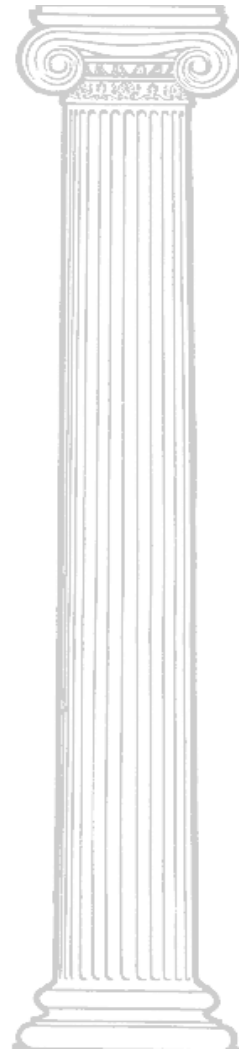
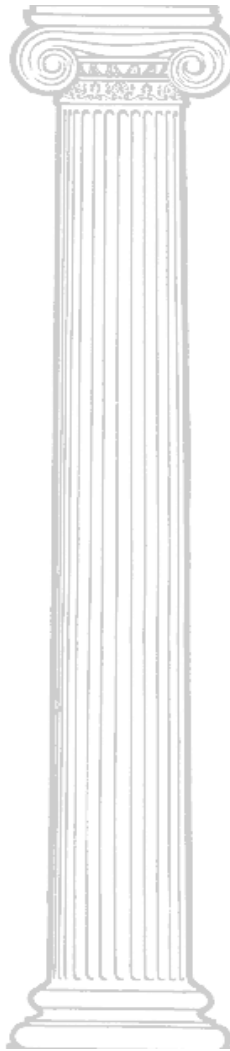
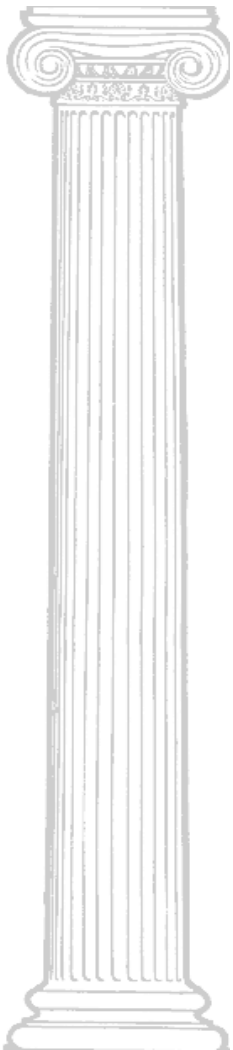


*Drexel University*  
*Fraternity & Sorority Life*

**NEW MEMBER  
EDUCATION/INTAKE  
GUIDE**

Updated 8/1/2010



The purpose of this guide is to provide samples and ideas for new member education/intake based on information provided by fraternity and sorority chapters at Drexel University and broad-scale research. It will discuss areas such as: New Member Educator/Intake Coordinator responsibilities, expectations, the planning process, the Greek FIRE program, and other programming ideas.

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## FRATERNITY & SORORITY LIFE EXPECTATIONS ADMINISTRATIVE NEEDS

- By stated date in the fall and prior to winter/spring new member education/intake (if applicable): Submission of New Member Program, including New Member Education/Intake Cover Sheet (available online and in the resource section of this guide)
- Before extending invitations/bids: Submission of the name and ID number of each potential new member for which the organization would like to extend an invitation to join, in order to verify the student has achieved the organization's minimum academic standards
- Within 48 hours of new member/candidates signing bid/beginning new member education/intake:
  - Stapled together for each student and in alphabetical order:
    - NM Forms – typed or in pen only – must be signed (available online and in the resource section of this guide)
    - Anti-Hazing Forms – typed or in pen only – must be signed (available online and in the resource section of this guide)
  - Attached to the front of above forms with a paper clip:
    - Roster of all new members including ID numbers and email addresses, must accompany above forms or be emailed to [greeklife@drexel.edu](mailto:greeklife@drexel.edu)
- Following initiation: a list of all new members who have been initiated and reported as such to the national fraternity/sorority (if applicable)
- Twice each term, sent to president: Roster Updates, noting any new members...
  - Who have left the organization during new member education (DP) and a detailed reason
  - Who have been removed by the chapter prior to initiation (RP) and a detailed reason

## FRATERNITY & SORORITY LIFE EXPECTATIONS PROGRAM EXPECTATIONS

**Based on the Standards presented by the North-American Interfraternity Council, New Member/Intake programs are expected to adhere to the following:**

- All new members must have a high school or college GPA above a 2.3 and all members must maintain at least a 2.25 after initiation
- The associate/pledge/new member program will last no longer than twelve weeks, and it is encouraged that programs last less than twelve weeks
- All pledge/associate/new member programs will be alcohol free

**At a minimum, submitted new member education/ intake plans should include:**

- New Member Program Cover Sheet
- Statement of purpose, including mission and goals of the program
- New member education/intake calendar, including dates, time and locations for all new member events
- Detailed description of all new member/intake activities
- List of the expectations of new members/candidates (what they must achieve/complete before initiation)
- Listed expectations of New Member Educator, active members, and alumni regarding new member education programs, including but not limited to attendance and conduct
- Detailed listing of planned new member interaction with other chapters and/or groups
- Detailed description of Big Brother/Big Sister/mentor program, including but not limited to how they are selected, expectations of them, and the process of revealing Big Brothers/Big Sisters/mentors
- National headquarters provided new member education/intake information (if applicable)
- Anti-hazing statement and planned education for organization related to hazing
- Explanation of organization's hazing reporting protocol

## FRATERNITY & SORORITY LIFE EXPECTATIONS PROGRAM LEARNING OUTCOMES

**Following chapter new member education/intake, new members of the fraternity and sorority community should...**

- Be able to articulate their organizations' stated values as well as their own personal values
- Be able to explain the meaning of their organizations' creed
- Be able to discuss their local chapter/national organization and history on a deeper level than just memorized facts
- Be able to discuss the general history of Greek-letter organizations
- Be able to list the full names of all other organizations in the Drexel fraternity and sorority community (not just nicknames)
- Identify as a member of the Drexel Greek community as a whole and their chapter, beyond just their new member class
- Have engaged in meaningful service opportunities and be able to iterate the value of their service/philanthropy experiences
- Be able to describe the difference between community service and philanthropy
- Be able to provide a general description of chapter officer positions and the way their chapter runs business (meetings, elections, etc)
- Be able to articulate the purpose of the three Greek councils and the basics of how they run
- Be able to provide a general description of risk management according to university and organization policies
- Be able to show an understanding of their organization, campus and state hazing policies/laws
- Have developed appropriate relationships with other new members as well as initiated members of their chapter
- Have developed the time management and study skills to be academically successful

**A successful new member education program should...**

- Encourage individual development and success
- Assist first-year new members in their transition to college life and all new members to the Greek community
- Build respect for the individual
- Stimulate intellectual growth
- Promote understanding of the organization, including the history, mission, purpose, and values, and fraternity & sorority life
- Promote social responsibility and a healthy lifestyle
- Promote friendship and interpersonal skills
- Promote chapter unity and sense of community within the larger Drexel fraternity & sorority community
- Promote diversity and the exchange of ideas
- Promote involvement in community service and all-Greek/all-campus programming

