Name** | **Phone Number** |
|  |  |
|  | **E-Mail Address** |
|  |  |
| **Name** | **Phone Number** |
|  |  |
|  | **E-Mail Address** |
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On behalf of \_\_\_\_\_\_\_\_\_\_\_\_ fraternity/sorority, I certify that the new member plan aligns with all university and inter/national policies (if applicable).

**Chapter Advisor**

Type Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chapter President**

Type Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**New Member Educator**

Type Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Requirements to be completed by new members** |
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|  | **WEEK ONE** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
|  |  | |  |
| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK ONE** | | | |
| 2 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK ONE** | | | |
| 3 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK ONE** | | | |
| 4 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK TWO** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK TWO** | | | |
| 2 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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|  | **WEEK TWO** | | | |
| 3 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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|  | **WEEK TWO** | | | |
| 4 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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|  | **WEEK FOUR** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK FOUR** | | | |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK FOUR** | | | |
| 4 | **Date** | **Event** | |  |
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| **Start Time** | **End Time** | |  |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK FIVE** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK FIVE** | | | |
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| 3 | **Date** | **Event** | |  |
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|  | **WEEK FIVE** | | | |
| 4 | **Date** | **Event** | |  |
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| **Start Time** | **End Time** | |  |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK SIX** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK SIX** | | | |
| 2 | **Date** | **Event** | | **Location** |
|  |  | |  |
| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK SIX** | | | |
| 3 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK SIX** | | | |
| 3 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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| **Description** | | **Purpose/Outcome** | |
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|  | **WEEK SEVEN** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor/Member in Charge** |
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