

The Honor Society of Nursing, Sigma Theta Tau International
Do's and Don'ts for Retaining New Members

DO's	DON'Ts
Pre-Induction	Pre-Induction
Do make a good first impression by providing relevant information to candidates prior to induction	Don't assume candidates know about the opportunities within the society
Do give candidates ample time to respond to invitations (both membership invitation and events)	Don't add the frustration and burden of "rushing" to participate on your new members
Induction	Induction
Do make the induction ceremony special and exciting for each group	Don't let induction become 'something you have to do each year'
Do include chapter leader's contact information in orientation packet so they feel they have someone they can contact	Don't assume new members will contact you if they have a problem or idea – most likely they will not do so
Communication	Communication
Do have a plan and schedule of communication to new members	Don't send them "what everyone else receives"
Do contact new members on a regular basis – especially immediately after induction	Don't wait until 4 months after induction to invite them to your first meeting
Do send e-mail messages with updates and activities	Don't feel as though you must spend lots of money and time on communication
Events	Events
Do hold a special meeting one month after induction for new inductees to keep them interested – even if it is an informal get-together	Don't wait until the next regularly scheduled meeting 6 months after induction
Do host meetings at various times and locations	Don't exclude people by always hosting meetings on-campus
Do base the topic of your programs on audience	Don't forget the various needs of all types of your members
Do assign a team of people to personally welcome and greet each new member at each meeting	Don't assume someone will greet new members – it won't end up happening unless it is purposefully assigned
General	General
Do remember that new inductees are at a transitional phase, are at different stages of their lives and careers and worried about a lot of life changes and responsibilities	Don't assume they just don't care, figure out how the chapter fits into their needs and make changes accordingly
Do ask people what their needs are up-front – ask what the chapter can do for them	Don't be afraid to ask for their feedback, they will be happy to supply ideas