Instructions:
Complete this form in its entirety and attach your written new member education program as specified. Submit this completed form and accompanying materials to the Campus Living and Community Development (CLCD) office or your Greek Life Coordinator (GLC) on or before December 10, 2013. Also, you must schedule a meeting where all of your New Member Educators and your GLC are in attendance. This meeting must take place on or before December 17, 2013, so plan ahead as you complete your forms and schedule our meeting. If you have any questions or concerns, please contact your GLC.

Fraternity/Sorority Name: _______________________________________________________

GLC: _______________________________________________________________________

Name: ___________________________  E-mail: _______________  Cell: _______________
Name: ___________________________  E-mail: _______________  Cell: _______________
Name: ___________________________  E-mail: _______________  Cell: _______________

New Member Education Begins: ___________________________  (1st day of any activity, including Bid Night)
New Member Education Ends: ____________________________  (Note: Initiation for IFC/PHA must be completed by 3/21/14)

Location of initiation/probate: ___________________________________________________

Alumni/Graduate Advisor for New Member Education Name: ___________________________
Advisor Phone #: ______________________  Advisor E-mail: ___________________________

Alumni/Graduate Advisor Signature: _______________________________________________
The New Member Education Program must address the following areas, in addition to your organization’s specific requirements:

1. Expectations of a New Member & Initiated Member
2. Academic plan for New Members
3. Diversity training and/or programs for new members
4. DePauw fraternity and sorority history that includes all 26 organizations on campus
5. Community Service plan for new members
6. Risk Management policy education for new members

1. List the expectations your organization has for Initiated Members (upperclassmen) during the new member education program. This includes all of the activities and responsibilities he/she is expected to do or have. This also includes the behaviors and actions by initiated members that are expected and prohibited.

2. List the expectations your organization has for New Members during the new member education program. This includes responsibilities he/she is expected to have during the new member education period and attendance policies. This also includes the behaviors and actions by new members that are expected and prohibited.
3. What is your organization’s academic plan for new members? What will both new members and initiated members do to ensure the G.P.A.s of the new members stay the same or improve from the previous semester?

4. What will your organization do to educate new members on issues of diversity and improve their understanding of people different from themselves?

5. How will your organization teach new members the history of your organization?
6. How will your organization teach new members the history of DePauw's fraternity and sorority community? Be sure to include something about every organization on campus.

7. How will new members learn about giving back to the community and participate in community service projects?

8. How will your organization educate your new members on the risk management (alcohol, drug, fire safety, etc.) policies of your local chapter, (Inter)National Headquarters, governing council and DePauw University?
Goals of New Member Education Process:

Please outline 2-3 measurable goals of your New Member Education process.

1.

2.

3.

What do you intend for the new members to gain from the New Member Education/Intake Process?

What do you intend for the chapter to gain through the NME/Intake process?
Include the following attachments:

1. Copy of your written new member education program. The program may be in whatever form you prefer, but must include the following components for each activity/program/event/meeting:
   a. Date
   b. Time Beginning, Time Ending
   c. Location
   d. Activity Name
   e. Activity Description (do not disclose official rituals)
   f. Purpose of activity and any learning outcomes for the activity (What the new member gains from the activity)

2. Copy of letter to parents sent at beginning of new member education process (sample included)

3. New Member Contract to be signed by New Member, New Member Educator(s), and Chapter President (sample included)
New Member Education
Important Dates and Deadlines
2013-2014

IFC PHA Deadlines

<table>
<thead>
<tr>
<th>Timeframe/Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>Tuesday, 12-10-13</td>
<td>Last day to turn in NME forms (IFC/Panhellenic)</td>
</tr>
<tr>
<td>Tuesday, 12-17-13</td>
<td>Last day to have NME meeting with GLC (IFC/Panhellenic)</td>
</tr>
<tr>
<td>Saturday, 2-1-14</td>
<td>Bid Night (IFC)</td>
</tr>
<tr>
<td>Sunday, 2-2-14</td>
<td>Bid Day (Panhellenic)</td>
</tr>
<tr>
<td>Monday, 2-3-14</td>
<td>Submit new member class list, including Open Bids, to GLC (IFC)</td>
</tr>
<tr>
<td>Friday, 2-7-14</td>
<td>New Member Contracts due to CLCD (IFC/Panhellenic)</td>
</tr>
<tr>
<td>Friday, 3-14-14</td>
<td>Last day of NME (IFC/Panhellenic)</td>
</tr>
<tr>
<td>Friday, 3-21-14</td>
<td>Last day to initiate new members (IFC/Panhellenic)</td>
</tr>
<tr>
<td>Friday, 3-21-14</td>
<td>List of newly initiated members due to CLCD</td>
</tr>
<tr>
<td>3-22-14 to 3-30-14</td>
<td><del>Spring Break</del></td>
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*These dates may be later if NME program is shorter than six weeks, and adjusts accordingly.