**Remember:** The goal of any new member education program should be to make good chapter members, not good new members.

## SAMPLE NEW MEMBER EDUCATOR/INTAKE COORDINATOR JOB DESCRIPTIONS

### Responsibilities of the New Member Educator

*Delta Chi Fraternity*

- Reread all membership education materials as soon as possible after election or appointment.
- Hold a chapter retreat, or at an already scheduled retreat, take sufficient time to update the associate member program. “What the group helps create, the group will support.”
- Select members to serve on your committee
- Order associate member pins, *Cornerstones*, and pick up any other materials necessary for your program well in advance
- Write up a schedule for all events during the education program
- Compile, type and have all materials required during the program ready to hand out as men affiliate
- Familiarize yourself with the (anti)-hazing policies of The Delta Chi Fraternity, your host institution and state law
- Brief all your committee members on their responsibilities, and follow up on their performances
- Remind the Chapter members of their responsibilities
- Urge the Chapter members to set proper examples
- Be prepared for each associate member meeting with an agenda
- Announce in advance any changes in the schedule or program
- Communicate frequently with the Chapter or Executive Committee on the progress of the associate member class
- Send a letter and a copy of the Associate Member Program to the parents of the associate members

### Responsibilities of the New Member Educator

The New Member Educator/ Intake Coordinator should:

- Help define the specifics of the New Member Education/ Intake Program
- Help define how each new member will pursue the completion of the New Member Education/ Intake Program
- Help the active and alumni members understand the chapter’s approved New Member Education/ Intake Program
- Uphold the values of your organization
- Be a role model
- Uphold University, National Organization, and PA state rules and regulations
- Develop good members
- Promote friendship and sisterhood/ brotherhood within your chapter and the larger Greek community

## DEVELOPING NEW MEMBER EDUCATION/ INTAKE GOALS

### Sample Goals of a Constructive New Member/ Intake Program #1

- To encourage individual leadership development
  - All new members who join during the year will become CEO certified
  - Each new member will actively participate in at least one fraternity/sorority committee
- To promote adjustment to college life
  - All freshmen and transfer new members will identify as a member of the Drexel community
  - All new members will continue at Drexel into the next year
- To build respect for the individual
  - All new members will attend at least one diversity program with his/her big
  - All new members will complete a reflection journal during their new member period
- To stimulate intellectual growth
  - Each new member class will achieve a term GPA above the all-men's and all-fraternity average
  - No new member will receive below a 2.5 term GPA
- To promote an understanding of the fraternity or sorority
  - All new members will be able to discuss the founding of our organization and its values
- To promote social graces
  - All new members will be able to attend and behave appropriately at one or more formal social gathering
- To provide an environment for the free exchange of ideas between all members
  - All new members will be able to share their ideas and feedback about the new member program following its completion
- To promote friendship
  - New members will identify as a part of the large chapter and not just their new member class
  - All initiated members will have developed a personal relationship with the majority of the new member class during their new member period
- To retain new members by creating a connection to the organization and its members
  - The chapter will achieve 100% initiation in the winter/spring; and 85% or above in the fall

### Sample Goals of a Constructive New Member/ Intake Program #2

- To assist in the orientation and assimilation of new members/candidates in the chapter
- To build chapter unity
- To develop good members who will be able to contribute to the success of the chapter after initiation and even during new member education
- To promote friendship and good sisterhood/ brotherhood

- To encourage individual development
- To stimulate intellectual growth
- To promote an environment for the free exchange of ideas between all members
- To instruct new members/ candidates in tradition, songs, history, and national structure of their organization
- To facilitate an understanding of chapter operations as well as the chapter's role in the Greek community
- To encourage new members/ candidates to become involved in the Greater Greek Community
- To promote social graces
- To develop a lifelong relationship
- To develop a well-rounded and diverse chapter with opportunities to excel in athletics, academics, service, and social skills

#### **Goals of successful new member education program should not be...**

- To "mold" pledges
- To make them "ready"
- To "earn" brotherhood/sisterhood
- To have janitors or servants
- To have telephone receptionists
- To build better pledges
- To weed out members



**New Member Education/Intake Goal Worksheet****Goal #1:** \_\_\_\_\_

Action Plan

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Due Date: \_\_\_\_\_

**Goal #2:** \_\_\_\_\_

Action Plan

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Due Date: \_\_\_\_\_

**Goal #3:** \_\_\_\_\_

Action Plan

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Due Date: \_\_\_\_\_

**What support do you need from your executive board/chapter/alumni/FSL Office to achieve these goals?**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## NEW MEMBER EDUCATOR/INTAKE COORDINATOR TIPS

The position of new member educator/intake coordinator is crucial for the success of a chapter or colony. It is your charge to educate the new members not only on organizations songs and history but also the values the fraternity/sorority holds fast to. Below are tips that can help ensure the success of your new member education/intake program.

- 1) The basis of all new member education should be the values of the organization.
- 2) Review and understand the ritual. Since the basis of the program should be the ritual, the new member educator should have a good understanding of it. Read over the ritual and think on how the values and principles of the organization are being transmitted to the new members. Further before each ceremony review the entire ceremony, especially your speaking parts.
- 3) The new member education/intake program should be absent of all forms of hazing; mental, physical, and emotional. Hazing is not only against the law but it contradicts your ritual and founding principles.
- 4) There is a difference between making something difficult for the sake of being difficult or making something challenging for a purpose. Being challenging can provide good learning opportunities. Be challenging but stay within the framework of the ritual.
- 5) Be the ultimate role model. The brother/sister that the new members will look to the most is you. If your behavior is proper and you are a model citizen they will recognize this, however if you are acting out of line and representing the fraternity/sorority in a poor way they will see this as well. Remember their minds are easily molded and what they see as a new member is how they will most likely act as a member. In simpler words, 'Live the Ritual'... everyday.
- 6) Have fun. The new member education period is a time to build strong relationships with the new members. They would not desire membership if they are not having fun. The new member education program can seem lengthy and tedious for the them. Keep them upbeat about the program and becoming a brother/sister. Have fun social activities and brotherhood/sisterhood events.
- 7) Remember that while new members do not yet wear the Badge of the organization they do bear the name. They too are a representation of the Fraternity/Sorority and the chapter. They should understand this point. Further they deserve the same respect that members hold for each other. It is vital that the new members feel like a part of the chapter even if they are not yet initiated.
- 8) Include them in discussions that affect the direction of the chapter. They will be the next generation to carry its banner. Their input should be considered in the decision making process, even if they are given no formal voting power.
- 9) Utilize your resources. There are many people on campus who are there to help fraternities/sororities better themselves such as the FSL staff, faculty/staff advisors, and other professionals. Use the person when you have questions or concerns. They have good ideas and examples of how to better the education process.
- 10) Include the chapter in the new member education process, keeping in mind that there will be people who want to deviate from the program. Have a few at new member meetings, set up events with different classes, etc. This will allow brothers/sisters to be involved and connect with them.
- 11) Ask brothers/sisters and new members for feedback. They are a good resource that is often untapped. Further by asking for feedback it can help improve your chapter while also including them in the process.
- 12) Chapter and New Member Class Mentality or Chapter vs. New Member Class Mentality. The chapter and new members should bond together. It is more important to create strong chapter unity rather than new member class unity. Often classes only act as a class, creating four smaller groups within a larger group. By increasing chapter unity the chapter will have more fun, increase productivity, and develop stronger relationships.

