### 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**

- 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

### 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
- Room, tables & chairs: Donated by Enloe Medical Center

**Raffle Results**

- Successful
- $550 was raised for future nursing scholarships
- Special “Nurse Leader Award” was presented to outgoing chapter president

**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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