BGS Virtual Ceremony Checklist

✔ Utilize resources like the BGS logo, Info card, BGS videos, and Your Career on the Edge to promote BGS virtually
  o Consider promoting through your University or College of Business website, social media platforms and emails
  o Student officers can help your chapter promote in a virtual environment
✔ Identify your eligible students and faculty
✔ Tap students virtually
  o Have your dean or the chapter advisor send a congratulatory email letting students know of their eligibility and to expect their official invite in the near future
  o Record your own tapping video or utilize the BGS Tapping video and share it with eligible invitees via email
    ▪ Tapping ceremony script
  o Share the Invitation Booklet with eligible invitees
✔ Invite qualifying students and faculty through the CMS
  o Log into the CMS to create your ceremony and invite eligible students and faculty
    ▪ CMS user guide and tutorial videos
✔ Recognizing new member
  o Recognition ceremony scripts are available for chapters who wish to host their own virtual ceremony
    ▪ Membership certificate and lapel pins will be mailed to the chapter directly if a chapter marks yes to receiving them when creating the ceremony
    ▪ Consider sharing the New Member Guide via email or other virtual settings
  o Members can participate on one of the BGS society wide virtual ceremonies.