## POLICIES, REQUIREMENTS, AND EXPECTATIONS: HAZING

### Drexel Hazing Policy & Definition – Student Handbook

Hazing activities in any form are prohibited. The University supports and will strictly enforce the Commonwealth of Pennsylvania's anti-hazing law, Act 175 of 1986. This law defines hazing as "any action or situation which recklessly or intentionally endangers the mental or physical health of a student or willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity which could adversely affect the physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For the purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be 'forced' activity, the willingness of an individual to participate in such activity notwithstanding."

In addition, the University adheres to the Fraternity Executives Association's definition of hazing: "...any action taken or situation created, intentionally, whether on or off University or fraternity/sorority premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form, creation of excessive fatigue, physical and psychological shock... or any other such activities, wearing publicly apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, late work sessions which interfere with scholastic activities, and any other activities which are not consistent with fraternal law, ritual, or policy or regulations and policies of the educational institution."

Individuals and/or organizations as a whole found in violation of this policy will be subject to disciplinary action.

Link to full Student Handbook: <http://www.drexel.edu/studentlife/studenthandbook/Handbook.html>

### Pennsylvania State Hazing Policy & Definition

[P.S.] § 5352. Definitions

The following words and phrases when used in this act shall have the meanings given to them in this section unless the context clearly indicates otherwise:

"HAZING" Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for

continued membership in, any organization operating under the sanction of or recognized as an organization by an institution of higher education. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

"INSTITUTION OF HIGHER EDUCATION" or "INSTITUTION" Any public or private institution within this Commonwealth authorized to grant an associate degree or higher academic degree.

**[P.S.] § 5353. Hazing prohibited**

Any person who causes or participates in hazing commits a misdemeanor of the third degree.

**[P.S.] § 5354. Enforcement by institution**

(A) ANTI-HAZING POLICY.-- Each institution shall adopt a written anti-hazing policy and, pursuant to that policy, shall adopt rules prohibiting students or other persons associated with any organization operating under the sanction of or recognized as an organization by the institution from engaging in any activity which can be described as **hazing**.

(B) ENFORCEMENT AND PENALTIES.--

(1) Each institution shall provide a program for the enforcement of such rules and shall adopt appropriate penalties for violations of such rules to be administered by the person or agency at the institution responsible for the sanctioning or recognition of such organizations.

(2) Such penalties may include the imposition of fines, the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines and the imposition of probation, suspension or dismissal.

(3) In the case of an organization which authorizes **hazing** in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction or recognition of the institution.

(4) All penalties imposed under the authority of this section shall be in addition to any penalty imposed for violation of section 3 or any of the criminal laws of this State or for violation of any other institutional rule to which the violator may be subject.

(5) Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.

## Reporting Hazing

*If you are a witness to any hazing activities on or off campus, it is your duty as a member of the Drexel Greek community to report that incident to the appropriate University staff member.*

If there is an immediate concern for the life or safety of a new or initiated member, please contact Public Safety at 215-895-2222 or call 911.

If the incident does not threaten life or safety, please contact the Office of Fraternity & Sorority Life at 215-571-3575/greeklife@drexel.edu or Student Conduct & Community Standards at 215-895-6074/sccs@drexel.edu

## Defining Hazing Activity

The following items describe aspects of pledge education. Respond to each item according to the way you would most likely describe hazing by checking the appropriate column.

#	Question/Statement	Yes	No	Maybe
1	Does hazing take place in your chapter?			
2	Do you think hazing takes place at Drexel University?			
3	Pledge clean-ups (dishes after meals).			
4	Pledges awakened and kidnapped.			
5	Deception designed to convince the pledge he/she will not be initiated.			
6	Pushing or shoving pledges during movement to various events.			
7	Pledges awakened during the night, quizzed and/or harassed.			
8	Quests, treasure hunt or scavenger hunt.			
9	Late work sessions which interfere with scholastic activities.			
10	Physical and psychological shocks.			
11	Public stunts.			
12	Pledges given shots of alcohol, and then told they don't have to drink it if they don't want to.			
13	Pledges engaged in drinking games with actives.			
14	Pledges used for humiliating games.			
15	Calisthenics, sit-ups and push-ups.			
16	Keeping information concerning joining from the pledges.			
17	Running stairs while reciting material.			
18	Running for the sake of creating "unity".			
19	Yelling and screaming at pledges during line-ups.			
20	Telling a pledge he/she has failed by snuffing out candles in front of him/her.			
21	Brothers/sisters intentionally mess the house or room for pledges to clean.			
22	Pledges booed and hissed or demeaned when they make a mistake in recitation in front of the chapter.			
23	Calling pledges "scum" or other names.			
24	Forcing pledges to wear embarrassing or uncomfortable garments.			
25	Less than six hours of sleep each night during "Hell Week".			
26	Paddle swats.			
27	Forcing pledges to carry pledge books, march, dress in uniform.			

**Common red flags of the new member education/intake process**

*If the written program contains any of these items, it cannot be certified as 100% positive.  
Please place an X next to each "red flag" item the chapter includes in the new member program*

- \_\_\_ Line-ups
- \_\_\_ Alcohol or drugs during new member programs
- \_\_\_ Physical abuse or calisthenics
- \_\_\_ Servitude in the form of:
  - Cleaning sessions involving only new member class members
  - Designated driver programs manned entirely by the new member class
  - Kitchen or dish duty that is done completely by the new member class
  - Phone duty manned entirely by the new member class
- \_\_\_ Interview processes that require a service or questioning for a signature
- \_\_\_ "Projects" that take an inordinate amount of time and lack purpose
- \_\_\_ Scavenger hunts, kidnapping activities or mandatory road trips
- \_\_\_ Unnecessary requirements or rules such as:
  - New members must always be together
  - Mandatory residence at an active member or chapter's house during initiation week
  - Carrying unusual items for no apparent reason (condoms, matchbooks etc.)
  - Unnecessary duties such as wake-up calls, flag raising, errands
  - Standing up when a brother/sister enters a room
  - Recitation of a quote or phrase upon demand
  - Entering or exiting the chapter house through specific doors
  - Specific and unnecessary ways to greet brothers/sisters
- \_\_\_ The use of derogatory terms for members of the new member class
- \_\_\_ Derogatory nicknames or pledge names for each new member
- \_\_\_ Activities requiring conspicuous or inappropriate dress (cross-dressing, wigs, etc.)
- \_\_\_ Contrived situations that belittle/demean or are dishonest
- \_\_\_ Activities requiring sleep deprivation or encouraging unusual hours that jeopardize the academic performance or normal functioning of a new member class member
- \_\_\_ Activities in your written program listed in name only that do not contain the description and/or purpose of the activity
- \_\_\_ **Total number of "red flag" activities**

Additional indicators of concern that are not considered hazing activities, but may signify a problem:

- \_\_\_ Initiation rate below 85% of the total new members (an indicator of concerns, not hazing)
- \_\_\_ New member class GPA significantly below the all-new member and/or all-Greek averages
- \_\_\_ Activities occur that are not documented in the written new member program
- \_\_\_ The chapter house is only clean when there are new members
- \_\_\_ The chapter performs additional "rituals" that are not included in the ritual book
- \_\_\_ New members are not aware of their initiation date
- \_\_\_ New members are not aware of the schedule of events during new member education



## **POLICIES, REQUIREMENTS, AND EXPECTATIONS: BIG BROTHER/SISTER PROGRAM EXPECTATIONS**

### **Big Brother/Sister Program – Example #1**

The big brother/sister is a very important part of the membership orientation program. Regardless of what name your chapter uses for these members, the goals of the program are the same. The relationship between a big brother/sister and a little brother/sister often lasts much longer than the initiation/new member period. It becomes meaningful to them during both undergraduate and graduate years. The big brother/sister should not only see that his little is initiated, but that he/she also enjoys a strong collegiate experience and receives his degree.

