Alpha Phi New Member Education Program 2017

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Alpha Phi Anti-Hazing Statement

No member, new member, or alumna of the Alpha Phi International Fraternity, Inc., shall conduct or condone hazing activities.

Hazing is defined as:
Any action taken or situation created, intentionally or unintentionally, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol, paddling in any form, required dress, creation of excessive fatigue, physical or psychological shocks, quests, treasure hunts, scavenger hunts, road trips, wearing of public apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery, morally degrading or humiliating games and activities, denial of fraternity clothing and any other activities which are not consistent with academic achievement, fraternal law, ritual, college/university policies and regulations and state and local laws on hazing.

Each Alpha Phi member is to abide by the following
1. To understand and abide by the above definition of hazing.
2. To understand, in the type of incidents that constitute hazing as outlined in the New Member Bill of Rights.
3. To refrain from questionable activities that jeopardizes or demeans the image of the fraternity.
4. To make a constructive contribution to the chapter by engaging in only positive, approved, and educationally sound member activities.
5. Hazing is a violation of each of Alpha Phi’s rights. A member of Alpha Phi or an individual of another campus organization cannot require that an Alpha Phi participate in a hazing activity or pressure me into being hazed.
6. Each member has the right to say “no” and will not participate in a hazing activity.

Alpha Phi New Member Bill of Rights

As a new member, you should not be asked to take part in inappropriate activities, which are considered hazing.

Hazing is defined as any action taken or situation created to intentionally produce mental, emotional or physical discomfort, embarrassment, humiliation or ridicule. Hazing activities are in violation of Alpha Phi Standing Rules, Policies and Procedures on hazing, college/university regulations and guidelines, and state, province and/or local laws.

Hazing is a violation of YOUR rights. A member of Alpha Phi or individual from any Greek organization CANNOT require or pressure you to participate in a hazing activity. You must say “no” and not participate in any hazing activity.

THE RULES
IF AN ALPHA PHI CHAPTER PARTICIPATES IN HAZING ACTIVITIES, the ENTIRE chapter may be subject to severe penalties, including probation, suspension, and permanent removal of their chapter’s charter.

Anyone who participates in hazing activities can be subject to judicial sanctions and criminal prosecution.

If you allow yourself to be hazed after you acknowledge you understand the definition and what constitutes hazing, you are sending a message to people that you DO NOT respect yourself.

AS A NEW MEMBER, NO PERSON CAN REQUIRE OR ASK YOU TO PERFORM ANY ACT WHICH:

1. Is sadistic, illegal or immoral.

2. Requires or pressures you to consume alcohol, drugs or any other illegal substance.

3. Prevents you from securing normal amounts of sleep (no activities between 11pm and 7am).

4. Requires that you be present at activities for unreasonable periods of time.

5. Places you in severe emotional distress or involves you being humiliated or intimidated. This is called psychological hazing.

6. Treats you in a “sub-human” manner.

7. Challenges your religious beliefs and/or personal values.

8. Places you in physical danger.

9. Forces you and your fellow new members to eat meals together or attend unscheduled meetings.

10. Forces you to participate in scavenger hunts, or similar activities by any other name that involves taking or collecting items, time deadlines, etc.

11. Requires that you be blindfolded for any reason (except an activity with a trained facilitator).

12. Requires you to call members or others by a specific name and/or refer to members in a manner differently from how they are normally addressed, or asked to stand at attention when an alumna is present.

13. Requires you to participate in “line-ups” or other questioning activities, unrelated to due process.

14. Requires you to carry objects you would not normally carry.

15. Allows a member of another Greek organization to haze, harm, demoralize or inflict distress or embarrassment upon you.
LEHIGH UNIVERSITY HAZING POLICY
Taken from Student Handbook

Guidelines for sanctions in cases involving hazing. The following represents recommendations for sanctions in cases where students or student organizations are found responsible for violations of the Code of Conduct involving hazing. Sanctions demonstrate the seriousness that Lehigh University attaches to these violations. Hearing panels are not limited to these guidelines in determining an appropriate sanction. Hearing panels may determine that a greater or lesser sanction is appropriate depending upon the circumstances of each case. Hearing panels may supplement the sanctions below with other appropriate mandates.

