

Sigma Theta Tau International

Induction Ceremony Attendance – Recommended Practices

I. Overall Policy for Attendance at Induction Ceremony

All candidates ordinarily must be present to be inducted. Exceptions may be made for valid reasons as determined by the officers of the local chapter.

Attendance at this ceremony should be considered the same as a graduation ceremony- it is very important to attend. Attendance, however, is not required to receive the degree or honor. Valid reasons for not attending the ceremony include significant work or class commitments, illness, travel and time commitments made prior to knowing the date of the induction ceremony.

II. Responsibility of Inductee

- A. An inductee who is unable to attend the induction ceremony is to notify the chapter president (or designated officer) prior to the ceremony, by using a form provided explaining why she/he is unable to attend. (sample form available on STTI web site)
- B. If the inductee is unable to attend the ceremony, she/he should agree to attend the first chapter meeting held after the induction ceremony or a short orientation meeting with the Chapter Board of Directors or designated representative.

III. Responsibility of the Chapter

- A. The chapter should send an attendance form to the inductee or recommend they notify the chapter designee via e-mail. There is also a place on the online induction system where an inductee can indicate whether she/he will be able to attend. The chapter to keep an accurate count of those attending. If an inductee indicates that she/he cannot attend the ceremony, then she/he can be inducted in absentia.
- B. When a member is inducted in absentia, the chapter is to make an effort to contact the individual, welcome her/him to the chapter, discuss chapter involvement, and invite him/her to chapter meetings. Often the chapter arranges for a brief attendance at Chapter Board of Directors meeting to become acquainted with officer responsibilities and to invite the member's involvement in chapter activities.
- C. Recommendation: Also invite members who have joined your chapter in addition to another chapter and transfer members to attend the induction ceremony and be introduced.

**Sigma Theta Tau International
Induction Attendance Form**

Policy: Attendance at this ceremony should be considered the same as a graduation ceremony. IT IS VERY IMPORTANT THAT YOU ATTEND. Attendance, however, is not required to receive the degree or honor.

If you are unable to attend the ceremony, please indicate your reason on the form below. Valid reasons include: significant work or class commitments, illness, travel and time commitments made prior to knowing the date of the induction ceremony. Failure to return this form or to notify the chapter of your absence prior to the ceremony may result in the forfeiture of the invitation to membership.

_____ I will attend the induction ceremony.

_____ I will not be able to attend the induction ceremony. I am requesting to be included in absentia for the following reason:

Name _____
Date _____

**RETURN WITH MEMBERSHIP ACCEPTANCE FORM TO CHAPTER REPRESENTATIVE OR
CALL _____.**

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