#### **Selection Process**

The selection process for big brothers should not be hasty or random. The big brother/sister program and its full intent should be reviewed during the first week of the program. After a full understanding and a conscious decision, the big brother/sister selection should take place. Each new member will list his/her first three preferences for a big brother/sister. The New Member Educator and his/her committee will match the members with new members using proper judgment. Prior to the big brother/sister announcement, all members selected should be asked if they are willing to participate.

#### **Responsibilities of the Big Brothers/Sisters**

- Monitor academic performance and report progress to scholarship chairman
- Assist in the Little Brother/Sister's social adjustment
- Establish a relationship with the parents of the new member through letters and telephone calls
- Act as a sounding board when needed and report the new member's progress towards initiation to the chapter's New Member Educator
- Ensure Little Brother understands and fulfills requirements for initiation (GPA, campus involvement, involvement within chapter, etc.)
- Attend and participate in all activities that require Big Brother Attendance
- Give introduction and explanation of chapter history and traditions
- Hold weekly meetings with the Little Brother

#### **Responsibilities of the Little Brothers**

- Meet with his Big Brother at least once a week
- Not select a best friend, but an ideal person to emulate
- Demand continual involvement from his Big Brother
- Discuss any difficulties or problems with his Big Brother
- Use his Big Brother as a link for fraternal, academic, and social information
- Expect his Big Brother to perform the responsibilities listed above

#### **Selection Criteria for Big Brothers**

Members being considered as a Big Brother should meet the following criteria:

- Be in good standing with the chapter
- Be at or above the all-men's GPA

- Serve as a positive role model for his Little Brother
- Have similar fraternal and personal interests
- Have the time necessary to spend with Little Brother and attend related activities and meetings
- Responsible and dependable
- Possess the ability to motivate and inspire
- Maintain a positive, outgoing attitude toward the school and chapter
- Ability to counsel and advise Little Brother

### Big Brother/Sister Program – Example #2

The duties of the Big Brother include:

- Attending all of the new member education sessions with his/her Little Brother/Sister
- Being aware of the Little Brother's academic progress and ensuring that he is maintaining at least the minimum academic requirements set by the chapter
- Assisting the new member in meeting the other members of the chapter
- Acting as a true brother/sister, friend, and mentor through the years
- Helping provide meaningful new member programs and activities to help the new member learn about the history and colony operations of the Fraternity/Sorority
- Giving his little Brother the benefit of support and experience so that he may obtain a high level of scholarship, maturity, and awareness which, when united with genuine love and concern for his fellow man, will make him a well-rounded individual and true brother/sister
- Writing a welcome letter to his Little Brother's parents
- Teaching leadership and responsibility by example
- Agreeing to be the new member's Big Brother for **LIFE**



## **POLICIES, REQUIREMENTS, AND EXPECTATIONS: SAMPLE NEW MEMBER EXPECTATIONS**

### **Example #1**

1. Achieve a minimum GPA of 2.5.
2. Submit scholarship reports to the new member educator each week.
3. Participate in all study hours.
4. Complete 15 hours of community service (non-philanthropy hours) during new member period.
5. Attend all ceremonies.
6. Keep a ritual journal.
7. Pass all organization history tests.
8. Attend all song practices.
9. Participate in three activities on campus. If a leadership position is held, only two activities are required.
10. Successfully complete new member testimonial.
11. Submit three prospective member names to chapter recruitment chairmen.
12. Attend all recruitment functions.
13. Write a letter to next year's new member class.
14. Write a letter to an alumnus of the chapter.
15. Adhere to all risk management and alcohol policies.
16. Pay all chapter dues in a timely manner.

### **Example #2**

#### **Scholarship**

- Each New member is required to get a 2.5 GPA with 12-credit hrs. in order to get initiated
- Each new member will be required to attend 2 – 3 study tables per week. (Each new member class will determine session times and dates.)
- Each new member must meet with each professor/instructor at least twice during the new member quarter
- Attend all classes

#### **Weekly New Member Meeting/Symbols & History**

- Each new member is required to attend weekly new member meetings
- Each new member will be required to learn the history and symbols of the organization
  - A 75% is necessary to pass the examinations
  - If an individual fails to achieve this percentage, he will be required to take a retake examination before the next week's examination
  - There is a limit of three retake examinations.

#### **Financial Obligation**

- All fraternity bills must be paid, including the initiation fee, to the satisfaction of the chapter treasurer before any new member is initiated.

### Drugs & Alcohol

- The chapter house is 100% drug free – consumption of these items on chapter grounds will result in immediate removal of the new member

### Community Service

- Each new member is required to participate in 7 hrs. of community service during their new member quarter.
- The new member class must plan a philanthropy event.

### Recruitment

- Each new member is required to give the rush chairmen three names for recruitment

### Example #3

As stated previously, expectations upon you are greater than that of a regular college student. For this, we have defined the minimum expectations for you below. These expectations are for both initiated and new members.

1. **Be involved.** You will not learn if you do not attempt. Each new member is required to attend all new member meetings and activities. The majority of work done in our chapter is done by showing up. Not only should you be active in the fraternity, but you are also expected to be active in other campus organizations.
2. **Be studious.** A new member must attain at least a 2.75 GPA to be initiated. Initiated members must maintain at least a 2.75 to hold an office, 2.5 to remain in good standing with the chapter.
3. **Be an example.** You represent our fraternity/sorority as a whole. Your actions can bring fame or shame upon the chapter. Always act in ways becoming of a member of our organization.
4. **Be interested.** Many new things will be put upon you during the new member process. Learning our history and songs, helping the community, and most important, helping those you will call brother/sister throughout your lifelong membership.
5. **Be vocal.** Your opinions and concerns are ours. Each member should have his/her own opinions on the functions and proceedings of the chapter. Great chapters spurn from great ideas.
6. **Be assertive.** In your pursuits in life you will find that taking charge of situations are much better than waiting for them to happen.
7. **Be honest with yourself and others.** Nothing wrong can come from the truth. As the golden rule says, "Do unto others as you would have done to you".
8. **Be proud.** You are now part of a continuing history of members who strive for excellence. Follow in the path that has been paved for you and learn from it.
9. **Be accepting.** You are part of an organization made up of unique individual membership. Try to learn about those around you. Respect their ideas and identities even if they are different from your own.

These expectations are not unattainable. They merely involve living to the best of your abilities.

**Example #4****Goals and Obligations:**

1. Get to know your fellow new members and the active members of our chapter, as well as other members of the Greek community.
2. Learn and appreciate the history, heritage, and traditions of our chapter and inter/national organization
3. Develop a sense of pride for our chapter and demonstrate your desire to enter our organization through your conduct and actions
4. Take part in the workings of the chapter
5. Interact with other sorority and fraternity members in order to improve the Greek community on the whole
6. Get involved on campus in order to familiarize oneself with University and Fraternity & Sorority Life professionals

**Individual Requirements to Initiate:**

1. Be present at the new member retreat and new member roundtables
2. Attend all new member class meetings
3. Be present all events throughout the week prior to initiation, unless in class
4. Meet all financial obligations and responsibilities to the chapter
5. Obtain at least a 2.75 grade point average, according to grade checks
6. Actively participate on at least one chapter committee and be present at all committee meetings
7. Obey all chapter policies, including by-laws, code, and risk management policy
8. Obtain the minimum number of points to be initiated

**New Member Class Requirements to Initiate:**

1. Complete one philanthropy project as a new member class
2. Complete one fundraising project as a new member class
3. Host one alcohol-free social event with another organization
4. Host two brotherhood/sisterhood events: one strictly with the new member class and one with the entire chapter.

