SAMPLE TAPPING CEREMONY

Prior to Tapping:

- A few minutes prior to tapping, DMD faculty and student officers meet in the designated location to gather invitation materials and dress in academic regalia (optional). Team members should discuss their roles and proceed to the class together.

- The mechanics of tapping involves a master list of students (arranged alphabetically), a list of classes to be visited, and invitation packets for each class. Invitation packets should include the complete set of invitation materials and be identified by students' names and the class where they will be "tapped". On the large schedule sheet, initial the class being visited and pick up the packet for that class.

- Check packets. They should include:

    1. A sheet with information about the class (name of instructor, time the class meets, and room number), plus the names of the students to be tapped;

    2. An invitation packet for each invited student;

- Check the master list to see if the students listed were tapped earlier. If they are marked off the master list, they were tapped in an earlier class. Make note of this on the class sheet and tap only those students who were not previously tapped, **but introduce the others as invitees who were previously tapped**.

During the Tapping:

- Points to emphasize in remarks to the class:

    1. Delta Mu Delta is the international business honor society for students enrolled at Delta Mu Delta schools.

    2. Delta Mu Delta was founded in 1913, and is the highest national honor bestowed upon graduate and undergraduate business students at institutions where the business programs are accredited by the ACBSP and there is a DMD chapter.

    3. Indicate those students who qualify for membership (i.e.-the top 20 % with .25 above B for juniors/seniors, .6 above for masters).

    4. There are nearly 200 DMD chapters throughout the U.S.

    5. Indicate number of students from this class elected to membership this year.

    6. Ask the invited students to come forward as their names are called. When they come forward, present them with an invitation packet.

    7. If there are other students on the class list who were previously tapped, introduce them and ask that they stand to be recognized as their names are called.

    8. Following all the introductions, ask the class to give the (200x) Delta Mu Delta invitees a round of applause.

    9. Ask if there are any members of Delta Mu Delta in the room -- people who were elected in previous years. If so, ask them to stand and be recognized, and give them a round of applause, also.

    10. Thank the professor for allowing this presentation.

After Tapping:

- Return to the designated location and mark the names of students tapped off the master list. Mark the course visited off the course schedule, and sign the course packet cover sheet. This will provide other officers with current information about which classes have been visited and which students have been tapped.

- Return all unused packets. If an invitee was not in class, he/she may be tapped later. Invitees missed will receive invitations and ribbons by mail and will receive a personal phone call.

(End)