Campus & Community Involvement
New Member Orientation Policies

New Member Orientation Calendar
A calendar of your organization’s New Member Orientation must be turned into Briana McGlamory, Coordinator for Fraternity & Sorority Life in the office of Campus & Community Involvement by 5:00 p.m. on November 14, 2014. A HARD COPY AND AN ELECTRONIC VERSION ARE DUE ON THE DATE LISTED ABOVE.

Cover Page:
Each organization must include a cover letter that outlines the three following items: 1) the mission statement of your organization, 2) the mission statement of your orientation program, and 3) the specific goals of your New Member Orientation Program.

Daily Calendar Events:
Include in your calendar the following information in this order for each individual event.
1. Date of activity (Ex: Friday, February 6, 2014)
2. Location and contact information of person in charge of the event (Ex: Location: Woodlawn Room, Coates University Center, Contact Info: Sarah Smith (Orientation Chair) - Cell # 210-999-9999) A tentative location is acceptable at this time since T-Space reservations won’t be approved until after the calendar is approved.
3. Time of Activity (Ex: 8:00 p.m. till 11:00 p.m.)
4. Name of Activity (Ex: The Four Pillars of Greek Life)
5. Detailed description of activity
6. Who is attending the event (Ex: new members, orientation chairs, and alumni)
7. Which values of the organization does the event set out to meet or embody? This is a short justification for the events in your calendar.
   (Weekly meeting=sisterhood/brotherhood & unity)

My signature below indicates that I, and my organization, will have alcohol-free new member orientation events. As per Trinity University’s Alcohol Policy, Risk Management Best Practices for Student Organizations and Alcohol Use, and state law regarding alcohol use, possession, and consumption, I and my organization will ensure that no alcohol is present at any new member orientation program.

I understand that my organization will be held accountable through an organizational judicial hearing if my organization’s new member class has an activity that is different from what is listed on the submitted new member calendar, unless I notify Briana McGlamory 24-48 hours in advance of the change and provide a complete description of the new activity. As orientation chair, I acknowledge that I, and my organization, are responsible for the safety and care of my organization’s new members during New Member Orientation activities.

Revised October 2014
Nine Hours Hands-Off Policy

The policy is as follows:

1. New members will have nine hours each Sunday, Monday, Tuesday, Wednesday, and Thursday night during New Member Orientation when they cannot be involved in formal or informal new member orientation activities, even if they volunteer for the activities.

2. The Nine Hours Hands-Off Policy begins at midnight and ends at 9:00 a.m. the following morning. These hours are not flexible; in other words, you cannot end at 11:00 p.m. in order to start at 8:00 a.m. the following morning.

3. Formal orientation activities are defined as activities listed on the New Member Orientation calendar and includes, but is not limited to, meetings, activities, sleep-overs or lock-ins, and meals.

4. Informal orientation activities are defined as activities that are suggested or assigned to new members to do when they are not in formal activities. These include, but are not limited to, any activity “suggested” to the new members by old actives, signatures, studying new member information, and preparing for planned activities.

My signature below acknowledges that I have read and understand Trinity University’s Student Organization Handbook, as well as all other applicable policies and laws, particularly those regarding alcohol use and hazing. I understand that I, and my organization, will be held responsible through a Greek Council judicial hearing if University and/or Greek Council policies are violated during New Member Orientation. I understand that I, and other members of my organization, may also be held responsible through the Student Conduct Board or University Conduct Board if University policies are violated during New Member Orientation.

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Name of Organization

Printed Name of Orientation Chair  Printed Name of Orientation Chair

Signature of Orientation Chair  Signature of Orientation Chair

____________________________  ______________________________
Date

____________________________  ______________________________
Printed Name of President

Signature of President

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Date

Revised October 2014