

## WRITING YOUR NEW MEMBER PROGRAM

A copy of each chapter's new member education program is submitted to the Office of Fraternity and Sorority Affairs (OFSA) prior to each recruitment period. A member of the OFSA staff will sit down with the chapter leadership to review this plan. The OFSA staff will offer suggestions to enhance and create a safe, meaningful new member program.

A. Purpose and goals of the program

B. Responsibilities of the associates/new members/pledges related to:

- History
- Standards, By-laws, Constitution, Policies
- Academic requirements
- Financial obligations
- Live-in requirements
- Chapter activities
- Educational Program Opportunities
- Mentoring Program (Big Brother/Sister)
- Community Service
- Calendar of meeting and events for **entire** new member period

C. Responsibilities of chapter members related to:

- Knowledge and understanding of University, State, Inter/national anti-hazing policies
- Active participation in the program
- Mentoring program
- Calendar of meetings and events for entire new member period
- Agenda for each meeting, which may include details on the aforementioned categories

- **Themes for first four weeks of new member program:** Orientation, overview of organization, team building within the organization, meeting officers and other members, mentor program, on campus support and referral for personal and academic concerns
- **Themes for last four weeks of new member program:** History, ritual, learning about alumni responsibilities of membership
- **Inspiration/Initiation Week Activities.** Inspiration week is intended to be a memorable time, where the new member learns many special rituals and accepts the final commitment to lifelong membership into the organization. Include dates, times, agenda for this week when submitting your new member program to the OFSA.
- The new member calendar should not be overwhelming. **No activity should go past midnight nor begin prior to 8 AM.** Adequate time should be reserved for studying, at least 15 hours during the week and 10 hours on the weekend.
- Chapters are not allowed to recruit **FIRST SEMESTER FRESHMEN** for Fall Recruitment.
- New Members, who chose to de-pledge need to submit a **NEW MEMBER DEPLEDGING FORM** to the OFSA.