

# Maintaining Active Member Status in the Camras Scholars Program:

## Overview:

Scholars who do not attend the Scholar Soiree, or miss more than **the minimum number of mandatory events** (see [Criteria](#) section) per academic year without proactively documenting alternative service hours will be placed on temporary inactive status. Active status can be renewed by completing one of several service options (see [Service Hour Opportunity](#) section) with an investment of time equivalent to time missed.

Scholars will have **one calendar year** to complete make-up service hours as outlined in the [Service Hour Terms](#) section. If the service hours are not completed **AND** there is **no communication between the scholar and the Executive Board or Faculty Advisor**, the scholar will be considered permanently inactive. If permanently inactive, the scholar will receive a written notification (see [Notifications](#) section) that they are no longer an active member of the Camras Scholars Program.

This policy applies **regardless** of whether or not a valid excuse (illness, family emergency, work, class, important prior commitment, etc.) has been provided to the Executive Board or Faculty Advisor.

If you have any questions or concerns about any part of this policy, please do not hesitate to reach out to the Executive Board ([camras@iit.edu](mailto:camras@iit.edu)) or our Faculty Advisor (Prof. Arlen Moller, [amoller@iit.edu](mailto:amoller@iit.edu)).

## Criteria to Maintain Active Status:

In order to maintain active member status in the Camras Scholars Program, scholars must adhere to the following criteria:

- 1) Attend the Scholar Soiree (Fall Semester) or document equivalent alternative service hours.
- 2) Attend the **minimum number of other Camras events** during the academic year (see table below) or document equivalent alternative service hours.
  - a) Scholars will be notified of all events for the semester at the start of the semester, along with a description of each event in order for them to plan accordingly.
  - b) Attending an event only counts if you have attended for at least half of the scheduled time (i.e., minimum 1 hour attended for a 2 hour event)

Year	Minimum number of events needed to attend (including the Scholar Soiree)
1st	6
2nd	5
3rd, 4th, 5th	3

## Documenting Alternative Service Hours:

As stated in the [Criteria](#) section, scholars can complete a service opportunity with a time investment equivalent to the time missed to proactively maintain or regain their active status. Alternative service hours can be

completed within one calendar year of the notification date. Below are three different alternative service opportunities:

**Option 1:** Supporting or running a Pillar Project

- The Exec Board can help match Scholars with an interesting Pillar Project upon request

**Option 2:** Pre-approved campus community service

- This can be a volunteer service opportunity of your choosing, but please communicate with the Executive Board regarding your choice before doing it to confirm eligibility

**Option 3:** Volunteering in some alternative way you propose

- Please set up time to meet with the VP of Program Development or the Executive Board to propose your idea and get feedback

The Vice President of Program Development will have the responsibility of tracking and coordinating the completion of event attendance and alternative service hours.

## Notifications:

Scholars will receive at minimum three notifications regarding their status if they are at risk of becoming temporarily inactive, or are temporarily inactive. All notifications will be handled by the President. The notifications a scholar may receive are outlined as follows:

\* **Warning Email:** Scholars will be notified that they are at risk of becoming temporarily inactive when they can no longer miss events without needing to make up service hours, i.e. when they have missed two events.

\* **Notification of Temporary Inactive Status Email:** Scholars will be notified that they have been placed on temporary inactive status, and that they need to communicate with the Executive Board or Faculty Advisor regarding their plan to complete the notified number of service hours.

**Follow Up Email:** If the scholar has not responded to the initial notification within two weeks, they will receive a follow up email making sure they are aware of their temporary inactive status.

**6-month Check-In:** If the scholar has not completed their service hours (or notified the board that they have been completed), they will receive a check-in email 6 months after their initial Notification Email to remind them that they have 6 months to complete their service hours and to notify the board if/when they are completed.

\*\* **Notification of Restoration:** Scholars will receive an email notification once they have completed their service hours that they have been restored to active status.

\*\* **Notification of Permanent Inactive Status:** Scholars will receive a notification if they have not completed their service hours within an academic year AND not communicated with the Executive Board or Faculty Advisor regarding their plan to complete service.

(\*) - All scholars will receive this notification regarding their status, unless they miss the Scholar Soiree in which they will just receive the Notification of Temporary Inactive Status

(\*\*) - These notifications are mutually exclusive; if a scholar completes their service hours they will not receive a Permanent Inactive Status email, and vice versa.

## Definition of Temporary and Permanent Inactive Status:

**Temporary inactive status** means that a scholar is *at risk* of being permanently inactive if no action is taken to regain active status. Scholars who are in the process of completing their service hours or are actively communicating with the Executive Board or Faculty Advisor to regain their active status are still eligible for Camras exclusive events and programs, a page on the website, and can list participation in Camras on things like resumes and job applications.

**Permanent inactive status** means that a scholar is no longer an active member of the Camras Scholars program, and should no longer list membership on your resume or job applications. Permanently Inactive scholars will also be removed from the Camras website, no longer invited to Camras exclusive events and programs, and lose recognition as a Camras scholar at graduation (notation in graduation programs, receiving a stole). **Permanently Inactive Status is a loss of status as a member of the Camras Scholars organization, which is separate from financial aid status. If you have any questions or concerns in this regard, please talk to the office of financial aid.**