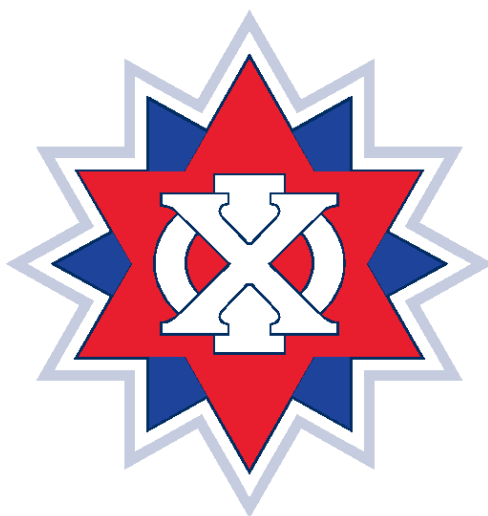


# **New Member Education Outline and Facilitator Guide 2 Week Plan**



# **Chi Phi Fraternity**

America's First Social Fraternity *est. December 24, 1824*

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## **Purpose:**

This education is to be values based. Friendship, Respect, Honesty, Responsibility, Commitment, and Personal Development should be the foundation upon which the New Member Education Plan is built.

The Creed and Ritual are the lifeblood of the Fraternity. Use every opportunity to convey their importance and understanding in a positive way. As such, the purpose of the New Member Education Plan is to instill the fact that as Chi Phi Brothers, we live our lives following the Creed. Therefore, if at any time you feel a New Member does not live up to the Creed and the Values of the Fraternity, you have a duty and responsibility to reevaluate the New Members membership in the Fraternity.

The discussion questions are a guide to start conversations about specific topics. Use the questions to facilitate meaningful conversation about the topics at hand.

## **Resources:**

Check on Chi Phi Connect for:

- Weekly study PowerPoints
- Discussion Guides
- Brotherhood building event suggestions

## **Hazing Policy:**

"No chapter, colony, student, alumnus, or volunteer shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

*Any action taken or situation created, intentionally, whether on or off fraternity premises, 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; creation of excessive fatigue; physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities that are not consistent with academic achievement; fraternal law, ritual, or policy; the regulations and policies of the educational institution; or applicable state law."*

The Chi Phi Fraternity also believes that there is no such thing as an innocent bystander. It is everyone's responsibility to combat hazing whenever it is present or has the potential of being so. Brothers, New Members, and Alumni all have the responsibility to report and confront hazing if they become aware of it, initiate it or are a victim of it.

## **Hazing Reporting Protocol**

- The Risk Management Reporting Policy requires members to notify the National Office of any policy violations.
- The Chi Phi National Staff will hold in confidence the name of anyone reporting hazing activities and can be contacted directly at (404)231-1824.
- Anti-Hazing Hotline: The national anti-hazing hotline can be reached toll free at all hours at: 1-888-NOT-HAZE (1-888-668-4293)

## **NEW MEMBER EDUCATION TWO WEEK PLAN - OUTLINE -**

### **WEEK ONE: *PLEDGING CEREMONY & THE FRATERNITY***

#### **MEETING #1:**

##### **Pledging Ceremony & New Member Expectations**

- A. Pledging Ceremony
- B. New Member Education (NME)
- C. GreekLifeEdu
- D. Dues
- E. Code of Conduct

#### **MEETING #2:**

##### **The Greek Community**

- A. Greek Life on Campus
- B. Interfraternalism
- C. Philanthropy

#### **MEETING #3:**

##### **Chi Phi 101**

- A. Values of the Fraternity
- B. Fraternity History
- C. Creed
- D. True Brother
- E. Prayer
- F. Gather Brothers

*\* Have New Members attend an informal Chapter meeting (if possible).*

### **WEEK TWO: *THE CHAPTER***

#### **MEETING #4:**

##### **Big/Little Ceremony**

- A. Roles and Expectations

#### **MEETING #5:**

##### **Chapter Operations**

- A. Chapter Officers
- B. Chapter Meetings
- C. Robert's Rules of Order
- D. Accreditation

#### **MEETING #6:**

##### **Risk Management**

- A. Chi Phi Risk Management Policies
- B. Discussion on Hazing

##### **Academics**

- A. University/College, Chapter, and National Academic Policy Standards and Expectations
- B. Review Resources
- C. Review Chapter Academic Plan

### **FINAL WEEKEND: *INITIATION/GRAND LECTURE***

## New Member Education Facilitating 101

### What is facilitation?

Facilitation is guiding participants helping them to learn and includes:

- Using the presentation tools as they are intended for the program.
- Connecting the information to personal experiences of the participants.
- Guiding the topic and discussion.
- Appropriately challenging and questioning participants.

### Effective Facilitation

Effective facilitation requires that facilitators are:

- Comfortable and genuine.
- Interested in all participants engaging the entire group.
- Clear and non-judgmental in their communication.
- Flexible and able to adapt to different situations.
- Focused on the participant's experiences and struggles.

### Facilitator Tips

- **Be prepared.** Be comfortable with the information and activities you are leading completely prior to the session.
- **Focus on the process.** Allow participants time and opportunity to discover important learning points themselves, don't automatically give away answers.
- **Don't dominate the discussion.** Don't feel responsible to respond or comment on each idea or question discussed. The participants should drive the process, you just make sure they stay on track and focus.
- **Don't be afraid of silence.** Give them time to think about the questions you ask and respond. They may be hesitant when you first start but don't rescue any of them by answering the questions for them. You may need to repeat questions.
- **Practice active listening.** As someone is speaking show your interest through your body language and facial expressions. Maintain good eye contact and nod your head to let participants know they are being heard.
- **Deal quickly and assertively with disrupters.** Don't let them control the group or dominate discussion. Avoid arguments with disruptive people but don't hesitate to address it after the session is over.
- **Turn questions back to the group.** If participants ask questions deflect them back to the group and see what they think. Be sure to answer questions yourself eventually.

