

**National Invitation to Membership
SAMPLE SCHEDULE - 45 DAY PROGRAM**

May 2, 2020			
Date	Days Before Ceremony	Circle Action	ODK Action
March 18, 2020	45 days	Circle Agrees to National Recruitment Process	
March 18, 2020	45 days	Circle provides the list of eligible students and local information for emails and letter	
March 23, 2020	40 days		ODK provides circle officers with draft email with circle information for approval
March 23, 2020	40 days	Circle updates and finalizes National Lifetime Membership Application Form	
March 23, 2020	40 days	Circle approves final letter for email and postal	
March 24, 2020	39 days (5.6 weeks)	Application Opens	1st Email Letter is sent to students
March 24, 2020	39 days (5.6 weeks)		Letter to Families is mailed
March 25, 2020	38 days (5.5 weeks)	Circle posts flyers on campus, Circle invites faculty/adm/members to nominate individuals, Posts in social media	ODK Send Reminder to circle to refresh local marketing
March 31, 2020	32 days (4.6 weeks)		2nd Email Letter is sent to students.
March 31, 2020	32 days (4.6 weeks)	Circle sends reminder invites faculty/adm/members to nominate individuals, Refresh flyers on campus, Posts in campus newspaper and social media	
April 7, 2020	25 days (3.6 weeks)	Information Session - if possible	
March 27, 2020	36 days (5.1 weeks)	All applications are screened as submitted by Membership Committee to ensure all necessary information has been submitted and is complete. Any incomplete applications are either resubmitted or rejected.	
April 11, 2020	21 days (3 weeks)	Application Deadline (no extensions)	
April 11, 2020	21 to 14 days (3-2 weeks)	Final Application screening to ensure all information is submitted	
April 17, 2020	15 days (2.1 weeks)	Circle meets to vote on applicant selection	
April 18, 2020	14 days (2 weeks)	Acceptance Emails are sent to initiates. Informed they have 2 weeks to pay fees	ODK Starts Monitoring Payments
April 22, 2020	10 days (1.4 weeks)		ODK Provides Payment Update
April 22, 2020	10 days (1.4 weeks)	All National Lifetime Membership Fees must be submitted by initiates to the circle or paid online	ODK Provides Payment Update
April 23, 2020	1 day <i>after</i> all payments confirmed	Invitations to the ceremony are sent to students, families from the circle. Applicants are informed of initiation date at the time of application and told to hold date and time in case they are selected.	
April 22, 2020	10 days (1.4 weeks)	Final Certificate Order is submitted	
April 26, 2020	6 days		Certificate Order is Processed and Shipped to Circle
April 29, 2020	3 days <i>after</i> order submitted	Certificate Order is received by Circle	
May 2, 2020			
May 9, 2020	within 7 days (1 Week)	Make-up ceremony for anyone who could not attend original ceremony	
June 1, 2020	within 30 days (1 month)	Payment of outstanding National Lifetime Membership Fees is recieved by ODK-NHQ	