



# Electee Requirements - Fall 2024

Tau Beta Pi MI-G

The following is a list of the requirements to join Tau Beta Pi MI-G

## I. REQUIRED MEETINGS

If you cannot attend a meeting, first email the Vice President at [tbp.vicepresident@umich.edu](mailto:tbp.vicepresident@umich.edu). Be sure to look over a copy of the meeting's agenda at For Members → Access History → Meeting Minutes on the website. You must then make up the meeting with one extra hour of service or one extra social event, approved by the Vice President. Elections can only be made up with a service hour. All meetings (except Initiation/Banquet) will begin at 6:30pm. See Information Page for locations.

- i. First General - September 3<sup>rd</sup>
- ii. Second General - September 17<sup>th</sup>
- iii. Third General - October 8<sup>th</sup>
- iv. Fourth General - November 5<sup>th</sup>
- v. Elections - November 19<sup>th</sup>
- vi. Fifth General - December 3<sup>rd</sup>
- vii. Initiation & Banquet - December 7<sup>th</sup>

## II. 16 SERVICE HOURS

We recommend you complete at least 4 hours by Second Actives (October 1<sup>st</sup>) and you are required to complete 8 hours by Third Actives (October 29<sup>th</sup>). A portion of your 16 hours will come from the following mandatory events. You may do a maximum of 5 independent hours of service (hours not associated with Tau Beta Pi) provided you show adequate proof of your involvement, and that the hours do not count for another society.

*Signing up for a service project is a commitment to attend; you must un-sign up at least 24 hours in advance or you will have to complete an extra hour of service projects.*

### i. Volunteer for two hours at the Fall Engineering Career Fair.

Along with the Society of Women Engineers (SWE), TBP is one of the student organizations that co-runs the Fall Engineering Career Fair. All electees are required to volunteer at least 2 hours at the Career Fair; any additional hours will count towards your remaining service hours. Sign up for slots at [tbpmig.org/CF-volunteering](http://tbpmig.org/CF-volunteering). Please reach out to the Vice President if you are unable to fulfill this requirement.

### ii. Volunteer for one hour of TBP tutoring.

Our tutoring service pairs students interested in receiving tutoring (mainly for intro-level classes) with qualified TBP tutors. TBP tutors will meet with the student several times throughout the semester and receive service hour credit for the hours they have spent tutoring as verified by the student. Tutoring sign-ups are due before New Initiatives II (October 22<sup>nd</sup>), but you do not have to complete them by this date! We also provide group tutoring in collaboration with other organizations where students can come and go freely, which also counts as tutoring hours.

### iii. Participate in at least 4 hours of K-12 Outreach service events.

Each electee must participate in at least one approved K-12 Outreach event for a minimum of 4 hours. Any hours over this requirement will count towards your remaining service hours. The following events can count to fill this requirement:

- i. **MindSETs:** October 6<sup>th</sup>, October 27<sup>th</sup>, November 17<sup>th</sup>

- ii. **Cub Scouts Day:** November 10<sup>th</sup>
- iii. **Merit Badge Days:** October 20<sup>th</sup>, November 24<sup>th</sup>
- iv. **Engineering Day:** November 3<sup>rd</sup>

*\*\*\*In order to volunteer at any of the K-12 events, you must turn in a university background check form and complete the Boy Scouts of America Youth Protection Training at [tbpmig.org/lypt](http://tbpmig.org/lypt). See the page titled "Forms for Working with Minors - Fall 2024" for details on the forms due **September 17<sup>th</sup>**.*

### III. 2 SOCIAL EVENTS

Social events include game nights, movie nights, TG's, IM sports, intersociety events, etc. One of these activities should be completed by Third Actives (October 29<sup>th</sup>).

### IV. 2 PROFESSIONAL DEVELOPMENT EVENTS

Professional development events include things such as corporate information sessions, resume reviews, professional headshots, or mock interviews.

### V. ELECTEE TEAM ACTIVITIES

You must attend at least three Electee Team activities with at least half of your Electee Team present. One of the three activities must occur with at least half of another electee group present. See vice president if unable to attend three electee team meetings.

### VI. CHARACTER EVALUATION

You must complete an Electee Interview Questionnaire regarding exemplary character and submit your answers, along with a copy of your resume, to the website by **Monday, September 16<sup>th</sup> at 11:59 pm**. The interview questionnaire can be found under Electee Resources on the website ([tbp.engin.umich.edu](http://tbp.engin.umich.edu)). Your resume should be submitted to your website profile. Interviews last about 25 minutes and starts no later than 5 minutes after start time, which will require a total commitment of 30 minutes. Interviews will take place in person in the Duderstadt Connector rooms 1120B and 1120D on September 18<sup>th</sup>-20<sup>th</sup> and dress code is business casual. **Sign up for your interview on the website.**

### VII. MENTORSHIP PROGRAM - "TBPALS"

You must participate in the chapter mentorship program over the course of the semester. The goal of this program is to help develop connections with active TBP members and electees, provide insight into the electing process, and offer academic and career guidance as well as fostering connections by forming groups of 3-4 members who meet over the course of the semester. You will be contacted soon via email with more information.

### VIII. PAPERWORK

**All paperwork should be turned in by Fifth General (December 3<sup>rd</sup>) at the TBP Office (1226 EECS), at meetings, or directly to the Vice President via email or Slack.**

#### i. 6 Casual Peer Interviews

The interviews are to get to know your fellow members in Tau Beta Pi a little better. These interviews should be casual. At least two of the people interviewed must be active members. Think of 6 creative questions to ask members — no mundane questions will be accepted ("What is your favorite color?"). Please record the responses of your interviewees on paper or in a Google or Word document. No e-mail interviews are allowed. If possible, please have your interview subject sign the sheet afterwards. The first electee team meeting is dedicated to completing your peer interviews!

#### ii. Electee Exam

The electee exam tests your knowledge of the history of TBP and our chapter. It is not meant to be

stressful. We encourage you to work on it together and drop by office hours to ask officers for answers! Please don't ask for answers via e-mail — we want to get to know you!

**IX. ONE-TIME MEMBERSHIP FEE OF \$100.**

A one-time fee to be a member of Tau Beta Pi, which pays for electee supplies, the banquet, your bent, your certificate, your lifetime membership, etc. given to the Treasurer, Alexander Li. Checks should be made out to Tau Beta Pi. Cash is also accepted. **This is also due by Fifth General (December 3<sup>rd</sup>).** You will receive more information about how to pay dues via email later in the semester. **If this fee poses a significant financial burden, please reach out to the Vice President for more information about a fee waiver as soon as possible.**