

BOW Attendance Requirements/Expectations

Contact Information

For any questions or concerns regarding attendance, email BOW Attendance at duke.bow.attendance@gmail.com
You can track your attendance [here](#) (also linked in weekly's)

Attendance Requirements

Member Category	GBMs	Professional Events	Community Engagement	Additional Mandatory Events
New Members	All	—*	—*	All New Member Programming Events, Spring Business Conference, Mentorship
Freshmen & Sophomores	All	2 per month	2 per semester	SBC, BOW Holiday Party
Juniors	All	2 per month	2 per semester	SBC, BOW Holiday Party
Seniors	All	2 per semester OR 2 Mentorship Meetings with Underclassmen per semester**	2 per semester	SBC, BOW Holiday Party, Senior Offboarding Events

* indicates there is no formal requirement, but are highly encouraged to attend any BOW events

** document mentorship meetings [here](#), information on pairings will be coordinated via email

Attendance Expectations

- For mandatory events: Email duke.bow.attendance@gmail.com 24 hours in advance with a valid excuse if unable to attend
- For optional events: Email duke.bow.attendance@gmail.com 24 hours in advance with a valid excuse if signed up but unable to attend
- Late cancellations require attending an extra professional event
- Unexcused absences result in a "-1" on monthly attendance and require attending 2 extra professional events, excused absences require attendance of 1

What happens if I don't meet the attendance requirements?

You will receive an email notifying you that you haven't met requirements, and be put on a probationary status.

1. First Month → Make up one additional professional event next month (3 total, 4 attendance points)
2. Second Month → Make up two additional professional event next month (4 total, 5 attendance points)
3. Third Month → Membership termination if requirements are not met for 3 consecutive months

What is a professional Event?

- Professional events are non-mandatory and non-community engagement events, including Mentorship, Technical events, Firm networking events

Note: In case of sudden extenuating circumstances, email duke.bow.attendance@gmail.com immediately.