

12-Week 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 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.
 - Send orientation invitation letter and information brochures to eligible candidates.
 - Mail the letter from the dean and information brochures to parents or family members of candidates.
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Week 3

- Conduct orientation meeting (show video, CD, PowerPoint show, distribute brochures).
- Follow up with students who do not respond or attend orientation!
- Receive eligibility acknowledgment email from Headquarters.

- Invite members (including District Directors, advisors, dean, and alumni) to attend initiation.
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Week 4, 5, 6

- Conduct candidate character evaluations and participation in projects.
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Week 7

- 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.
 - Continue participation in projects.
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Week 8

- Receive initiation approval email from HQ!
 - This is a **constitutional requirement**, and failure to receive approval can result in probation and a \$50 fine!
 - Continue participation in projects.
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Week 9

- [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 10

- Remind members (including District Directors, advisors, dean, and alumni) to attend initiation.
 - Hold initiation rehearsal.
 - Continue participation in projects.
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Week 11

- 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 12

- 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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