



Induction Procedures

GHHS Chapter Responsibility:

Please complete and check off **this six-item list**, fill out the [Excel Inductee Spreadsheet](#) and email them **both** at least **three weeks prior to your scheduled induction*** to michele@gold-foundation.org. Note that if your institution participates in the [Leonard Tow Humanism in Medicine Award](#), one of the four elected GHHS faculty members is also the Tow Award recipient, and these four faculty should be inducted at your GHHS induction ceremony. If your institution participates in the [Student Clinician's Ceremony](#), the residents who are awarded the Humanism and Excellence in Teaching Award should be included in your spreadsheet and inducted at your GHHS induction ceremony. **Upon receipt of this completed checklist and your Excel Inductee Spreadsheet**, GHHS staff will prepare a letter of congratulations and a certificate of membership for each inductee, and will mail to you these letters and certificates along with GHHS lapel pins.

1. **Register** in the [GHHS Directory](#) each student, resident, fellow and faculty inductee with current contact information and member type. If you are a new Chapter Advisor/Liaison, please contact us so we may add you to the directory and provide login information.
2. **Current Chapter Advisor (s) and email:** _____
3. **Institution Information:**
Name of institution (Exactly as it should appear on certificates): _____
Contact name and email: _____
Mail pins/certificates to: _____
Mailing address (No P.O. Box): _____
Phone number: _____
4. **Class of student members** (Graduation year): _____
5. **Number of inductees** (Including HETA/TOW winners, faculty and residents): _____
4. **Date of induction*:** _____
6. On the [Excel Inductee Spreadsheet](#) list inductee names as they should appear on certificates including gender, email addresses and status (students, residents, fellows, and faculty)

***Turnaround time is 21 days. If you cannot complete and submit this form along with the Excel Inductee Spreadsheet within three weeks of your induction event, please contact Michele Silver at michele@gold-foundation.org and provide your Federal Express or UPS number to expedite delivery of your package.**