**Individual Requirements and Goals of a New Member:**

1. To wear your new member pin at all appropriate times. The new member pin should be worn whenever you are in pin attire. Pin attire consists minimally of khaki pants, a collared shirt, and dress shoes. No hats, sandals or shorts. Meeting attire is button-down shirt, new member pin, and a tie.
2. To acquire appropriate clothing for initiation and other formal events
3. To attend all academic classes
4. To actively participate in the new member program and maintain a positive attitude

**Final Comments:**

- o Academics are your #1 priority. If you have concerns about a meeting or event interfering with school work, please discuss with the new member educator.
- o **No Drugs – If you are found to be using illegal drugs or abusing prescription medication, you will immediately removed from the new member class.** Any serious violation of the student code of conduct or state law (i.e. drinking and driving, etc.) will also result in removal from the new member class. This standard will also be enforced with all initiated members
- o We are a **non-hazing** organization. If there is ever any time you feel you are being hazed, no matter how small it might seem, you must talk to the new member educator or president immediately. This has not been a problem with our chapter, and we are confident it won't happen, but if it does, don't be afraid to speak up. The chapter leadership will not let it continue.
- o Please avoid cliques. Get to know all the members of your class and the organization

**Example #5**

In an effort to lessen the disparity between fraternity ideals and individual behavior and to personalize these ideals in the daily undergraduate experience, the following have been established.

- I will know and understand the ideals expressed in my fraternity/sorority ritual and will strive to incorporate them in my daily life.
- I will strive for academic achievement and practice academic integrity.
- I will respect the dignity of all persons; therefore, I will not physically, psychologically, or sexually abuse or haze another human being.
- I will protect the health and safety of all human beings.
- I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
- I will meet my financial obligations.
- I will neither use nor support the use of illegal drugs; I will neither misuse nor support the misuse of alcohol.
- I acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do all in my power to see that the chapter property is properly cleaned and maintained.
- I will challenge my brothers/sisters to abide by these obligations and will confront those who violate them.
- In the spirit of our four founding principles, we must never be content with the basic expectations, but must always strive to follow the ideals of the Fraternity/Sorority. To establish and maintain the highest order of human relationships, I hereby promise to uphold the fraternal values of my organization.

## **POLICIES, REQUIREMENTS, AND EXPECTATIONS: SAMPLE NEW MEMBER HONOR CODE**

In my association with XYZ Fraternity/Sorority, I, \_\_\_\_\_, will in all my endeavors, strive to respect the Chapter of \_\_\_\_\_ and the men/women who are its members;

I will seek to be urbane in deportment, courteous in expression and steadfast in friendship;

I will strive to further the moral, social, and intellectual development of its members through association and brotherhood/sisterhood;

I will recognize and promote [insert organization values here];

In pursuit of these goals, I will fulfill to the best of my ability the duties and responsibilities with which I am charged.

I, new member, do hereby honor to abide by this code.

Signed \_\_\_\_\_ Date \_\_\_\_\_

As a New Member of the Chapter of \_\_\_\_\_ of XYZ Fraternity/Sorority, I realize that by signing above, I agree to abide by the New Member code. I realize that any violations of this code are a serious matter and will be dealt with by the New Member Educator and/or the judicial board of the Chapter of \_\_\_\_\_.

\*Adapted from the Beta Theta Pi chapter at the University of Nebraska

## **POLICIES, REQUIREMENTS, AND EXPECTATIONS: NEW MEMBER CLASS OFFICER RESPONSIBILITIES**

### **New Member President**

- To call and preside over special and weekly new member meetings.
- To act as a liaison between the chapter and new member class.
- To coordinate the actions of the new member class officers.
- To see that the new member class project is completed before the end of the 1<sup>st</sup> semester.
- To report to the member educator on new member class productivity

### **New Member Treasurer**

- To prepare the new member class financial budget in conjunction with the Chapter Treasurer.
- To assist the Chapter Treasurer in the collection of new member fees and duties.

### **New Member Secretary**

- To record the minutes of regular and special new member class meetings and entering them in the official minute book of the chapter secretary.
- To be responsible for posting and maintaining a new member class calendar of events.
- To keep an active role of attendance.
- To keep record of Philanthropy hours of new members

### **New Member Scholarship Chairman**

- To know the academic standing of all new members and to seek assistance for those new members who are having difficulties.
- To assist the new member class in preparing for lore tests.
- To coordinate mandatory weekly study hours.

### **New Member Social Chairman**

- To schedule and organize all new member class social activities – all activities will be substance free.
- To assist the Chapter Social Chair in the setup and clean-up of house social events.
- To enforce the General Fraternity Management Policies and campus regulations during new member class social events.

## PLANNING: GETTING STARTED

### Creating a Meaningful New Member Program

*Reflect on the following questions in regards to your chapter new member education/intake*

What do you hope to accomplish during your new member program?

How do the activities that occur during the new member education program affect the long-term success of a chapter?

What broad topics should be included in a new member program?

**Evaluating Your New Member Program: New Member Program Audit**

Please rate your current new member program as honestly as possible. *Please complete on your own then compare responses of the entire organization.*

	Poor				Excellent
New members know the history of our organization	1	2	3	4	5
Our new member's GPAs improve as a result of the new member period	1	2	3	4	5
Our new members informally hang out with the membership	1	2	3	4	5
Our membership seeks out opportunities to get to know the new members	1	2	3	4	5
We have an effective big brother/sister and/or mentor program	1	2	3	4	5
Big brothers/sisters understand the responsibility of being a mentor	1	2	3	4	5
Our new member program demonstrates PRIDE in the organization	1	2	3	4	5
Our new member program demonstrates the value of BROTHERHOOD/ SISTERHOOD	1	2	3	4	5
Our new member program demonstrates the value of SCHOLARSHIP	1	2	3	4	5
Our new member program demonstrates the value of LEADERSHIP	1	2	3	4	5
Our new member program demonstrates the value of INTEGRITY	1	2	3	4	5
Our new member program demonstrates the value of SERVICE	1	2	3	4	5
We provide a calendar of new member activities to all of the new members upon beginning the new member period	1	2	3	4	5
We involve the entire brotherhood/sisterhood in our new member education program	1	2	3	4	5
We hold regularly scheduled new member meetings	1	2	3	4	5
Our alumni play an active role in our new member education program	1	2	3	4	5
Our new members understand what it means to be a member of our organization	1	2	3	4	5

**TALLY MARKS:**



LIST THREE EVENTS/COMPONENTS YOU LIKE ABOUT YOUR NEW MEMBER PROGRAM THAT YOU WANT TO CONTINUE? WE WILL IDENTIFY THESE THREE THINGS AS YOUR ORGANIZATION'S "BEST PRACTICES".

- 1.
- 2.
- 3.

WHY ARE THESE THREE EVENTS/COMPONENTS POSITIVE FOR THE ORGANIZATION?

WHY ARE THESE CONSIDERED "THE BEST"?

LIST THREE THINGS THAT COULD BE CHANGED IN YOUR NEW MEMBER PROGRAM?

- 1.
- 2.
- 3.

HOW CAN WE ALTER THESE EVENTS AND MAKE THEM "BEST PRACTICES"?

