

# Orientation Agenda

1. Greet and thank all potential and established members for attending.
2. Introduce chapter officers and specify who will be the contact person for questions after the meeting.
3. Begin the KDP 101 DVD.
4. After the DVD, discuss your own chapter. Talk about the chapter's goals for the upcoming semester or year, what the expectations are for members, and how the chapter functions.
5. Briefly review the orientation materials and discuss where they are located in the room.
6. Open the floor for questions.
7. Inform the attendees that initiate forms are available and explain the submission procedure: turn in the form with the dues payment of \$39 plus any local chapter dues.
8. Close by suggesting that potential members ask established members about their experiences with the chapter and thank everyone for coming.