



# Fraternity and Sorority Life

## New Member Chapter Plan Cover Sheet

Revised 07/07/2017

The New Member Chapter Plan provides an overview and timeline of the educational process and must be updated every semester. Please attach a copy of your organization's New Member Education Program (Intake) outline.

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

Semester: \_\_\_\_\_

New Member Educator: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Chapter Advisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

National representative affiliated with New Member Education Program (Intake):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Expected time frame of New Member Education Program (Intake): (MM/DD/YY)

\_\_\_\_\_ **thru** \_\_\_\_\_

Meetings will occur:

Expected Meeting times:

Expected Meeting Locations:

---

---

---



# Fraternity and Sorority Life

## New Member Chapter Plan Cover Sheet

Revised 07/07/2017

OFSL is committed to the success of new member education and intake programs throughout our Greek community. In an effort to encourage development of our fraternity and sorority members, we require all DGC, IFC, NPHC, and Panhellenic member organizations to report their new member education and intake process to Fraternity and Sorority Life. It is our priority to ensure the safety and well-being of our students, fraternities and sororities, local community, and the University.

Here is a guideline to assist you in your submission.

1. A specific outline (syllabus) detailing all optional and/or required activities included in the new member period. This should include but is not limited to:

Meetings

Activities – ALL activities optional and/or required by new members

Events

2. For each meeting, activity, and event from #1(above) include the following:

Type of Activity

Optional or Required

Date

Time

Location

Description of what will be taking place If you are uncertain of the exact date, time or location of a particular event, please indicate which week it will take place and include a description.

EXAMPLE:

New Member Meeting - Required: Week One, Monday, Sept. 22nd at 9:00 p.m. at the House

Description: Discussion of chapter history both nationally and locally. We will review our founders and discuss the mission of our fraternity. We will then have class officer reports. Focus of the discussion will be planning the upcoming new member fundraiser.

3. List and explain ALL responsibilities of new members. For example, they must pass a national exam and pay an initiation fee.

4. Initiation Date and name of advisor that will be present.