Stony Brook University
New Orientation Program Registration Checklist

Term: Spring 2021
Student Club/Organization: ________________________________

- New Member Educator/Orientation Officer attended required training OR has viewed New Member Educator/Orientation Officer required training recording and completed the SBEngaged Makeup Quiz
- Eligibility for All Potential Members Confirmed
- Contact Information of Officers and Advisors Provided
- Start and End Date Submitted Complies with Guideline
- Included Detailed List of All Fees Paid by a New Member During New Member Period Including a Description of How Financial Obligations are Communicated
- Description of Alumni/Campus Advisor Involvement Provided
  - Official Approval From Inter/National Headquarters Provided (If Applicable)
- Statement of Purpose Included
- Description of New Member Expectations & Time Commitment Included
- Scholarship Plan & Standards Included
- Calendar of ALL New Member and Chapter Events, Including Dates, Times, and Locations Provided. (This must be in calendar format). Please Note: “Online” or “Virtual” is an acceptable location.
- Detailed Descriptions of ALL New Member Activities (including in-person & virtual) Provided. For example: agenda/outline of all information planned to be taught to new members about the organization at each meeting, including methods utilized throughout
- Explanation of Reporting System for Hazing and Provided a List of Available University Hazing Prevention Resources with Contact Information Included
- Leadership Signatures Provided
- Advisor Signatures Provided
- Statement of Compliance and Responsibility Completed (must be completed by all active members). Form will be sent via SEA to appropriate new member educator/orientation officer

SE&A Notes: