

New Member Education Booklet

- ❑ A meeting must be scheduled prior to the start of a new member education program with a professional staff member in the Office of Student Activities and Union Services (x3025). All potential members, the organization's new member educator and/or President must schedule a meeting.
- ❑ New member education program must be accurate and submitted to our office exactly as outlined in this booklet:
 1. The new member education program must be submitted to the Office of Student Activities and Union Services. The outline must demonstrate a strong academic component within the new member education program. All programs **MUST** be concluded by the date assigned by the Director of Greek Affairs and cannot begin until the date assigned. (February 2-April 7)
 2. First semester freshmen are *not* eligible to join.
 3. Second semester freshmen students must have successfully completed at least 12 SUNY New Paltz credit hours prior to beginning new member education.
 4. First semester transfer students are eligible to join with a 2.75 GPA or higher. A transcript from the student's previous institution must be provided to prove eligibility prior to beginning any new member education program.
 5. Any student attempting to join after their first full time semester at SUNY New Paltz (12 credit hours), must have a GPA of 2.5. No student may be on academic probation the semester they want to be involved in any new member process.
 6. No new member education activities are permitted until all the above conditions are met and the organization has received authorization from the Office of Student Activities or Dean of Students to proceed.

All new members must be allotted a minimum of 2.5 hours a day for uninterrupted study, lab use and/or tutorial no more than 15 hours per week.

When candidates have been inducted into your organization, the members who successfully completed the program must meet with our office, with their letters on, no later than Monday, April 7th, 2008. Organizations should bring new members into the office the day after completion, rather than waiting until the last day of recruitment.

All activities are to be conducted in congruence with the guidelines reviewed at the meeting that the prospective candidates and a member of your organization attended this semester. All policies and procedures are located on the Student Activities website.

If anyone on the submitted roster does not complete the new member education process, you must contact our office within 24 hours with Deactivation Notice (my.newpaltz.edu), and a meeting will be set up with the discontinued member. If you do not contact our office, your organization will be judicially sanctioned.

Please type up the following pages and return them to the Office of Student Activities (SUB 209) one week before or at least 48 business hours before your intake meeting is scheduled with our office. The Director of Student Activities must approve your new member education syllabus and program before any activities can begin.

New Member Education Program

Create a day-by-day calendar of events. Please indicate times, locations, dates and descriptions of all events. We should have the opportunity to have a general understanding of your new member education program. If you are unsure of what is allowed you can set up a meeting with the Director of Student Activities to confidentially discuss your proposed activities.

Keep in mind all new member education programs must be completed and all the new members must come to Student Activities on Monday, April 7th, 2008.

If you have any questions, please contact Suzanne O’Driscoll at x3025.

*******Any changes must be emailed to odriscos@newpaltz.edu Cc: yourself and the President of your organization as well as your advisor. You will be held accountable for all information that is in this packet as to being accurate and honest. If any information is found to be inaccurate you can be held judicially accountable.**

Please copy and paste into word document to write in descriptions of activities

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April

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Intake Check list

Does your program start and end during the specified intake period (Feb. 4-Apr. 7)?

Do all of the new member candidates have the minimum GPA of 2.5 if matriculating student (12 New Paltz hours accrued)?

Do all of the new member candidates have the minimum GPA of 2.75, if 1st semester transfer student?

Did you use everyone's full names (not nicknames) on the roster?

Have you scheduled your intake program with the Office of Student Activities and Union Services prior to starting your new member education process?

Please make sure everything is accurately and completely filled out before returning it to the Office of Student Activities (SUB 209) one week before or at least 48 business hours before your intake meeting is scheduled with our office.

Thank you and good luck on your new member education program!

~Student Activities & Union Services
Student Union Building 209
X3025