



MALTA

Martial Arts Leadership Training Association

New Student Orientation

Overview: The purpose of new student orientation is to provide the newly enrolled student with information and materials to acquaint them with our policies and procedures. It is also used to pre-frame them for higher-level programs that we have to offer.

Staff Responsible: Chief Instructor or Program Director should be the one performing this task. It is the staff member with the most rapport with the newly enrolled students.

Frequency: Should be performed once a month, preferably always the same day of the month, for example, the second Saturday of every month. We have found it helpful to have this orientation just before the regularly scheduled Parents' Night Out to also drive our new students to this frequent activity.

Planning:

One Week Out: The Monday before the scheduled event, all new students enrolled in the last 30 days, or enrolled in the last 60 days who have not attended an orientation should be invited via e-mail and telephone and daily announcements in class. A sign-up roster should be carried by the Chief Instructor or Program Director in order to solicit names for the event.

One Day Out: Confirm all registered students for the event, and still attempt to recruit students who have not signed up yet, as you have been doing all week. On this day we also want to confirm refreshments (coffee, scones, Capri Suns, etc.). Ensure all information packets are available for distribution.

Day Of: Reconfirm refreshments, and send confirmation texts and e-mails to all parties that will be attending. Make sure that all materials are packaged for handout. The place must be immaculate for a great ongoing first impression.

Items to Be Handed Out:

- Student Creed
- Beginner Schedule
- Chores Sheet
- Words of the Belt
- DVD "Introduction to American Freestyle Karate"

Pre-Frame Black Belt Club and the different STORM tops.