



Sample Intake/New Member Education Calendar

This document was created to serve as a sample intake/new member education calendar. Organizations have the autonomy to create something that works best for them. However, all required information must be included in the calendar if the group wishes to gain approval to move forward with intake/new member education activities each semester. The following details are required:

- A. Name of Activity
- B. Date
- C. Event Start Time
- D. Event End Time
- E. Location*
- F. Event Purpose/Goals Description
- G. Attendance Requirement – It will be assumed that all events are optional for new members unless specified.

*All new member events must be on-campus and/or virtual. A confirmation of on-campus reservations including Husky Village, must accompany the Notice of Intake/New Member Education. If a group wishes to conduct an activity off-campus with new members, the group must request special permission to do so. This includes, but is not limited to, community service, bonding retreats, travel to organizational educational events, etc. The request must be authorized by an advisor and must be accompanied with the calendar. CFSD will notify the organization if the request has been granted. However, the number of approved off-campus activities is very limited and therefore, organizations should plan wisely.

Organization Name

Intake & New Member Education Calendar

Week 1 – Orientation

Date/Time/Location: Friday, MM/DD/YYYY (7:00 – 9:00 PM, Arjona 112)

Activity: New Member Ceremony

Goals: Following recruitment prospective new members will be invited to participate in a special ritual signifying their acceptance of their invitation to membership and the start of their journey with the organization. Following the ceremony, we will hold a brief meeting to discuss expectations and goals. Attendance is required.

Date/Time/Location: Sunday, MM/DD/YYYY (10:00 AM – 6:00PM, Four Arrows Ropes Course & Hillel)

Activity: New Member Retreat

Goals: We will start the day with team building activities at the Four Arrows Ropes Course. Afterwards, we will relocate to Hillel for lunch and a lengthy New Member meeting. During this meeting we will complete any national and university housekeeping items that are necessary. New Members will receive access to the online membership portal provided by the national organization so that they can begin to complete their online learning modules. Additionally, new members will complete their CFSD modules on HuskyCT during this meeting. Attendance is required.

Week 2 – Fellowship

Date/Time/Location: Sunday, MM/DD/YYYY (8:00 – 9:30 PM, Oak 112)

Activity: New Member Meeting

Goals: New members will learn about the value of fellowship within our organization and what it means to dedicate yourself to others for a lifetime. New members will also receive instructions for fellowship activity that they will lead during week 5

Date/Time/Location: Monday – Saturday (Various Times, On Campus)

Activity: Chat & Chews

Goals: New members will have dates, at least 30 minutes, with the potential Bigs. This can be anything from the potential big treating the new member to coffee at Bookstore Starbucks to attending a SUBOG movie together or playing a game via Zoom.

Week 3 – Scholarship

Date/Time/Location: Sunday, MM/DD/YYYY (8:00 – 9:30 PM, Oak 112)

Activity: New Member Meeting

Goals: New members will learn about the importance of scholarship and lifelong learning. New members will get to create a personal schedule to learn how to manage their time effectively and become familiar with the resources and support available to them through the organization.

Date/Time/Location: Monday – Saturday (Various Times, On Campus)

Activity: Chat & Chews Continued

Goals: New members will have dates, at least 30 minutes, with the potential Bigs. This can be anything from the potential big treating the new member to coffee at Bookstore Starbucks to attending a SUBOG movie together or playing a game via Zoom.

Date/Time/Location: Wednesday, MM/DD/YYYY (5:00-6:00 PM, Student Union 104)

Activity: “D’s get Degrees but A’s get you Paid”

Goals: We will co-sponsor an academic excellence workshop with Fraternity/Sorority. The UConn Academic Achievement Center and Center for Career Development will be the presenters. This will also be used to meet Expectations of Excellence requirements. This event will be open to the public and new members are highly encouraged to attend.

Week 4 – Leadership

Date/Time/Location: Sunday, MM/DD/YYYY (8:00 – 9:30 PM, Oak 112)

Activity: New Member Meeting

Goals: New members will learn about leadership characteristics and the leadership opportunities available through the organization. Chapter officers will be invited to share information about their specific role and how it contributes to the mission of our organization.

Date/Time/Location: Monday, MM/DD/YYYY (5:00 -6:00 PM, Chemistry A120)

Activity: Executive Board Meeting

Goals: New members will get to observe an executive board meeting and get to learn about how the organization leadership conducts business. New members will also get to shadow a specific officer, based on identified, interests for the remainder of semester.

Date/Time/Location: Tuesday, Wednesday, Thursday (10:00 AM – 4:00 PM, Student Union)

Activity: Philanthropy

Goals: We will be selling baked goods to raise awareness about food insecurity and to collect donations towards our Hunger philanthropy. The proceeds will be donated towards the Food Shelter that we will volunteer at the following week. New members will get to sign-up for shifts at the table daily.

Date/Time/Location: Thursday, MM/DD/YYYY (8:00 – 10:00 PM, Arjona 422)

Activity: Big and Little Reveal Ceremony

Goals: New Members will participate in a special ceremony and find out who their big is.

Week 5 – Citizenship

Date/Time/Location: Sunday, MM/DD/YYYY (8:00 – 9:30 PM, Oak 112)

Activity: New Member Meeting

Goals: New members will learn about the importance of social responsibility and how to be engaged citizens. We will watch a video about the organization's public service initiatives and we will hold a discussion about diversity and inclusion within our organization. Finally, we will also talk about how the organization fits into the greater fraternity and sorority community. New Members will learn a more about the four councils we have on campus.

Date/Time/Location: Saturday, MM/DD/YYYY (8:00 AM – 3:00PM, Food Pantry – Hartford, CT)

Activity: Community Service Event

Goals: New members will be invited to participate in a day of service at the Food Pantry in Hartford. We will help to organize the Food Pantry and then we will serve a meal and host guests at lunch.

Date/Time/Location: Saturday, MM/DD/YYYY (4:00 – 7:00 PM, Location to be Communicated to CFSD in advance)

Activity: Fellowship Event

Goals: New members will organize a bonding activity, as assigned during week 2, to follow the community service event. Only members of the chapter who participated in the community service event will be allowed to attend.

Week 6 – Initiation

Date/Time/Location: Sunday, MM/DD/YYYY (6:00 – 10:00 PM, Hillel)

Activity: Initiation Ceremony

Goals: New Members will participate in a ceremony, learn the deeper meaning of our symbols and values, and accept lifelong membership in the organization. Attendance is required.

Date/Time/Location: Friday at (8:00 – 9:30 PM, McHugh 101)

Activity: New Member Introductions

Goals: We will host a public event to introduce our new members to the community and to celebrate their recent initiation. Alumni and parents will be invited to join us.

Weekly/Ongoing

Date/Time/Location: Monday – Friday (12:00 – 1:30 PM, Student Union) Weekly starting MM/DD/YYYY

Activity: Lunch

Goals: Members typically gather at the Student Union to eat lunch together. New members are highly encouraged to attend as an opportunity to build relationships with others in the chapter outside of the organized activities.

Date/Time/Location: Monday – Thursday (7:00 – 9:00 PM, OAK 210) Weekly starting MM/DD/YYYY

Activity: Study Hours

Goals: We have reserved a quiet space for members to study together. New members are highly encouraged to attend.