



## **New Member Education Calendar Requirements**

Your new member education calendar for the spring 2011 semester needs to be submitted to your OFSA Advisor by November 1, 2010. The calendar must include all of the following:

- New member educator's name, phone number and email address.
- President's name, phone number and email address.
- All new member event dates including meetings, study hours, and social activities.
- Description of events including those who will be attending (just new members, new members and sophomores, entire chapter, etc.), objectives for event, begin and end time and location for the event.
- Officer or member responsible for the management of the event.

Calendars should be reviewed with your chapter/graduate advisor prior to submission. You can submit all of these materials electronically or in person.

Your OFSA Advisor will review the calendar and inform you prior to winter break if any events needs to be modified.

### OFSA Staff

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