

**4.1 Additional New Member Education Plan, if applicable due one (1) week prior to the start of NME/I**

Chapter Officer Name: \_\_\_\_\_

Chapter Officer Position/Title: \_\_\_\_\_

Chapter Officer Lehigh Email: \_\_\_\_\_

If a chapter extends additional bids outside of the primary recruitment process and plans to execute a separate timeline for the new members extended a Bid, the chapter is expected to submit a detailed outline documenting any planned event, activity, program and ritual specific to the new member education/intake process. The outline must include:

- Dates, times, location, anticipated attendance (including advisors or alumni/ae), officer(s) responsible for facilitation, and a short description of all events/activities/programs.
  - *Ritual may simply state "ritual" or "ceremony" and still must include date, time, and location.*
- A description of the big brother/sister/sibling program if one exists for the chapter.
- When and how the new members will be informed of their new member education/intake schedule, commitments and timeline.
- Initiation date, time, location

*This form will not be considered complete without a submitted outline. Should the outline change in any way after being submitted, the chapter must notify their OFSA Assistant Director of these changes in advance.*

**Submit Outline** (PDF preferred)

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Chapter President Name ( <i>printed</i> )	Signature	Date
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New Member Educator/Intake Coordinator Name ( <i>printed</i> )	Signature	Date
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Alumni Advisor Name ( <i>printed</i> )	Signature	Date
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