GRADUATE ELECTEE REQUIREMENTS – Winter 2022

The following is a detailed list of the requirements involved in the TBP electee process. Later in this packet you will also find a quick checklist that summarizes the important deadlines mentioned here. Please note the dates of the meetings and requirements on your calendar.

Create a Profile by Jan 22, 2022: In order to being electing, you must first create an profile on the TBP Michigan Gamma website tbp.engin.umich.edu, as it will allow you to sign-up for events, receive important notifications, and track your progress throughout the semester. Step-by-step information on navigating the website will be provided during the First Grad Electee Team Meeting (see item IV), but briefly, you can 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.

I. **REQUIRED MEETINGS**
Attend all the General Meetings (5), Elections (1) and Initiation & Banquet (1). All meetings (except Initiation &Banquet) will begin at 6:30pm (check INFORMATION SHEET section of this packet for dates and venue). If you are unable to attend one or more of the General Meetings, please inform the Graduate Vice President, look over a copy of the meeting's agenda at tbp.engin.umich.edu, and make up for the missed meeting by completing one extra hour of service, social or professional development. Attendance at Elections cannot be made up by extra hours, so if you cannot make it, please contact the Graduate Vice President. **Attendance at Initiation is required by the national organization to become a member of Tau Beta Pi. If you have an unavoidable conflict, please inform the Graduate Vice President ASAP!**. Though not required, you are welcome (and encouraged!) to attend New Initiative Meetings - these meetings can count towards service hours.

II. **TEN SERVICE HOURS**
Complete at least TEN* hours of service projects before April 5, 2022 . Service events are scheduled via the website (tbp.engin.umich.edu), and signing up is a commitment to go! Hours will only be provided after attendance at the event is confirmed. If you are unable to attend an event you have signed up for, you must un-sign up at least 24 hours in advance. 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).
*At least FIVE of these service hours must be completed before March 15, 2022

III. **THREE SOCIAL EVENTS**
Complete at least THREE* social events before April 5, 2022 . Socials include Happy Hours, ice cream/game nights, sports, Rock 'n' Bowls, Engineering Futures, and many more. **At least ONE of these socials MUST be a Grad Social.** The Graduate Vice President, Graduate Student Activities Chair(s) and others will be scheduling a number of Grad Socials this semester, possibly including movie nights, lunch/dinner outings, and many more. If you have an idea for a Grad event, please contact the Graduate Vice President.
*At least ONE of these social events must be completed before March 15, 2022

IV. **TWO GRAD ELECTEE TEAM ACTIVITIES**
Attend at least TWO* Graduate Electee Team Activities before April 5, 2022 . These activities will aim to serve as a peer mentor group for the electees, providing opportunities to interact with each other and other graduates active in TBP. The Graduate Student Vice President will be scheduling five Grad Electee Team Activities this semester. More information on the schedule of these meetings will be provided later.
*The first Grad Electee Team Meeting, scheduled for January 21th 2022 (Friday), 7:30PM is REQUIRED for all graduate electees, and will cover the basics of navigating the TBP website.

V. **CHARACTER QUESTIONNARIE & INTERVIEW**
(i) Complete the online electee questionnaire reagrding exemplary character, (ii) upload a copy of their résumé, & (iii) sign up for ONE in-person interview on the website before January 24, 2022 . The electee questionnaire can be found under Electee Resources on the website (tbp.engin.umich.edu). Your resume should be submitted to your website profile. The in-person interview is designed to be a low-pressure interaction with the electee that last about 45 minutes and starts no later than 5 minutes after start time, requiring a total commitment of 30 minutes. **Interviews will be held on January 26-January 28, 2022.** Detailed information on the Electee Questionnaire and Interview can be found in the CHARACTER EVALUATION section of this packet.

VI. **FORMS & PAPERWORK**

   i. **Submit the following completed forms before February 1, 2022 :**
   (a) Graduate Electee Advisor Form* (copy included in packet)
   (b) Online Graduate Education Form (OGEF)*
   (http://tbp.engin.umich.edu/members/electees/submit_education_form)

   *If you are a PhD student but will be receiving a Masters degree along the way (check with you program's Graduate Coordinator!), please circle "Masters" in Form (a), & in Form (b) list both Masters and PhD under the "Degrees" section.

   ii. **Complete the Youth Protection Training by February 1, 2022 .** Please see the "MINORS ON CAMPUS POLICY" section of this packet for more details.

   iii. **Complete the Catalog Card online before March 22, 2022 .** More details will be provided by the Secretary (Zachary Goldston) later.

VII. **MEMBERSHIP DUES**
Pay the membership fee of $100 to the Treasurer (Richard Wang) before April 5, 2022 .
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 Richard Wang at his office hours. Checks should be made out to "Tau Beta Pi Michigan Gamma". You may also pay in cash by placing it in an ENVELOPE with your NAME on it.

Remember, this is only what you *have* to do — there are no limits on what you can do! In the end, TBP is what you make of it - the more you give, the more you get out of it!