

Conducting a New-Member Survey

A good way to reach out to members following their induction ceremony is to send a welcome letter accompanied by a survey. Giving these individuals the opportunity to express what they hope to gain from their developing honor society membership will help you determine what to cover in the new-member meeting you will invite these members to attend.

Whenever you send a survey, include an introductory paragraph explaining why the recipients are getting it and thanking them for taking the time to respond. In this instance, you may want to congratulate the recipients on their recent induction and reiterate how excited you are to welcome them to the developing honor society. You may also want to state that you will use their responses to help plan the new-member orientation program.

Below are some sample questions that you could include in the survey. Some of the questions might need altered to be developing honor society -specific.

1. What do you hope to receive from your developing honor society membership within the next year?

2. What is one thing you would recommend we include in the new-member orientation program?

3. As we plan this year's events, on which day of the week would you prefer that developing honor society events be held? (Please check all that apply.)
 - Monday
 - Tuesday
 - Wednesday
 - Thursday
 - Friday
 - Saturday
 - Sunday

4. What time of day would work best for you?
 - Morning (8:00-10:00 a.m. [0800-1000])
 - Midday (11:00 a.m.-1:00 p.m. [1100-1300])
 - Afternoon (2:00-4:00 p.m. [1400-1600])
 - Evening (5:00-7:00 p.m. [1700-1900])

5. Were you able to attend the induction ceremony?
 - Yes
 - No (Skip to question 8.)

Conducting a New-Member Survey (continued)

6. How would you rate the ceremony on each of the following?

	Needs Improvement (1)	(2)	Average (3)	(4)	Outstanding (5)
I felt well prepared for the ceremony and knew what to expect.					
I was welcomed upon arrival.					
My guests felt welcome upon arrival.					
The ceremony was well organized.					
The event reflected the professional nature of the developing honor society.					
The ceremony made me feel proud of having met the requirements to join.					
I left the ceremony with a positive opinion of the developing honor society.					
My guests left the ceremony with a better understanding of the developing honor society.					
The ceremony gave me the chance to meet other developing honor society members.					

7. If you rated the event a 1 or 2 in any of the above, please indicate how things could be improved in the future.

8. What unanswered questions do you have about the developing honor society?

9. If you would like a developing honor society representative to contact you, please provide your name and contact information below.