LIST ANYTHING THAT HAS TO STOP:

HOW ARE WE GOING TO MAKE SURE THAT THESE PRACTICES DO INDEED STOP?

## Building the Ideal New Member Program

*Adapted from Breaking Down Hazing and Building up Brotherhood, a National Interfraternity Conference Resource*

**Pull together the executive board of the chapter, new member education committee or other small groups of members from throughout the chapter to be involved in this reflection.**

As individuals, from the list below, choose nine essential pieces of the new member program. If you wish to add to the list, you may.

History	Brotherhood/Sisterhood	Awareness
Community Service	Leadership	Ritual Education
Values & Ethics	Time Management	Social
Scholarship	Intramurals	Campus Involvement
Alumni	Risk Management	Diversity
Professionalism		

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

As a small group, reach consensus on six pieces of an ideal new member program. Make sure that everyone is satisfied with the final decision before moving on.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

As a larger group, each small group should write their list on newsprint. The large group should then decide which qualities best represent the organization/are repeated the most.

List the qualities below:

As a small group, brainstorm one activity/event for each characteristic decided upon by the chapter. So if the chapter identified six characteristics, each small group should have six activities.

Characteristic:  
Activity/Event:

Characteristic:  
Activity/Event:

Characteristic:  
Activity/Event:

Characteristic:  
Activity/Event:

Characteristic:  
Activity/Event:

Characteristic:  
Activity/Event:

As a large group chapter, share the activities that have been created by the small groups and forward to the new member education committee for their review. An example of what might result is as follows:

**Week 1      Focus on history**

Have new members select an area of chapter history about which they will research and write an essay

**Week 2      Focus on education**

Conduct programs on time management, study skills, university resources, etc.

Have study tables for both new members and actives.

Establish a peer-mentoring study program.

Implement a weekly, written, academic progress report

**Week 3      Focus on brotherhood/sisterhood**

Have an all-chapter teambuilding and goal-setting retreat.

Have a sports competition between new member classes.

**Week 4      Focus on awareness**

Have seminars on risk management, sexual assault, health issues, conflict management, alcohol and other drugs, etc.

Help new members understand all university policies and procedures.

Attend a diversity program on campus

**Week 5      Focus on service**

Have new members organize a community service event for the entire chapter.

Have community members share the importance of community service & philanthropy.

**Week 6      Focus on leadership**

Have a leadership development program for new members.

Have chapter officers share what their responsibilities include.

Have new members set long-term goals for the chapter which they can help realize.

**Week 7      Focus on values**

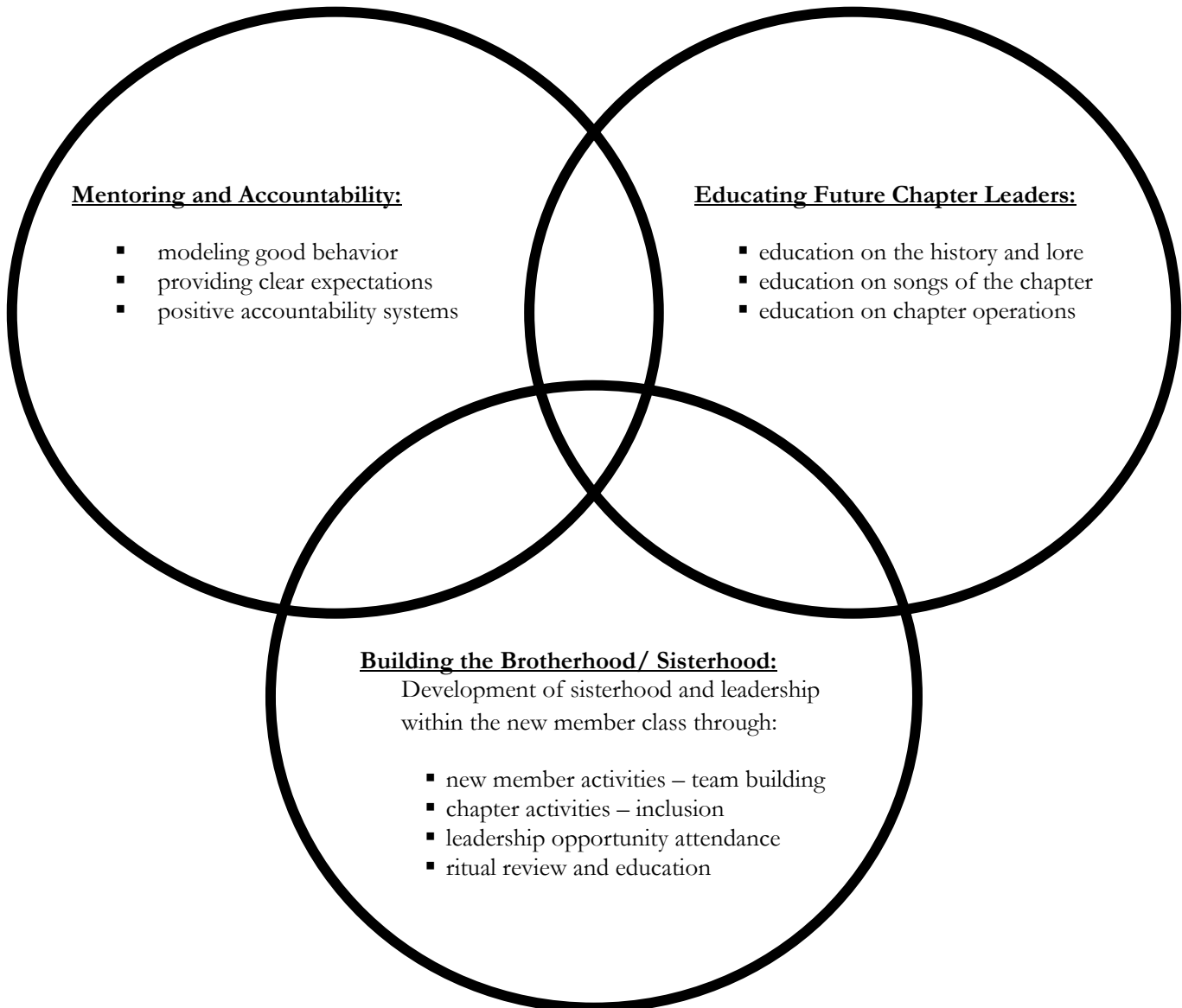
Have members facilitate a discussion with new members about the meaning of creed, ritual, founding values and principles.

Have brothers share what the chapter means to them through pass-the-gavel-type activities.

Invite alumni back to share what the fraternity means to them beyond college.

## The Trinity of New Member Education

The three fundamental responsibilities of a new member educator form *The Trinity*. It is important to create a new member education program that is balanced, well planned and focused on the development of great brothers/sisters and not obedient new members. A successful NME focuses on the intersection of *The Trinity* and a well-rounded experience.



## Mentoring and Accountability

### Modeling Good Behavior

- Complete a written new member education program and get it certified by your chapter advisor or executive office annually. This ensures a written plan of action every year!
- Encourage timely attendance and participation of designated sisters at each new member meeting to reinforce the idea that an entire chapter is responsible for the education of the new member class.
- Host chapter events like service projects, intramural sports, serenades and goal setting retreats in the beginning of the pledging period and include the new member class. Stress that strong attendance from the sisterhood will instill a sense of duty and pride within the new member class. **LEAD BY EXAMPLE!**
- Host academic study tables for the new member class led by the scholarship chairman and active sisters
- Include the ENTIRE chapter in house cleaning or repair projects at all time. More hands make the work go faster and you are instilling pride in every member, not just the newest.
- Have officers attend new member meetings and explain their roles and duties.
- Develop written expectations of a mentor (Big Sister/Little Sister) and schedule events that promote relationships. Remember to review the expectations!

