

CHAPTER DETAILS	
Greek Name of Chapter & University	[Chapter Name] [University]
VP of Ed	[Name] [Email] [Phone]
Important Dates	<ol style="list-style-type: none"> 1. Bid Day: [Date] 2. Induction Day: : [Date] 3. First New Member Ed Day: [Date] 4. Last New Member Ed Day: [Date] 5. Day of Initiation: [Date] 6. How many weeks of New Member Ed: [Weeks]

REMINDERS
<ol style="list-style-type: none"> 1. You can add (or delete) days and individual activities through copy/paste as needed. 2. Recommended program length is no more than 8 weeks. 3. Documented training about Beta's Risk Management Policy must happen within the first 3 weeks. 4. Documented criteria, training and expectations for Big Brothers should be included. 5. Written accountability plan for new members who do not meet expectations. 6. Approval for any local rituals or adaptations of ceremonies outlined in the Ritual Book. Check here if it's a local ritual or leadership activity! 7. Advisors should be present/involved for at least 75% of your programs.

INTRODUCTORY INFORMATION	
Introductory Letter	[type here]
Additional Materials	[type here]

WEEK 1	
[DATE] [TIME]	[TITLE OF SESSION]- [LOCATION]
Presence	<p><i>Who will be present:</i></p> <ul style="list-style-type: none"> • New Members • Whole Chapter • Advisor
Activity 1	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Activity 2	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Local Ritual	<p><i>Title of Ritual</i></p> <ul style="list-style-type: none"> • <i>Has this ritual been approved? You MUST upload approval in another doc</i> • <i>If it has not been approved, it CANNOT be included as part of your process</i>
Check Point	<p><i>Title of Quiz/Test/Other Check Point</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the checkpoint</i> • <i>Describe the format (You MUST upload written tests in another document)</i> • <i>Explain what constitutes a "pass" and what happens if they don't pass</i>
Homework	<p><i>What are you assigning for the next session</i></p> <ul style="list-style-type: none"> • <i>Include estimated time for completion</i>

WEEK 2	
[DATE] [TIME]	[TITLE OF SESSION]- [LOCATION]
Presence	<p><i>Who will be present:</i></p> <ul style="list-style-type: none"> • New Members • Whole Chapter • Advisor
Activity 1	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Activity 2	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Local Ritual	<p><i>Title of Ritual</i></p> <ul style="list-style-type: none"> • <i>Has this ritual been approved? You MUST upload approval in another doc</i> • <i>If it has not been approved, it CANNOT be included as part of your process</i>
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Homework	<p><i>What are you assigning for the next session</i></p> <ul style="list-style-type: none"> • <i>Include estimated time for completion</i>

WEEK 3	
[DATE] [TIME]	[TITLE OF SESSION]- [LOCATION]
Presence	<p><i>Who will be present:</i></p> <ul style="list-style-type: none"> • New Members • Whole Chapter • Advisor
Activity 1	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Activity 2	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Local Ritual	<p><i>Title of Ritual</i></p> <ul style="list-style-type: none"> • <i>Has this ritual been approved? You MUST upload approval in another doc</i> • <i>If it has not been approved, it CANNOT be included as part of your process</i>
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Homework	<p><i>What are you assigning for the next session</i></p> <ul style="list-style-type: none"> • <i>Include estimated time for completion</i>

WEEK 4 (risk must be addressed prior to this week)	
[DATE] [TIME]	[TITLE OF SESSION]- [LOCATION]
Presence	<p><i>Who will be present:</i></p> <ul style="list-style-type: none"> • New Members • Whole Chapter • Advisor
Activity 1	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Activity 2	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Local Ritual	<p><i>Title of Ritual</i></p> <ul style="list-style-type: none"> • <i>Has this ritual been approved? You MUST upload approval in another doc</i> • <i>If it has not been approved, it CANNOT be included as part of your process</i>
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Homework	<p><i>What are you assigning for the next session</i></p> <ul style="list-style-type: none"> • <i>Include estimated time for completion</i>

WEEK 5	
[DATE] [TIME]	[TITLE OF SESSION]- [LOCATION]
Presence	<p><i>Who will be present:</i></p> <ul style="list-style-type: none"> • New Members • Whole Chapter • Advisor
Activity 1	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Activity 2	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Local Ritual	<p><i>Title of Ritual</i></p> <ul style="list-style-type: none"> • <i>Has this ritual been approved? You MUST upload approval in another doc</i> • <i>If it has not been approved, it CANNOT be included as part of your process</i>
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WEEK 6	
[DATE] [TIME]	[TITLE OF SESSION]- [LOCATION]
Presence	<p><i>Who will be present:</i></p> <ul style="list-style-type: none"> • New Members • Whole Chapter • Advisor
Activity 1	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Activity 2	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
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WEEK 7	
[DATE] [TIME]	[TITLE OF SESSION]- [LOCATION]
Presence	<p><i>Who will be present:</i></p> <ul style="list-style-type: none"> • New Members • Whole Chapter • Advisor
Activity 1	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Activity 2	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
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WEEK 8	
[DATE] [TIME]	[TITLE OF SESSION]- [LOCATION]
Presence	<p><i>Who will be present:</i></p> <ul style="list-style-type: none"> • New Members • Whole Chapter • Advisor
Activity 1	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Activity 2	<p><i>Title of Activity</i></p> <ul style="list-style-type: none"> • <i>Explain the purpose of the activity</i> • <i>Describe what happens</i>
Local Ritual	<p><i>Title of Ritual</i></p> <ul style="list-style-type: none"> • <i>Has this ritual been approved? You MUST upload approval in another doc</i> • <i>If it has not been approved, it CANNOT be included as part of your process</i>
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CONCLUSORY INFORMATION

Conclusory Letter [type here]

Additional Materials [type here]