



## OMICRON DELTA KAPPA

The National Leadership Honor Society

### Sample Tapping Ceremony

Tapping is the process of notifying an individual that he or she has been selected for membership into the society. It is the first public display of the honor of membership in the Society. Tapping is both a meaningful ritual and a public relations process to educate others about OΔK. Carefully consider both purposes when planning a tapping ceremony.

Omicron Delta Kappa does not have required procedure or ceremony for tapping. The tapping process of OΔK is determined by each circle, so long as it does not violate any of the basic values of the society. This document provides two different methods for tapping: individual tapping and group tapping.

**Tapping should not be equated with initiation – all members must still attend the formal initiation ceremony to become full members of the Society.**

#### *Individual Tapping*

One effective method for informing students, faculty, staff and alumni that they have been approved for membership is the individual tapping ceremony. The individual tapping method is where current members and advisor(s) visit the class or other gathering in which a prospective member is in attendance and formally present invitations to membership during class. The members may wear cords, stoles or academic regalia for this ceremony to add formality to this process. At a minimum, participants should wear OΔK attire.

While some campus cultures would not see the tapping ceremony as effective for them, this method has proven to be a very effective method on campuses where it is utilized. It assures high acceptance rates while educating the campus's students about OΔK, its purposes and role within the realm of campus leadership.

#### *Group Tapping*

Group tapping has the same general purpose as individual tapping but it gathers all prospective members into one location and “taps” each member in the same ceremony. These are most effective as public relations programs if they are conducted in a public space where members of the community can gather. This can be at a pre-set program like a convocation (Washington & Lee University does this) or in common area like a campus green or student center lobby where a crowd may witness the event.

**A sample procedure for the individual tapping ceremony follows:**

A few minutes prior to tapping, OΔK members and advisor(s) meet in the designated location to gather invitation materials and dress in academic regalia (optional). At a minimum, participants should wear OΔK attire. 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. The circle coordinator or faculty advisor can assist in gathering this information for invitees.

Check packets. They should include:

- A sheet with information about the class (name of instructor, time the class meets, and building/room number) plus the names of the students to be tapped
- An invitation 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.
- Points to emphasize in remarks to the class
  - Omicron Delta Kappa, the National Leadership Honor Society, recognizes and encourages superior leadership and exemplary character. OΔK encourages collaboration among members across the five pillars of leadership celebrated by OΔK: academics, athletics, service, communications, and arts. Founded in 1914 at Washington and Lee University, OΔK honors and develops leaders through scholarships, workshops, career development, leadership resources, and a lifelong connection to other members. The Society also champions its leadership values of collaboration, inclusivity, integrity, scholarship, and service. OΔK has 313 circles of record at colleges and universities across the United States.
- Indicate those students who qualify for membership (sophomore, juniors, seniors and graduate students in the top 35% of their class with demonstrated leadership experience).
- Indicate number of students selected for membership this year.
- Ask the invited students to come forward as their names are called. When they come forward, present them with an invitation packet.
- 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.
- Following all the introductions, ask the class to give the OΔK invitees a round of applause.
- Ask if there are any OΔK members in the room – people who were selected in previous years. If so, ask them to stand and be recognized, and give them a round of applause, also.

- Thank the instructor 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, perhaps on another day, or in a student organization meeting. All invitees should receive invitations.