### Providing Clear Expectations

- Develop a written calendar of new member class and chapter events in advance and distribute it at the beginning of the pledging process. Update this calendar throughout the semester if dates and activities change.
- Develop a list of new member expectations with the sisterhood and then ask for new member class input during the first new member meeting. These standards should address attendance, performance areas such as service and conduct expected of a new member of your chapter. (“Expectations of a New Member”)
- Develop a list of membership expectations with the sisterhood and publish this in the new member program and the chapter by-laws. These expectations should be in alignment with what is expected of a new member of the chapter. This encourages accountability at all levels. (“Expectations of a Sister”)
- Include the new member review policy and point system in the written new member program and explain it during the first new member meeting. Chapter officers or advisors may also explain the corresponding system that exists in the active chapter.
- Outline the actions unbecoming of a new member and active member and publish them in the new member program. Review these actions and their consequences carefully.
- Know and understand the chapter’s bylaws and code as well as all university, PHA, OFSL and General Fraternity policies. Educate the new member class on these policies early and often. (PHA and OFSL policies can be found on p. TKTK)

### Positive Accountability System

- Post a list of the “Expectations of a New Member” and “Expectations of a Sister” in a public place.
- Include the new member review policy and point system in the written new member program and explain it during the first new member meeting. Chapter officers or advisors may also explain the corresponding system that exists in the active chapter.

- Schedule round tables for the new member class to encourage honest feedback within the class.
- As a new member educator, take feedback on what the new members feel is going well and what needs to change at regular intervals (timing will depend on the time frame of your education program). Continual feedback will hold everyone accountable.
- Base accountability measures around activities that promote the values and principles of the fraternity, i.e. service hours, study hours.
- Know and understand the chapter's by-laws and code as well as all university, PHA, OFSL, and General Fraternity policies. Educate the new member class on these policies early and often.

### **Educating Future Chapter Leaders**

- Base the education on the history and symbols of the fraternity/sorority and use the chapter breakdown and processing questions during meeting.
- Document important information about the founding and history of your chapter and Greek life at NU (next session) and provide it as an educational packet.
- Use different teaching styles to relay important information such as lecture, group discussion, having the group “turn and buzz” about a topic, assigned teachings by the new member class members, group reports researched and written with sisters, skits, drawings and guest speakers.
- Use alternative testing styles such as group testing teams, game-show competitions and essay tests but stay away from random written or verbal quizzes.
- Elect a chapter chorister to teach songs to the new member class each week.
- Sing at every new member meeting and build up to a serenade with the sisters.
- Sing to parents, alumni and guests at chapter events.
- Have officers serve as guest speakers each new member meeting to explain their duties and responsibilities.
- Elect new member class officers with written duties that are similar to chapter officer duties and have them shadow chapter officers.
- Mimic the format of a chapter meeting within the new member education meeting to familiarize the new member class with the procedure.
- Invite the new member class to appropriate portions of chapter meetings.

### **Building Brotherhood/Sisterhood and Leadership**

- Include team building activities in each new member class meeting, such as:
  - Ropes course
  - Service events planned by the new member class
  - Recruitment events planned by the new member class
  - Round tables
  - Members of the new member class teach a section of the information each week
  - New members pair to shadow an officer for a week and then report back at meeting
  - Singing at each meeting
  - Team builders from the General Fraternity or university (ask Jenni, Dominic, Danny for more resources)
- Include the new member class in chapter events such as:
  - Philanthropy or service events

- The appropriate portion of chapter meetings
  - Intramural sporting events
  - University education sessions
  - Goal setting retreats
- Have officers set goals that are shared with the new member class as well as the active chapter.
- Ask your leadership consultant to present to the new member class on General Fraternity leadership opportunities and assist in registering interested men.
- Budget for travel to encourage members to attend General Fraternity/Sorority leadership opportunities.
- Host a ritual practice before the performance of every ceremony to make sure everything goes off without a hitch.
- Host a post-ritual review for the new member class and the chapter after each ceremony. Please request a facilitator guide from your leadership consultant.





## What to Include in a New Member Program

- A. Purpose and goals of the program
- B. Responsibilities of the associates/new members/pledges related to:
  - History/information
  - Standards, By-laws, Constitution, Policies
  - Academic requirements
  - Financial obligations
  - Housing/live-in requirements
  - Chapter activities
  - Community Service
- C. Responsibilities of chapter members related to:
  - Knowledge and understanding of University, State, Inter/national anti-hazing policies
  - Active participation in the program
  - Mentoring program
- D. Items to have prepared before New Member Education begins:
  - Calendar of meeting and events for entire new member period, for new members and initiated members
  - Agenda for each new member meeting
  - Details of the Mentoring Program (Big Brother/Sister)
  - Educational Program Opportunities

**Themes for first four weeks of new member program:** Orientation, overview of organization, team building within the organization, meeting officers and other members, mentor program, on campus support and referral for personal and academic concerns

**Themes for last four weeks of new member program:** History, ritual, learning about alumni responsibilities of membership

**Inspiration/Initiation Week Activities.** Inspiration week is intended to be a memorable time, where the new member learns many special rituals and accepts the final commitment to lifelong membership into the organization.

## Things to remember

**Chapter activities that involve new members should NEVER involve alcohol.**

The new member calendar should not be overwhelming. **No activity should go past midnight nor begin prior to 8 AM.** Adequate time should be reserved for studying, at least 15 hours during the week and 10 hours on the weekend.

## PLANNING: FOCUS ON RETENTION

### Membership Development: Six Retention Ideas, adapted from Rotary International

“Keeping the Member in the Fraternity/Sorority — Keeping the Fraternity/Sorority in the Member”

#### *Action steps:*

- o **INFORM**
- o **INVITE**
- o **INDUCT**
- o **ORIENT**
- o **EDUCATE**
- o **INVOLVE**

1. **INFORM** all non-members of the organizations programs and outline the chapter’s service efforts. A chapter should develop and make public a chapter profile. This document could be added as a part of the website or other publications.

2. **INVITE** a prospective member to meet with an executive board member and a member of the Membership/Recruitment Committee. The visit could be done with one member, but a second member provides additional knowledge and experience and gives the prospective member another point of contact after being accepted into the fraternity/sorority. During the visit/meeting, the prospective member should hear a description of:

- o Community service efforts and successes
- o The international scope of brotherhood/sisterhood internationally or through the alumni connection
- o The organization’s emphasis on high standards of character and integrity
- o The organization’s broad-based community representation and diversity
- o The organization’s involvement requirements and dues structure

Members extending the invitation must be well prepared and should consider ahead of time the personal interests and abilities of the prospective member in order to highlight areas of potential personal involvement.

3. **INDUCT** new members in a dignified and meaningful manner. If possible, invite family to attend. The induction ceremony should be used as an opportunity to underscore the benefits and responsibilities of being a member. A new member should be provided with:

- o A copy of all organization policies
- o A chapter, regional and national directory
- o A recent copy of a chapter newsletter or national magazine
- o A schedule of meetings
- o The organization history, creed, and symbols

The induction ceremony should be special. It should imprint on the new member an enthusiasm for membership.

4. **ORIENT** the new member properly. Providing an effective orientation for new members through education is vital to their growth as individuals and members and will enable them to participate effectively in organization activities.