Local MGC NPHC Deadlines

<table>
<thead>
<tr>
<th>Timeframe/Date</th>
<th>Description</th>
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<tbody>
<tr>
<td>2-3-14 to 2-14-14</td>
<td>Informationals</td>
</tr>
<tr>
<td>Monday, 2-17-14</td>
<td>List of interested aspirants names reported to GLC</td>
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<tr>
<td>Monday after approval from organization</td>
<td>New Member contracts due to GLC</td>
</tr>
<tr>
<td>2 weeks prior to start of New Member Education</td>
<td>Forms due NME meeting with GLC</td>
</tr>
<tr>
<td>3-22-14 to 3-30-14</td>
<td><del>Spring Break</del></td>
</tr>
<tr>
<td>Saturday, 4-19-14</td>
<td>Last day of NME</td>
</tr>
<tr>
<td>Saturday, 4-26-14</td>
<td>Last day to initiate new members</td>
</tr>
<tr>
<td>Monday, 4-28-14</td>
<td>List of all spring newly initiated members due to GLC</td>
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</tbody>
</table>
Letter to Parents:

Communication with parents is critical in the new member education process. Your organization should communicate with parents on a regular basis. Each new member educator should send a letter immediately at the beginning of the new member education program introducing himself or herself to the family, discussing financial obligations, and providing contact information. Parents should be encouraged to contact your organization if there are perceived or real problems with the new member education process. The initial letter that will be sent by the new member educator should be submitted with this your new member education plan.

SAMPLE LETTER BELOW

February 6, 2014

Mr. and Mrs. Smith
Street Address
City, State Zip

Dear Mr. and Mrs. Smith;

On behalf of the (CHAPTER) of (ORGANIZATION), it is my pleasure to welcome (NAME OF NEW MEMBER) as a New Member in our organization.

As a new member, your (SON/DAUGHTER) is given the opportunity to create a new experience for (HIMSELF/HERSELF) and many future members to come. At DePauw University we will endeavor to lead the way in the fraternity and sorority community as we are guided by the principles of (PRINCIPLES/VALUES) that (ORGANIZATION) was founded upon in (FOUNDING YEAR). These principles when adhered to, will guide your (SON/DAUGHTER) through life.

Enclosed you will find information about the responsibilities of membership in our organization, including financial obligations. If you wish to know more about our organization, please contact either our chapter president, (NAME OF PRESIDENT), at (PHONE NUMBER), our chapter advisor, (NAME OF CHAPTER ADVISOR), at (PHONE NUMBER), or our headquarters at (PHONE NUMBER).

Again, we are pleased to welcome (NAME OF NEW MEMBER) as a New Member in our organization and look forward to helping (HIM/HER) achieve success.

Warm regards,

(NAME OF NEW MEMBER EDUCATOR)
New Member Educator
(NEW MEMBER CONTACT INFO)
New Member Contract:

Please complete the form on the following page to provide to your new members. All new members, even those recruited during continuous open bidding periods, must have a copy on file with CLCD. The signed agreement form states that the new member educator and chapter president have been provided information about the (inter)national organization and DePauw University hazing policies and the fresh start program. The signed agreement also requires the chapter president and new member educator to provide this information to the new members, which can be done in the first new member class meeting. Each new member will sign the agreement form after the chapter president and new member educator. The empty line on the 5th paragraph is for the new member to write their name. See dates in this packet for the deadline to submit this form.

SAMPLE AGREEMENT ON NEXT PAGE
An Agreement Between Initiated and New Members

DePauw University

Campus Living and Community Development

__________________________________________________________________________, President, and __________________________________________________, New Member Educator(s), of the ________________________ Chapter/Colony of ________________________ at DePauw University, has received a copy of the DePauw University Student Handbook and Campus Living and Community Development New Member Education Guidelines, which contains the University’s hazing policies and Fresh Start Program guidelines.

We understand that it is our responsibility to communicate (inter)national organization and DePauw University hazing policies and new member education guidelines to our chapter. The members of my chapter also understand that, if found in violation of these policies and guidelines, Community Standards action will be taken. Such action may include, but is not limited to, revocation of University recognition of the chapter, suspension or dismissal of the responsible parties, and/or the entire new member class not being permitted to affiliate.

We understand that as president and new member educator it is our responsibility to communicate our organization’s and DePauw University’s new member education and hazing policies to our new members. We have communicated these policies to our new members at a new member meeting held on ________________________.

We understand that chapter advisor(s) and, if appropriate, our (inter)national headquarters will be notified of cases of alleged and/or confirmed violations of the policy.

_________________________________, as a new member of the ________________________ Chapter/Colony of ________________________ I certify that I have received information about my (inter)national organization and DePauw University hazing and new member education policies.

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<thead>
<tr>
<th>Name of President</th>
<th>Signature</th>
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<tr>
<th>Name of New Member Educator</th>
<th>Signature</th>
<th>Date</th>
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<tr>
<th>Name of New Member</th>
<th>Signature</th>
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To be signed and returned to Campus Living and Community Development within one week of accepting a bid.