<table>
<thead>
<tr>
<th>Offenses</th>
<th>1st Offense (minimum)</th>
<th>2nd Offense (minimum)</th>
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<tbody>
<tr>
<td>Physical harm to student(s) as result of hazing (1).</td>
<td>Termination of the organization and/or expulsion of individuals</td>
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<tr>
<td>Causing reasonable apprehension of physical harm (or creating a situation in which physical harm is likely to occur) or causing actual emotional distress (2) (or creating a situation in which emotional distress is likely to occur)</td>
<td>Dissolution of the organization for no fewer than four years, and/or suspension of the individual for no fewer than four semesters.</td>
<td>Termination of the organization and/or expulsion of individuals.</td>
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<tr>
<td>Objectionable Behavior (3)</td>
<td>Disciplinary probation for no fewer than 2 semesters, removal of officers, chapter review (with input from Lehigh University, the national organization, alumni Governing body or other outside advisory committee); loss of one week of new member education (for no fewer than 2 years)</td>
<td>Dissolution of the organization for no fewer than two years, and/or suspension of the individual for no fewer than two semesters.</td>
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Examples (not exhaustive)

1. Paddling, whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, attempts to control body weight and or appearance, or any other forced physical activity that would subject the individual to physical harm.

2. Fear of hose listed above, abandonment, restricting personal conduct, restricting hygiene, forced or coerced consumption of alcohol or other drugs, forced or coerced illegal acts, forced or coerced acts of a sexual nature, line-ups, insulting or derogatory comments, interruption of academic pursuits (i.e., restriction of adequate time to study, restriction of sleep, restriction of access to academic resources, forced or coerced missing of classes or other academic deadlines).

3. Public buffoonery, other membership requirements that are in violation of the definition of hazing (i.e., requirements to carry objects, wear certain clothing, address members in a subservient manner, scavenger hunts, personal servitude). A non-exhaustive test to see if an activity is to be considered objectionable behavior would be to examine the goals and/or outcomes of the activity. If the primary goal or outcome of the activity is to cause public ridicule, embarrassment, disruption of normal activities, harassment by others or the denotation of a student in an objectionable manner, then it would meet the definition of this category. Additionally, if a reasonable person would consider the event to be objectionable, it would fall into this category.

http://studentaffairs.lehigh.edu/hazing-prevention
Expectations of New Members/ Candidates, Initiated Members, and Alumnae

New Members:

- Attend all new member meetings, dish and house cleans, AOE events, community service, Alpha Phi ceremonies and Initiation (as noted on calendar) unless previously excused
  
  o To be excused, a new member is expected to send an excuse at least 24 hours in advance (to New Member Educator for new member meetings and Director of Administration for all others listed above), as per Alpha Phi’s policy, for meetings/events they cannot attend. For some events like AOE or community service it is required to find someone to take your place in addition to sending an excuse.
  
  o Acceptable excuses include work, class, review session taught by Professor and/or TA and illness. They should try to make a strong effort to arrange other meetings such as group projects, tutoring around the weekly one hour meeting if possible.
  
  o If an unexpected emergency should come up less than 24 hour please contact the New Member Educator.
  
  o If any of the above is missed and they were not excused, they will be held to the same standards as initiated members per the accountability system
  
  o Any mandatory expectation not expected of new members that will be expected of them as initiated members will also be covered in the new member meetings to ensure they understand what will be expected.

- Highly recommended that new members attend the other events on the calendar (house meeting, sisterhood events, ivy linker events, philanthropy etc) unless there is a conflict. No consequence if they can not attend

- New Members are expected to abide by all Lehigh University and Alpha Phi International rules and policies. Any violation could result in an Alpha Phi Judiciary Board meeting, which could result in probation or termination based on the outcome and the action, as well as any consequences given by the university or law enforcement.

- New members are eligible to receive points per the point system to go towards room picks and parking

- Meet financial obligations on time. Late payments of 45+ days can result in termination

Initiated Members:

- Attend all mandatory events unless previously excused
To be excused from a mandatory event a member is expected to send an excuse at least 24 hour in advance (to Director of Administration), as per Alpha Phi’s policy, for meetings/events they cannot attend. For some events like AOE or community service it is required to find someone to take your place in addition to sending an excuse.

Acceptable excuses include work, class, review session taught by Professor and/or TA and illness. Other excuses will be reviewed on a case by case basis.

If an unexpected emergency should come up less than 24 hour please contact the Director of Administration.

