**Comprehensive Ohio State New Member Program**

***(Thank you to the New Member Education Program Committee for setting up this new program!)***

 ***These are general guidelines for your chapter to implement a comprehensive New Member Program for your chapter. Remember that these are merely suggestions and are entirely adaptable to your chapter and your situations! If you have any ideas that you want to share with the state about how things are working for you, please share them and this document can be updated to make our program even more robust!***

1. **Length of New Member period should be about 6 months.** This will allow the New Member to be properly educated on all aspects of ESA and your particular chapter.
2. **Mentor/Mentee**
	1. Each New Member should be assigned a mentor from your chapter. This mentor will be their main point of contact for all ESA things to begin with. This way the individual gets someone to be one-on-one. Being a new member can be very overwhelming and it helps if they have one person sort of dedicated to them to help them through the time period.
	2. Mentor will assist with educating their mentee on all aspects of ESA. One of the best ways to accomplish this is with a comprehensive New Member Binder that is personalized per chapter/per new member.
3. **Chapter Educational Chair**
	1. Set up some educational Zooms to make it easier to educate the chapter and the new members.
	2. Consider making “game nights” by using ESA knowledge to build a game! Jeopardy is always a good way to do that!
4. **New Member Binders –** personalized to the chapter and most likely the individual. It can be a nice gift from a mentor to the mentee.
	1. **Part I – Epsilon Sigma Alpha** (You will download and print from the ESA main website)
		1. History of ESA
		2. Ideals Book
		3. HQ Personnel list
		4. Flowchart for HQ-IC-Regional-State
		5. Copy of the most recent newsletter
	2. **Part 2 – Chapter Information**
		1. Chapter History (One pager)
		2. Officer/Chair list
		3. Calendar of events
		4. Local Philanthropies
		5. Officer/Chair Duties and Qualifications
	3. **Part 3 – Ohio State Council Information**
		1. Info about OSC and what we do
		2. Website Information
		3. By-Laws/Standing Rules
		4. Current Officer List
		5. Calendar of Events
		6. State Philanthropies and Special Projects
		7. Chapter Listing with contact information for Presidents of each chapter and location.
		8. List of all offices and chairs along with a summary of qualifications for each.
	4. **Part 4 – Midwest Area Regional Council Information**
		1. Information about MARC with links to websites
		2. Current Officer List
		3. MARC Conference information
		4. Brief list of offices/duties for each and qualifications for running.
	5. **Part 5 – International Council Information**
		1. Information about IC
		2. Current Officer List
		3. ESA Scholarships/Foundation Information
		4. International Philanthropies
		5. Convention Information