

# Orientation Meeting Guidelines

An Orientation Meeting allows potential members to find out about Kappa Delta Pi and what the organization has to offer. It also gives chapter officers a chance to explain expectations of members. All chapters are encouraged to hold an orientation meeting prior to the initiation ceremony. The more informed people are before joining an organization, the greater their involvement.

1. After the membership committee confirms the initiation date and location, set the date for the orientation meeting. This meeting should be held at least 2–3 weeks before the initiation date.
2. Once the orientation meeting date and location are confirmed, send out letters of invitation to ALL students who meet the membership criteria (this list usually is generated by the institution's registrar).
  - a. Undergraduates: 3.0 GPA, 30 credit hours, and 12 credits in education programmed, in progress, or completed
  - b. Graduate: 3.25 GPA, 6 credit hours completed at the institution, and 12 credits in education programmed, in progress, or completed
3. Promote the meeting around campus and in the Education Department by posting flyers, broadcasting it on the college's radio or TV station, and anywhere and everywhere allowed. Have professors announce the meeting in class!
4. Items needed for the meeting:
  - a. Laptop and AV projector (used to show KDP 101 DVD)
  - b. Initiate forms
  - c. Orientation materials:
    - i. Chapter calendar of events (if available), chapter promotional items (T-shirts, pencils, etc.), and scrapbook of previous activities and awards
  - d. Sign-in sheet to track who attended
5. Open or Agenda format.
  - a. Open Format: Potential members arrive, browse around the room, and informally talk to members about the chapter while the PowerPoint is looping. If they are interested in joining, they can fill out the new initiate form and pay \$39, plus the local chapter dues.
  - b. Agenda Format: Potential members arrive, take a seat in the room, watch and listen to the KDP PowerPoint presentation, and receive orientation materials. At the end of the presentation, the floor is open for questions. If they are interested in joining, they can fill out the new initiate form and pay \$39, plus the local chapter dues.
6. Officers need to arrive at the Orientation Meeting at least one hour ahead of time to help set up the room and to make sure all members who are part of the program are prepared.
  - a. Post signs directing potential members to meeting location.
  - b. Station members outside the door to meet and welcome prospective members to the orientation event.
  - c. Set up tables with the orientation materials. Assign members to the tables to explain the materials and pass out the initiate forms.
  - d. Have the laptop and AV projector ready to run the KDP 101 DVD.
7. Thank potential members for attending and give them a person to contact if they have questions.
8. Additional suggestions to enhance orientation meeting:
  - a. Provide refreshments.
  - b. Hold a raffle or have give-away items on hand.
  - c. Schedule an additional meeting at another time so that potential members who were unable to attend the first meeting will have another opportunity to attend. Promote both meetings.