If any of the above is missed and they were not excused, they will be held to expectations of the accountability system.

- Highly recommended that members attend the other events on the calendar (sisterhood events, ivy linker events etc) unless there is a conflict.
- Members are expected to abide by all Lehigh University and Alpha Phi International rules and policies. Any violation could result in an Alpha Phi Judiciary Board meeting, which could result in probation or termination based on the outcome and the action, as well as any consequences given by the university or law enforcement.
- Members are eligible to receive points per the point system to go towards room picks and parking.
- Have a cumulative GPA of 2.5 or higher.
- Meet financial obligations on time. Late payments of 45+ days can result in termination.

Alumnae:

- Alumnae are expected to abide by all Lehigh University and Alpha Phi International rules and policies if they are on campus and interacting in any way with Alpha Phi and/or new members. Any alumnae who does not abide will not be invited back to attend any future events and if the action is severe termination from Alpha Phi may be requested.
- Alumnae must be invited by the chapter to participate in Alpha Phi events and activities and must be approved by an advisor.

**Interactions with other chapters and/or groups**

- No event should violate the hazing polices.
- New members should never be asked to be the only ones participating in an event that involves another chapter and/or organization.
• Any member, new or initiated, should not participate in an activity that could be considered hazing involving the new members of any organization or chapter

• All events should adhere to Lehigh University and Alpha Phi International rules and policies and should not break any laws.

• All events must have an Alpha Phi event planner form filled out and approved 2 weeks prior to the event

• All events should be on the calendar or added to the calendar
Big Sister Program

Each new member will be matched with a big sister through an application process (attached). A previous Executive Council member and the Director of New Member Education (or another sister that is not eligible for a little sister) will review the applications and match the new member/little sister with an initiated member/big sister. The big sister is contacted with the name of their little sister. The little sister receives a series of gifts from their big sister but is not told their identity until the final day in which a big sister reveal is held (on the calendar with description of reveal). The expectations of the big sister are outlined in the contract (attached).

Ivy Linker Program

Overseen by Ivy Linker Program Chair

The Ivy Linker Program is to help the new members get to know the new sisters in their new member class as well as initiated sisters. We want them to meet more sisters on a personal level in a fun, safe and casual environment. We want them to feel comfortable with the sisters and each other and feel like they can approach any sister if they have questions. The groups will consist of 3-4 new members and 3-4 upper classmen and will have a captain. These groups will be switched at the 3 week mark. It is also encouraged that the group try to meet with the new members outside of these events in a casual setting like lunch, coffee, study hours during test weeks, or even something as simple as offering them rides to house meeting or their new member meeting. Ivy Linker groups will sit together at the new members’ first house meeting to help the new member understand house meeting and answer questions. Attached is an overview.
Statement of Purpose

New member education is designed to be a fun and positive learning experience for each new member. Each activity contributes to the development of each new member as an active and productive member of Alpha Phi Fraternity.

Throughout the six-week program the new members will experience and/or learn about:

1) Values, history and ideals of Alpha Phi Fraternity
2) Meet the other new members and initiated sisters through fun, organized and safe Alpha Phi approved activities
3) Rules and expectations of the Epsilon Psi Chapter of Alpha Phi both as a new member and an initiated member
National Headquarters provided New Member Education Information
Approval sent by

Alpha Phi New Member Website: http://nm.alphaphi.org

Explanation of Chapter's Hazing Reporting Protocol

Protocol for any instance in which a member or new member wishes to report internal to the chapter or to advisor. Lehigh University and Alpha Phi International protocol trumps chapter protocol.

- Any new member that wishes to report a hazing incident should contact the President (or Vice President of Programming and Education or Vice President of Risk Management).
  - The new member may also directly contact the chapter advisor
  - If a new member feels more comfortable reporting the incident to another chapter member the chapter member should contact the President and/or Chapter Advisor

- The President (or Vice President of Member Programming or Vice President of Risk Management) should immediately contact the Chapter Advisor. If the chapter advisor can not be reached one of the other advisors should be contacted

- Parents will be asked to contact the Chapter Advisor if they wish to report on a chapter level (Chapter Advisor will be providing parents with a welcome letter including calendar, finances and information on who to contact in a situation)

