**New Member Education Planning Form**

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| **General Information** | |
| **Fraternity/Sorority Name** | **Current Semester/Year** |
|  |  |
| **Person Completing Form** | **Position/Title** |
|  |  |
| **Phone Number** | **Email Address** |
|  |  |
| **Start Date of New Member Process** | **End Date of New Member Process** |
|  |  |

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| **New Member Educator/Intake Chair Contact Information** | |
| **Name** | **Phone Number** |
|  |  |
|  | **E-Mail Address** |
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| **Additional NME/Intake Team Contact Information** | |
| **Name** | **Phone Number** |
|  |  |
|  | **E-Mail Address** |
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| --- | --- |
| **Name** | **Phone Number** |
|  |  |
|  | **E-Mail Address** |
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**CERTIFICATION**

I certify that the information contained in the NME Plan submitted to the Office of Sorority and Fraternity Life is truthful and accurate. I agree that the Chapter will comply with the NME Plan and any changes made to the NME Plan will first be submitted to the Office of Sorority and Fraternity Life for approval prior to implementation.

Chapter President Signature Date

Intake Chair/New Member Educator Signature Date

**ADVISOR CERTIFICATION**

I certify that the information contained in the NME Plan submitted to the Office of Sorority and Fraternity Life is truthful and accurate and complies with the Chapter’s national guidelines.

Chapter Advisor Signature Date

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| **Initiation Requirements to be Achieved/Completed by New Members** |

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**MIP/New Member Education Plan**

**EXAMPLES**

**Meeting Example**

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| Mtg  *#* | **WEEK ONE** | | | |
| 1 | **Date** | **Event** | | **Location** |
| 8/17/19 | New Member Meeting | | UT Student Union |
| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
| 7:00 p.m. | 8:00 p.m. | | Smokey |
| **Description** | | **Purpose/Outcome** | |
| New members will learn about the history of the organization through discussion and presentation. | | To ensure new members understand the history and early beginnings of the organization to include where we were founded, why, and other important information. | |

**Activity Example**

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| Activity  *#* | **WEEK ONE** | | | |
| 1 | **Date** | **Event** | | **Location** |
| 9/21/19 | Smoker | | Beta Beta Beta House |
| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
| 7:00 p.m. | 8:00 p.m. | | Smokey |
| **Description** | | **Purpose/Outcome** | |
| New members and chapter members will come together for a smoker. | | This event is intended for new members and alumni to get to know each other as well as provide an opportunity for new members to experience what lifetime membership looks like firsthand. This event will provide new members with connections in various fields, while providing an opportunity to see the big picture of brotherhood/sisterhood. | |

**Ritual Ceremony Example**

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| Ritual | **WEEK ONE** | | | |
| 1 | **Date** | **Event** | | **Location** |
| 10/31/19 | Initiation | | Grad Chapter House |
| **Start Time** | **End Time** | | **Advisor(s) Present** |
| 10:00 a.m. | 4:00 p.m. | | Smokey |
| **Description** | | **Purpose/Outcome** | |
| New members will experience the initiation | | The final step in the new member process. | |

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| MTG  *#* | **WEEK ONE** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK ONE** | | | |
| 2 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Ritual  *#* | **WEEK ONE** | | | |
| 3 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) Present** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK ONE** | | | |
| 4 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| MTG  *#* | **WEEK TWO** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK TWO** | | | |
| 2 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Ritual  *#* | **WEEK TWO** | | | |
| 3 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) Present** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK TWO** | | | |
| 4 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| MTG  *#* | **WEEK THREE** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK THREE** | | | |
| 2 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Ritual  *#* | **WEEK THREE** | | | |
| 3 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) Present** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK THREE** | | | |
| 4 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| MTG  *#* | **WEEK FOUR** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK FOUR** | | | |
| 2 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Ritual  *#* | **WEEK FOUR** | | | |
| 3 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) Present** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK FOUR** | | | |
| 4 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| MTG  *#* | **WEEK FIVE** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK FIVE** | | | |
| 2 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Ritual  *#* | **WEEK FIVE** | | | |
| 3 | **Date** | **Event** | | **Location** |
|  |  | |  |
| **Start Time** | **End Time** | | **Advisor(s) Present** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK FIVE** | | | |
| 4 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| MTG  *#* | **WEEK SIX** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK SIX** | | | |
| 2 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Ritual  *#* | **WEEK SIX** | | | |
| 3 | **Date** | **Event** | | **Location** |
|  |  | |  |
| **Start Time** | **End Time** | | **Advisor(s) Present** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK SIX** | | | |
| 4 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Mtg  *#* | **WEEK SEVEN** | | | |
| 1 | **Date** | **Event** | | **Location** |
|  |  | |  |
| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK SEVEN** | | | |
| 2 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Ritual  *#* | **WEEK SEVEN** | | | |
| 3 | **Date** | **Event** | | **Location** |
|  |  | |  |
| **Start Time** | **End Time** | | **Advisor(s) Present** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK SEVEN** | | | |
| 4 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Mtg  *#* | **WEEK EIGHT** | | | |
| 1 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Activity  *#* | **WEEK EIGHT** | | | |
| 2 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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| Ritual  *#* | **WEEK EIGHT** | | | |
| 3 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) Present** |
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| Activity  *#* | **WEEK EIGHT** | | | |
| 4 | **Date** | **Event** | | **Location** |
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| **Start Time** | **End Time** | | **Advisor(s) On-Call** |
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| **Description** | | **Purpose/Outcome** | |
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