



Inductions Made Easy

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Introduction

Induction into Sigma Theta Tau International Honor Society of Nursing is a memorable event in any nurse's career. This ceremony honors the new inductee's scholarship, compassion, and commitment to excellence. It also sets the trajectory of their future nursing leadership and their participation as members of Sigma Theta Tau International at the local, national, and international levels.

With all this at stake, hosting an induction ceremony can be a daunting task. As a first-year Faculty Counselor, the presenter learned the process of planning and implementing a successful chapter induction ceremony. The process included recruiting eligible inductees, finding a venue, organizing food and decorations, and planning the schedule of events including arranging for speakers and special awards.

Purpose of Presentation

The purpose of this presentation is to demystify the process of organizing and hosting a successful chapter induction ceremony into Sigma Theta Tau International.

Target Audience

The target audience for this presentation is chapter leaders interested in learning how to host a local induction ceremony for new Sigma Theta Tau International members.

Objectives

Upon reviewing the poster, participants will be able to:

- Identify the vital components of planning an induction ceremony.
- Verbalize how to navigate the Sigma Theta Tau International Online Induction System.
- Report "lessons learned" to help minimize stress for their own induction planning.



Planning an Induction Ceremony

- Invitation of Eligible Inductees
 - Qualifications (3.0 GPA & top 35% of class, nurse leaders)
 - Invitations
- Budget Considerations
 - Application fees
 - Costs for ceremonial luncheon
- Venue
 - Partnership with local hospital
 - Audio/Visual equipment
 - Set-up/Clean-up
- Food
 - Ordering for the masses
- Decorations
 - Simple but elegant
- Program Design
 - Order of events, inductees, board
- Speakers
 - Engaging and inspiring
- Other Considerations:
 - Fund-Raising – student scholarships
 - Special Awards



Navigate STTI On-Line Induction System

Set up induction event through STTI On-Line Induction System:

1. STTI website
2. Chapter Information Management System
3. On-Line Induction System
4. Create "New Induction"
- Enter event date & location
- Enter invitee information
- Send invitations

Order of Planning

1. Set date and location
2. Identify qualified students and potential nurse leader members
3. Step Three: Send invitations through STTI On-Line Induction System
4. Response Deadline: 1 month prior to induction ceremony
5. Arrange food and settings
6. Order New Member Packets and cords (allow 2 weeks for delivery)



Order of Induction Ceremony Events

Registration and Raffle Ticket Sales

Welcome

- Introduce Charter Members and Outgoing Officers
- Install New Officers

Serve Lunch

Induction of New Members

- Welcome to Sigma Theta Tau International- Video
- Goals and Purposes of Sigma Theta Tau International
- Sigma Theta Tau International Pledge
- Induction of New Members
- Presentation of Inductees

Keynote Speaker – New Chapter President

- President's Charge

Scholarship Announcement

Special Aware

Raffle Results

Closing Thoughts



Budget

Application Fee: \$140 per applicant

- Membership into STTI
- Honor cord and new member packet
- Lunch (additional \$20 per guest)

Expenses:

- Lunch for 110: \$1,092.50 (\$9.50/person)
- Beverages: \$60
- Linen: \$84
- Tableware: \$159.45
- Servers/Dishwashers: \$100
- Room, tables & chairs: Donated by Enloe Medical Center



Lessons Learned

- Staff at STTI are helpful and accessible
- Induction slides and videos available through STTI
- List items that are covered by the application fee in letter
- Confirm that eligible students received the invitation
- Extend invitation to nursing community for potential nurse leader applicants
- Involve members from previous induction
- Start collecting donations for raffle early
- Expect last minute guests
- Order additional 10 plates of food
- Serve food early, people are hungry
- Servers & dishwashers are worth the cost
- Designate a photographer
- Keep a binder of notes from year to year



Success!



At the end of the day:

- 43 new inductees were warmly welcomed into membership as friends and families proudly cheered on their loved ones for their great accomplishments
- Scholarship was awarded to a newly inducted nursing student
- \$550 was raised for future nursing scholarships
- Special "Nurse Leader Award" was presented to outgoing chapter president

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