- The Chapter Advisor will report the incident to the Alpha Phi Collegiate Chapter Administrator and Collegiate Chapter Manager.
  - If the hazing allegation is serious, life-threatening or breaks university policy OFSA will also be notified at this stage

- A Judiciary Board hearing will be held as soon as possible per Alpha Phi procedures to investigate the situation. The member(s) that were reported to have been involved in hazing will be asked to refrain from any and all related Alpha Phi activities until the Judiciary Board outcome has been determined
  - Alpha Phi Collegiate Chapter Administrator and Collegiate Chapter Manager will be notified of the outcome either way
  - If the member(s) reported to be involved in hazing is found to have participated in a hazing event, probation or more likely termination will result.
  - If the outcome does determine that hazing has occurred, OFSA will be notified of the incident and the actions taken towards the member(s).
New Member Education Schedule

Each member should receive the Ivy Leaf book and a new member pin, as stated by Alpha Phi International. Weekly Study Hours are recommended, but not required. Attire for all meetings is casual.

Week 1 (1/22-1/28)

Focus: Getting to know each other within the new member class
30 min activities will be held Monday, Tuesday and Thursday nights (marked with a *) during the first week in order to create bonds within the member class early in the new member education process as well as to ensure a dry first week.

- Sunday: Bid Day
  - 7:00-8:30 @ Alpha Phi
  - Roses and Thorns
  - Name and 1 fun fact about self
  - Intro to house and expectations by Pres, VPRM, and VPPE
  - Food - Pizza and Ice Cream

- Monday:
  - * Ice Breakers/Get to know you games 8-8:30pm @Alpha Phi
    - Examples:
      - If you could live anywhere in the world where would you live and why?
      - What is your biggest pet peeve?
      - Who is your favorite actress & actor?

- Tuesday:
  - * Get to Know You Trivia/Jeopardy 8-8:30pm @Alpha Phi

- Wednesday:
  - Movie Night/Nail Party
    - 8-10pm @ Alpha Phi
    - This event is longer due to dinner (which will be pizza) will be included in the time period

- Thursday:
  - Alpha Phi NM Meeting #1 –Discuss the rules and expectations of the new members as well as ask the new members what they want to get out of the new member program. It is important to create mutual trust during this meeting
    - 4:30-6pm @Alpha Phi
    - Ice Breakers, Get to know each other
    - Hand out Notebooks
- New members will use the notebooks to write down any important and pertinent information. This way all their information is in one place.

- Friday
  - 4:30-6:00 @ Alpha Phi
    - Each new member makes a magazine collages about self and share with rest of new members and put up around kitchen for rest of chapter to learn more about new members

**Week 2: 1/29-2/4**

**Focus: Meaning of Sisterhood**

- **Community Service** will begin this week for entire chapter (every Tuesday and Wednesday we send 4 members to Bethlehem public library to volunteer)- New members and initiated members do the same amount of community service hours for the semester
- **Sunday Housecleans** for the entire chapter will begin this week- New members to sign up for equal number of times as initiated members
- **Monday**
  - Chapter Meeting (time TBD)
  - Ivy Linker Groups handed out (first week)
    - Along with explanation of the Ivy Linker program for new members
- **Tuesday**
  - Study Hours 4-6pm
- **Wednesday:**
  - Member Class Dinner at Rathbone 6-7pm
- **Thursday:**
  - Alpha Phi NM Meeting #2
  - 4:30-6pm @ Alpha Phi
  - VPCO, VPM, and Admin
- **Friday**
  - 4:30-6pm @Alpha Phi
    - Speed Dating: New Members will “speed date” one another as a way get to know each other even more

**Week 3: 2/5-2/11**

**Focus: What it Means to be an Alpha Phi**

- **New members incorporated into the dish cleaning schedule this week**- they will be explained the system and sign up for slots for the semester- New members and initiated members sign up for equal number of slots
- **New members incorporated into AOE Events**- AOE groups will be explained. The groups split up the chapter and each group goes to the same number of events over the course of the semester (i.e. campus events, programming, fun activities, etc.)
- **Sunday**
- Monday
  o Meeting with Brigette 4-5pm
  o Chapter Meeting
  o Dinner is served for everyone afterwards, please sit with your Ivy Linker Groups!
- Tuesday
  o Study Hours 4-6pm
- Wednesday
  o Member Class Dinner at Rathbone 6-7pm
- Thursday:
  o Alpha Phi NM Meeting #3
  o 4:30-6pm @ Alpha Phi
  o VPCA and VPMR

