



GRADUATE ELECTEE REQUIREMENTS – Winter 2016

The following is a chronological list of the requirements involved in the TBP electee process. Please note the dates of the meetings and requirements on your calendar.

- __ 1. **Attend First General*** (19 January, 6:30pm in 1013 Dow).
Complete and turn in student information form.
- __ 2. **Log into tbp.engin.umich.edu, create an account, and start signing up for events.**
If you are unable to sign up for events, please let us know. Use the "Event List" link under the "Calendar" Menu to sign up for events and the "Track my Progress" link under the "Membership" menu to keep an eye on which requirements you have completed.
- __ 3. **Make sure that the following are completed before Sunday January 31st.**

 - __ a. Sign up for a 30-minute interview (<https://tbp.engin.umich.edu/calendar/event.list/>)
 - __ b. Complete the Electee Questionnaire (https://tbp.engin.umich.edu/members/electees/electee_groups/)
- __ 4. **Attend Second General*** (2 February, 6:30pm in 1013 Dow).
Complete and turn in catalog card provided at meeting. If you cannot make the meeting, come to the TBP office (1226 EECS) to fill out the catalog card.
- __ 5. **Make sure the following forms are completed before 2 February.**
Turn in all physical forms at Second General or to any officer at office hours.
Office hours schedule at: (tbp.engin.umich.edu/calendar).

 - __ a. Signed graduate advisor form
 - __ b. Catalog card handwritten form (Will be completed at a general meeting. If you miss either 2nd or 3rd General, please contact the Graduate Vice President about this requirement)
 - __ c. Graduate Educational History Form (http://tbp.engin.umich.edu/members/electees/submit_education_form)
 - __ d. Turn in the AAPS Administrative and Human Resources Services Volunteer Certification Form (optional but highly encouraged)
 - __ e. Complete the online Youth Protection Training offered by the Boy Scouts of America
Offered at the end of Second General or online (tinyurl.com/TBP-boyscoutstraining); If completed online, you must email David Martel (tbp.service@umich.edu) a copy of your certificate to receive credit.
- __ 6. **Attend interview with Active Grad Student Member(s)** (scheduled February 4 and 5).
Grad Vice President Ethan Pacheck will arrange graduate interviews separately from undergraduate interviews. (See Requirement 3)
- __ 7. **Attend Third General*** (16 February, 6:30pm in 1013 Dow).
- __ 8. **Attend Fourth General*** (8 March, 6:30pm in 1013 Dow).
- __ 9. **Membership fee of \$90 to treasurer Kallen Schwark (tbp.treasurer@umich.edu) before 5 April.**
This is a one-time fee to be a member of Tau Beta Pi that pays for electee supplies, the banquet, your bent, certificates, your lifetime membership, etc. You can turn it in at a meeting or to Kallen Schwark at his office hours. Checks should be made out to Tau Beta Pi. Cash may be submitted in an envelope with your name on it.

__ 10. **Complete at least ten* hours of service projects before 5 April.**

__ a. **At least 50% of these service hours completed before 15 March.**

Events are scheduled via the website (tbp.engin.umich.edu). Signing up is a commitment to go! You must un-sign up at least 24 hours in advance or you will need to complete an extra service hour. We recommend making sure the website (under the "Track my Progress" tab) accurately displays what you have completed. If not, please contact the website chair (tbp.website@umich.edu).

Service Project	# of Hours	Date	Project Leader username*	Notes
Total hours =		≥ Hours needed = 10 + # missed meetings = ()		

*In case you need to contact them.

- __ 11. **Attend at least TWO TBP social events before 5 April.** Socials include Happy Hours, ice cream/game nights, sports, Rock 'n' Bowls, Engineering Futures, and many more.
- __ 12. **Attend at least ONE Grad Electee Group Activity before 5 April.** The Graduate Student Vice President and others will be scheduling a number of Grad Activities this semester, possibly including movie nights, a TG at Buffalo Wild Wings, and many more. If you have an idea for a Grad event, please contact him at (tbp.gradvicepresident@umich.edu).
- __ 13. **Attend Elections*** (29 March, 6:30pm in 1013 Dow). Staying to the end of elections counts for **extra service hours** (the total number depends upon the length of elections).
- __ 14. **Attend Fifth General*** (5 April, 6:30pm in 1013 Dow).
- __ 15. **Attend Initiation** (16 April, 4:00pm in 1500 EECS) and **Banquet** (16 April @ 5:30pm). **All requirements above must be completed by 5 April to be eligible for initiation!** Attendance at Initiation is required by the national organization to become a member of Tau Beta Pi. If you have an unavoidable conflict, talk to us ASAP.

Remember, this is only what you *have* to do — there are no limits on what you can do!

*If you must miss a meeting (due to class, travel, etc.):

- Email Graduate Student Vice President, Ethan Pacheck (tbp.gradvicepresident@umich.edu)
- Obtain an agenda for the missed meeting (on tbp.engin.umich.edu).
- **Make up the meeting with one extra hour of service.**