- a) The three key elements to an effective orientation include:
  - o Benefits of membership
  - o Responsibilities of membership

- o Opportunities for service
- b) New members should be given a checklist outlining the many opportunities for gaining knowledge about the organization and becoming involved in chapter activities. The new member educator should deliver this information within one week of induction and provide guidance on completing each step of new member education.
- c) A new member's orientation should also include several opportunities for feedback on a wide range of issues, including the process and results of the orientation program itself. Effective feedback includes a mechanism for reporting comments to the chapter president, the new member educator, and other chapter officers as appropriate.
- d) Consider periodic meetings between new members and the executive board, along with new member forums (facilitated by new member educator) with the entire chapter
- e) Consider scheduling the formal orientation programs in several smaller sessions to enhance retention of information.

5. **EDUCATE** the new member. Most members leave our ranks because they were never really engaged in the first place. An argument can be made that most of the organization's membership knows very little about it. Education can come about it two ways:

- a) Completing the items listed below within six months will expand a new member's vision about opportunities for service.
  - i. Attend new member orientation meeting(s)
  - ii. Read the history of the organization
  - iii. Wear new member pin with pride
  - iv. Attend one or more of the following chapter functions:
    - o Brotherhood/Sisterhood Activity
    - o Chapter Meeting
    - o Committee meeting
    - o Service Project
- b) Expand the organization to others
  - o Invite a guest to a chapter event
  - o Propose a new member
- c) Experience the far reach of the organization
  - o Host a member from another chapter of your organization
  - o Host a member of another chapter on campus for dinner
  - o Host a member of the national organization staff
- d) Attend a regional meeting or training
- e) Serve on a committee

The chapter must make certain it has a continuing education policy in place. This education process is essential for older members as well as newer ones. Research has shown that a positive program of continuing education can help increase a chapter's overall retention rate. Such a program would include some of the following components:

- o Frequent communication of organization news and information
- o At least four programs a year focused on continuing education
- o Attendance at multi-chapter meetings that focus on continuing education
- o Personal involvement of members in chapter and regional projects and activities, particularly those that require hands-on action
- o Stimulating and efficiently run weekly meetings that keep members interested
- o Sharing of ideas and information on chapter programs, projects, and activities at regular committee and fireside meetings
- o Attendance at meetings of other chapters

These ideas are meant solely to educate the members about the organization. Experience shows that when one is knowledgeable about the organization, and involved, the chances for retaining a solid member are much greater.

6. **INVOLVE** the member in committees, fund raisers, board meetings, chapter meetings, social activities, etc. There is nothing sadder in a chapter than to find a letter of resignation because a member didn't feel "a part" of the organization. Some methods of getting new members involved in the affairs and activities of the chapter include:

- o Creating a friendly and informal atmosphere through small group meetings and programs to help new members get acquainted with each other and some of the older members.
- o Hold an information program for new members.
- o Assign a new member a simple task in a project, such as introducing a guest speaker
- o Have new members assist with a regional meeting. Through this the new member learns much more about the organization and the vast projects beyond the borders of his/her own chapter. Some chapters assist the new member by paying part or all of the registration fees and costs of the conference. After the conference, ask the new members to give a report to the chapter about what they learned.
- o Introduce a family tree program, where all members who are in the same family tree work together on a project or meet on a special occasion.
- o Ask the new member - especially the younger ones - to find two or three other new members from among his/her peer group. When one "sells" the fraternity/sorority to one's friends, the member himself/herself becomes stronger and more enthused about the organization. We therefore address both the need for retention and the challenge of membership growth

In all of this, many clubs find it wise to involve the new member's mentor/Big Brother/Big Sister. The mentor keeps close contact with the new member - perhaps for the first six months or so - until the new member is truly involved in the organization.

## PLANNING: NEW MEMBER MEETINGS

### What Every New Member Educator's First New Member Meeting Should Include

- Have all new members fill out required FSL and national forms
- Review the New Member Ceremony if you have one
- Cover individual and new member class requirements to initiate
  - Academics
  - Involvement/Sisterhood
  - Participation
  - Service
  - Leadership
- Review basic expectations
- Review key dates (new member retreat, chapter events, projects, ceremonies, etc.)
- Discuss the financial responsibility of each new member (local and General Fraternity fees, etc.)

### Sample New Member Meeting Agendas

#### WEEK 1

##### New Member Orientation

#### New Member Meeting Agenda

10 minutes	New Member Ceremony Review
25 minutes	“About You” Activity (or other icebreaker activities)
40 minutes	New Member period overview <ul style="list-style-type: none"> <li>- New Member expectations</li> <li>- New Member point system &amp; point tracking system (if applicable)</li> <li>- New Member Honor Code</li> <li>- Review of Constitution and By-Laws           <ul style="list-style-type: none"> <li>○ Review of Chapter Dues</li> <li>○ Review of Officer Positions</li> </ul> </li> </ul>
10 minutes	Required Paperwork – FSL & National (if applicable)
15 minutes	Discuss Study Guide #1/Time Management discussion
5 minutes	Review Letter to Parents
5 minutes	Nominate/Volunteer/Elect a committee to establish this weeks brotherhood mid-week activity
10 minutes	Questions

#### Assignments for Week 2

Read the XYZ Fraternity/Sorority Mission, Vision and Goals

Know the nine goals of a new member

Prepare a one-paragraph statement on one of the goals explaining why this goal is extremely important to the chapter

Review the minimum expectations for a New Member to become initiated

Review the Constitution and By-Laws

Review the officer positions. Nominations/elections will be next week. If you determine a position you would like to run for, please prepare a *brief* personal statement about your qualifications for the position.

Bring an item that tells a story about you to the next meeting and be prepared to share with the group

## WEEK 2

### Developing Intellect

#### New Member Meeting Agenda

15 minutes	Team Builder
5 minutes	Introduce Greek Advisor
15 minutes	Discussion of Cultivation of the Intellect Goals
10 minutes	Introduce New Members Academic Assistance Plan
5 minutes	Review Leadership Opportunities
10 minutes	Review Financial Responsibilities
15 minutes	Exam #1
5 minutes	Weekly assignment/New Member officer duties
5 minutes	Distribute and discuss Study Guide #2
45 minutes	Officer Elections (time is variable depending on size of group)
15 minutes	How to run a chapter meeting with newly elected officers
10 minutes	Overview of weekly calendar / upcoming events
5 minutes	Leadership Quote
10 minutes	Song practice
15 minutes	Newly elected officers meeting/training sign-up <ul style="list-style-type: none"> <li>- Executive Committee (set meeting time)</li> <li>- Scholarship Chair and committee review <i>RTS plan</i></li> <li>- Treasurer Contact Administrative Office for EIN#</li> </ul>

#### Assignments for Week 3

Review the Mission, Vision and Goals of *Men of Principle*

Log on to [organization national website] and review leadership opportunities

Review *Section Three* of the by-laws and be prepared to discuss and nominations/elections

Read Chapter 2 and 3 of *New Member Manual*. See study guide for highlighted information

## WEEK 3

### Leadership Development and Self Governance

#### New Member Meeting Agenda

20 minutes	Team Builder
10 minutes	Recap of the retreat
15 minutes	Leadership & Self Governance Goal discussion
30 minutes	Risk Management/Crisis Management discussion—distribute crisis management plan
5 minutes	Review Leadership Opportunities
15 minutes	Exam #2
5 minutes	Weekly assignment/distribute and discuss Study Guide #3
20 minutes	Review and election of Committees



















































































