**Week 4: 2/12-2/18**

Focus: Communicating with one another and the Lehigh Greek community

- Monday
  o Chapter Meeting
  o Ivy Linkers Rotation 2 emailed out
- Tuesday
  o Study Hours 4-6pm
- Wednesday
  o Member Class Dinner at Rathbone 6-7pm
- Thursday:
  o Alpha Phi NM Meeting #4
  o 4:30-6pm @Alpha Phi
  o Panhel and Finance

- Friday
  o 6-6:30 @Alpha Phi
    ▪ Big Sister Reveal- Big sisters will have a unique pair of socks and little sisters will be giving matching socks to be able to find their big sister
    ▪ 7:00 @ Alpha Phi:
      ▪ Lineage Bonding; Hang out with your lineage and enjoy dessert provided at Alpha Phi with your new family!

- Saturday
  o Red Dress Gala!
• Alpha Phi’s annual philanthropy event that supports the Alpha Phi Foundation. Active and new members are welcome to invite family members.
• 7pm @ Blue
• Make sure you wear your best red dress (rides will be provided for new members).

**Week 5: 2/19-2/25**

**Focus: Getting to Know the Entire Chapter**

- **Monday**
  - Chapter Meeting
  - Dinner is served for everyone afterwards, please sit with your Ivy Linker Groups!
- **Tuesday:**
  - Study Hours 4-6pm
- **Wednesday:**
  - Member Class Dinner at Rathbone 6-7pm
- **Thursday:**
  - Alpha Phi NM Meeting #5
  - Human Bingo at the chapter house
    - Allows members to get to know the older members of the chapter
    - New members will be given clues which will correspond to a member of an older member class
    - The clues will be presented randomly on the “BINGO” board and each new member will have a board
    - The clues will be fun facts of the older members
    - New members must find 5 clues in a row corresponding to older members through conversations with the older members to get “BINGO”
    - The clues will lead to a prize at the end!
  - 4:30-6pm @ Alpha Phi
- **Friday:**
  - 4:30-6pm @ Alpha Phi: Meeting with Brooke Disipio from the Office of Gender Violence Education and Support

**Week 6: 2/26-3/4**

**Focus: Living Alpha Phi Today**

- **Monday**
  - Chapter Meeting
  - Dinner is served for everyone afterwards, please sit with your Ivy Linker Groups!
  - Ivy Linkers Group 3 Rotation emailed out
- **Tuesday**
  - Study Hours 4-6pm
- **Wednesday**

- **Thursday:**
  - Alpha Phi NM Meeting #6
  - **4:30-6pm @ Alpha Phi**
    Maybe the NM meeting should be Tuesday this week instead because of court of ivy? –
  - Alpha Phi Ceremony:
  - **6-6:30pm @ Alpha Phi**
  - The Alpha Phi Ceremony is one in which invitations are given to new members for Initiation
  - Attire is black dresses of appropriate length and cut

- **Friday**
  - **5-6:30 @ Alpha Phi**
    - Communication Activity: (like the one at President’s Retreat) where individuals are in groups and an image is translated down the line
      - Break up into four groups and everyone gets in a straight line facing the wall where there is a big piece of paper hung, and nobody can speak
      - First person in line (furthest from the wall) will be shown a picture from the facilitator
      - They must trace the picture on the next person in line back
      - There is no talking
      - The picture is then passed down the line by writing on one another’s backs (just with their fingers)
      - The person in front of you can only draw it twice, raise your hand if you would like them to do it again
      - Once the drawing has been passed to the person at the front of the line, they will draw what they felt traced on their back on the piece of paper on the wall When you are done sit quietly until all groups are done
    - Discussion Questions
      - What did you learn about communication?
      - Where did things get lost?
      - What was the hardest part?
      - How does this represent our chapter?

- **Saturday:**
  - **4:30-6pm @Alpha Phi**
    - Pass the Bear Bonding Activity
      - The activity provides the member class with an intimate bonding experience in which the member class shares any personal details they would like with their fellow sisters.

- **Sunday (March 5)**
Initiation

- Time TBD (sometime in the mid-afternoon early evening will not exceed 1.5 hours) @ the house
- Everyone must wear formal white dresses
- Reception at Alpha Phi to Follow