

Sample Documents

The following sections contain sample documents you can modify or use directly with your fraternity.

Section 2.14.1 – Visitor Information Sheet

Section 2.14.2 – Welcoming Letter



Section 2.14.3 – Pathway to Profession

Section 2.14.4 – Record of Attendance Visitor to Profession

Section 2.14.5 – Record of Documentation Visitor to Profession

Section 2.14.6 –Initial Formation Syllabi and Requirements

The sample documents make use of titles, headers and footers to permit you to customize the document for your fraternity. A header can contain text or graphics and appears at the top of each page in the section. Footer appears at the bottom of every page. It can include texts, page number (#), and/or the date at the bottom of each page. Microsoft Word will update the page number and/or date for you automatically. To make changes do the following:

1. If the title needs to be changed, just edit as necessary and save.
2. If the Header or Footer needs to be changed, follow the following instructions:
 - a. On the View menu, click Header and Footer.
 - b. If necessary, click Show Previous  or Show Next  on the Header and Footer toolbar to move to the header or footer you want to change. (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHIFT+F10.)
 - c. Make your changes to the header or footer. For example, revise text, change the font, apply bold format, or apply a different font color.

When you change a header or footer, Microsoft Word automatically changes the same header or footer throughout the document, unless the document contains different headers or footers in a section (section: A portion of a document in which you set certain page formatting options. You create a new section when you want to change such properties as line numbering, number of columns, or headers and footers.).