



**WARDEN ADMINISTRATIVE DUTIES
MODEL ASSOCIATE MEMBER EDUCATION PROGRAM**

TASK	PERSON RESPONSIBLE	DUE DATE	DATE COMPLETED
Order associate member guides, associate member pins, and White Diamonds	Secretary	Two weeks before Pre-Initiation	
Order flip chart paper and markers	Warden		
Confirm time and location of education sessions	Warden		
Submit program details to National Headquarters	Warden	One week before Pre-Initiation	
Confirm location for "Service in Action" event	Philanthropy Chairman		
Perform Pre-Initiation Ceremony for new associate members	Chaplain		
Report new associate members on Chapter Gateway	Secretary	Within three days of Pre-Initiation	
Submit Pre-Initiation fees to the National Headquarters	Treasurer	Within three days of Pre-Initiation	
Collect and grade Week One quizzes	Warden		
Collect Big Brother applications & Little Brother questionnaires	Warden		
Hold Big Brother Orientation	Warden	Prior to Big Brother Ceremony	
Perform Big Brother Ceremony & Debrief	Chaplain		
Collect and grade Week Two quizzes	Warden		
Select activities and subordinate rituals from list for Week Three	Warden		

TASK	PERSON RESPONSIBLE	DUE DATE	DATE COMPLETED
Confirm Standards Board Chairman & Risk Manager availability to facilitate during Week Three	Warden		
Collect and grade Week Three quizzes	Warden		
Confirm associate member retreat location	Warden	Two weeks prior to retreat	
Confirm A/V access for Week Four, Education Session #1	Warden		
Select activities and subordinate rituals from list for Week Four	Warden		
Collect academic improvement plans from associate members, share with Scholarship Chairman	Warden		
Collect and grade Week Four quizzes	Warden		
Select activities and subordinate rituals from list for Week Five	Warden		
Confirm facilitators for Challenge Course	Warden	One week prior to retreat	
Order initiated member badges	Secretary	Two weeks prior to Initiation	
Collect and grade Week Five quizzes	Warden		
Confirm locations for Candle Watch, Ritual of Initiation, and Ritual of Initiation Debrief	Chaplain	One week prior to Initiation	
Confirm location(s) for capstone project presentations	Warden	One week prior to Initiation	
Assign Candle Watch times to associate members	Chaplain	One week prior to Initiation	
Assign capstone project presentation times to associate members	Warden	One week prior to Initiation	
Confirm evaluation teams for capstone project presentations	Warden	One week prior to Initiation	