

## Honor Society Sample Induction Process

Timeline	Activity	Complete
6-12 <b>months</b> before Induction Ceremony	Reserve location for induction ceremony, choose time, decide if induction ceremony will have a key note speaker and if so pursue candidates for key note speaker. Decide upon refreshments and if there will be any additional activities before, during or after the Induction Ceremony.	<input type="checkbox"/>
4-6 <b>months</b> before Induction Ceremony	Verify room reservation. Finalize: key note speaker, refreshments and additional activities, if applicable. Decide if honor society will be charging inductees and guests a ceremony fee and if so, what is the amount.	<input type="checkbox"/>
8-12 <b>weeks</b> prior to Induction Ceremony	Compile a list of <a href="#">eligible candidates</a> for membership. The faculty counselor(s) should verify grade point averages and students' class rankings with the institution of higher education's registrar office(s) and gather names of nurse leader candidates that are eligible be invited.	<input type="checkbox"/>
8-12 <b>weeks</b> prior to Induction Ceremony	The governance committee and board of directors meet to review the list of candidates to be invited.	<input type="checkbox"/>
8-12 <b>weeks</b> prior to Induction Ceremony	Send invitations to candidates. Give individuals at least 8 weeks to get materials back to the honor society. Include the induction date, place, time and cost of induction ceremony, if applicable and information regarding activities at ceremony.	<input type="checkbox"/>
6-8 <b>weeks</b> prior to Induction Ceremony	Answer candidates' questions and accept membership acceptance materials.	<input type="checkbox"/>
6-8 <b>weeks</b> prior to Induction Ceremony	Review candidate list and follow-up with candidates who have not accepted membership.	<input type="checkbox"/>
4-6 <b>weeks</b> prior to Induction Ceremony	Compile all paperwork and deposit candidates' checks.	<input type="checkbox"/>
2-4 <b>weeks</b> prior to Induction Ceremony	Review candidate list and follow-up with candidates who have not accepted membership.	<input type="checkbox"/>
1-2 <b>weeks</b> prior to Induction Ceremony	Print membership items for new inductees and prepare inductee packets for ceremony.	<input type="checkbox"/>
	Host the induction ceremony.	<input type="checkbox"/>
1-2 <b>weeks</b> after the Induction Ceremony	Send welcome letter with the next honor society meeting date, if known, and a volunteer form to new inductees from the honor society officers and/or board members.	<input type="checkbox"/>



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