

# 10-Week Alternate Schedule

## Week 1

- Order candidate materials online.
  - Request a list of scholastically eligible students from the appropriate person or department.
  - Request a list of parent's names and addresses for dean's letter to parents.
  - Compose the letter from dean to parents or family members with the dean's approval.  
(current sample dean's letter)
  - Choose dates for chapter activities and reserve rooms for these functions.
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## Week 2

- Receive list of scholastically eligible students.
  - Submit Report of Eligibility through the online system.
  - The **ENTIRE** top 1/5 of seniors and top 1/8 of juniors **MUST** be listed, including members!
  - Indicate whether students are members or were previously elected - NOT both.
  - Mail or email the Report of Eligibility for graduate students, alumni, and eminent engineers to HQ, including the required documentation.
  - The Report of Eligibility of these candidates **CANNOT** be submitted through the online system.
  - Receive eligibility acknowledgment email from Headquarters (HQ).
  - Make sure eligibility acknowledgment has been received before holding the election of candidates.
  - Mail the letter from the dean and information brochures to parents or family members of candidates.
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## Week 3

- Invite members (including District Directors, advisors, dean, and alumni) to attend initiation.
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## Week 4

- Begin candidate character evaluations.
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## Week 5

- Hold an election of candidates meeting.
  - Submit a [Report of Election](#) and e-cards online.
  - Indicate whether each student was elected or rejected.
  - If elected – whether each student accepted or refused.
  - Use the proper code for rejections or refusals!
  - Have electees fill out catalog cards online.
  - Keys, certificates, and membership cards are ordered **ONLY** after catalog cards are submitted!
  - Allow 3 weeks for delivery of keys and certificates.
  - Send electee invitation letter and materials to electees.
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## Week 6

- Hold first meeting of electees (distribute electee materials, if not already distributed).
  - Follow up with students who do not respond to election invitation!
  - Begin electee participation in projects.
  - Receive initiation approval email from HQ!
  - This is a **constitutional requirement**, and failure to receive approval can result in probation!
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## Week 7

- [CALL HQ](#) if approval email has not been received.
- **DO NOT** wait until the last minute as approval **MUST** be received from HQ before initiation.
- **DO NOT** initiate anyone without approval!
- Choose and notify the initiation team.
- Check Ritual and initiation equipment and supplies.
- Verify supply of ribbon for keys, [order if necessary](#).
- Check that equipment is in safe working order.
- Call HQ for help with repairs or replacement.

- Continue participation in projects.
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## Week 8

- Remind members (including District Directors, advisors, dean, and alumni) to attend initiation.
  - Hold initiation rehearsal.
  - Continue electee participation in projects.
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## Week 9

- Receive keys and certificates; This is a result of planning ahead and makes the ceremony more meaningful.
  - Sign certificates.
  - Hold a formal initiation ceremony.
  - This is what all the hard work is for, '!... to mark in a fitting manner.'
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## Week 10

- Advertise the names of initiates in the school newspaper or by posting an announcement.
  - Submit the [Report of Final Action](#) online.
  - Indicate whether students were initiated, not initiated, or postponed.
  - Initiates are **NOT** officially members until HQ receives this report and copy of roll book signatures!
  - Email or mail a copy of roll book signatures.
  - Each initiate's name should be printed beside their signature.
  - Mail initiation fees to HQ or call 800/TAU-BETA to pay by credit card. Request invoice if school requires it.
  - Inform HQ of Advisory Board action regarding postponements.
  - Replenish supplies for the next term.
  - **GOOD JOB!**
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