**New Member Education Checklist:**

Version: January 4, 2023

This is checklist is taken from the Plan of Accountability: Guidelines for Fraternity and Sorority New Member Education. To assure that your chapter is in full compliance please refer to the Plan of Accountability (see attached), Student Handbook, Greek Council Constitution and Bylaws, all current college policies, and (inter)national policies (if applicable).

**New Member Educators’ Checklist:**

* Are all new members registered, full-time students who meet the minimum GPA to begin the new member education process per college and your chapter benchmarks? (Verified by OSL)
* Have they all signed Bid Acceptance, Education Record Release and Non-Hazing Policy Affirmation?
* Has *everyone* (members *and* new members) been given a detailed calendar of the new member education process?
* Have you been given a copy of and read the Non-Hazing Policies found in the Student Handbook?
* Have you completed your chapter’s New Member Education plan?
* Scheduled a meeting with the Greek Council Advisor to discuss education plan?
* Met with the Greek Council Advisor within the first two (2) weeks of the process?
* Have you notified the Greek Council Advisor of any changes in membership status of any new members?
* Have chapter and alumni advisors been given a copy of the Non-Hazing Policies?
* Have all members (current and new members) reviewed the non-hazing policies and re-signed the “Chapter Hazing Compliance Form” each semester?

**Initiation Checklist:**

* Has the Request to Initiate Form been filled out, and is it on file with the Greek Council Advisor, one (1) week prior to initiation? (attached)
* Is there an alum advisor and/or (inter)national representative (if applicable) scheduled to be present at initiation, and have you provided those names to the Greek Council Advisor two (2) days prior.

**Paperwork Checklist** (on file with the Greek Council Advisor by end of the first week of the new member education process):

* Parent/Guardian Exemption Form
* Member and New Member Non-Hazing Compliance Form
* Current chapter roster, new members and initiated, updated by chapter president
* All documents for a registered student organization
* Officers list, with contact information
* List of officers directly involved new member education
* List of new member educators, coordinators, assistants, committees, etc.
* Contact information for chapter advisor, and alumni assigned to new member education
* All new member education program plans, handbooks, manuals, etc.
* Calendar of new member activities
* Chapter minutes/or other approved documentation indicating the non-hazing policy was reviewed