## MEETING ONE: **PLEDGING CEREMONY & NEW MEMBER EXPECTATIONS**

*\*Encourage the New Members to invite friends/family since **this is an open ceremony**.*

The Pledging Ceremony can be found in Section One: Introduction to Membership in the New Member Resource Guide (NMRG Page 4).

- A. Welcome & Introduction
- B. \* Creed of the Fraternity – Active Brothers will aloud.
- C. Oath/Pledge of New Membership
- D. Thank and Excuse Guests, New Members and Brothers will continue to meet for the Debrief and New Member Expectations.

\* If this is a **VIRTUAL** Pledging Ceremony, only the Beta or another elected Officer should read this aloud.

### **DEBRIEF:**

- Why would Chi Phi make this ceremony open to outsiders?
- What symbolism did you notice in the ceremony?
- What did you commit to when you took the “pledge of membership”?
- What did the Alpha say that Chi Phi was founded on and now stands for?
- What phrase or passage resonated with you during the ceremony?
- Was anything discussed during the ceremony and Creed that may allude to Chi Phi’s Core Values and why?

### **NEW MEMBER EXPECTATIONS:**

Facilitate a discussion about expectations and review the Outline for the New Member Education Program.

- Refer to the Resource Guide for “The Chi Phi Experience Should Aim To” (NMRG Page 6) as well as “What to Expect as a New Member” (NMRG Page 12).
- Use this time to discuss expectations and have the New Members come up with expectations they have for themselves as well as the active Brothers.
  - Attendance/Participation
  - Conduct/Behavior
  - Financial Obligations
  - **GreekLifeEDU** must be completed prior to Initiation
- **Attendance**
  - Establish New Member Education meeting dates and times.
  - Throughout the 2-week process, there are three meetings per week.

- Meetings must be held at a reasonable time and not interfere with academics and prior responsibilities.
- Should a New Member need to miss a meeting, the Theta should work with them at a time that is convenient for both.
- **Dues and Financial Commitment (NMRG Page 8)**
  - Share with the New Members the specific financial obligations of membership
  - This is discussed in the Resource Guide with a chart about Chapter dues

**DEBRIEF:**

- What experience in joining Chi Phi are you looking forward to the most?
- What goals do you have in your fraternity membership for this year?
- What goals do you have in your fraternity membership for before graduation?

## **MEETING TWO: *THE GREEK COMMUNITY***

*\* Have Director of Greek Life (or representative from the Office) present at this meeting.*

### **GREEK LIFE ON CAMPUS:**

Have a Greek Life Representative come in to present on the following topics:

- A. Greek Life on Campus
- B. Interfraternalism

Here are some questions to provide to the presenter covering Greek Life on Campus

- What is the climate of Greek life on Campus?
- Where do you see Greek life heading?
- What type of environment do you want Greek life to be?
- What are some initiatives from the Greek Life Office?
- How can Chi Phi help achieve those initiatives?
- Why is Interfraternalism so vital for the survival of Greek life as a whole?
- What can you do as Chi Phi to promote Interfraternalism on your campus?
- What is Chi Phi's brand on campus currently?
- Does that brand align with the Chi Phi Creed and Values?

*\* The Philanthropy Section can be facilitated by the Theta or the Greek Life Representative*

### **PHILANTHROPY:**

- What is the difference between philanthropy and community service?
- Why is philanthropy so important?
- Discuss Chi Phi's partnership with the Boys and Girls Club of America and RAINN.
- Feel free to include any local philanthropies your Chapter supports.
- What kind of impact can philanthropy have on the image of Greek life as a whole?  
Chi Phi?

### **DEBRIEF:**

- What stood out to you about the information covered?
- Why do you think understanding the larger Fraternity and Sorority Community is important?
- Why do you think Chi Phi values Service?
- How will you contribute positively to the community during your membership?

### **MEETING THREE: CHI PHI 101**

*\* Brothers should be at this meeting.*

#### **NATIONAL & LOCAL HISTORY**

Present and discuss the history of the National Fraternity on NMRG Page 17-20.

Present and discuss the history of the Local Chapter/Colony.

#### **DEBRIEF:**

- What about our history stands out to you?
- What can we learn from the unification of these three Orders?
- What principles of the founding Orders still hold true today?
- What specific Order's values appeal to you the most?

#### **THE CREED**

The Creed is provided on NMRG Page 14. Have the New Members follow along while watching the video.

**VIDEO OF THE CREED** (153<sup>RD</sup> CONGRESS (2018) – ATLANTA, GA

<https://vimeo.com/285308238>

#### **DEBRIEF:**

- What part of the Creed stood out to you?
- What part of the Creed is the most important to you as a Chi Phi?
- Why do you feel that it is important for the Fraternity to have a Creed?
- How has the Creed impacted your daily life?
- How has your understanding of the Creed evolved throughout your time as a Chi Phi (Brothers)?
- Why is the Creed a vital part of what it means to be a Chi Phi?
- What part of the Creed means the most to you and why?
- What does it look like for someone to "live the Creed"?
- Did you witness a Brother or New Member "living the Creed" in recently?
- How can you "live the Creed" in your daily life?



**VALUES OF THE FRATERNITY:**

Present the Fraternity's values of Truth, Honor, and Personal Integrity along with the values of Friendship, Respect, Honesty, Responsibility, Commitment, and Personal Development to the New Members (NMRG Page 15).

**DEBRIEF:**

- What is one of Chi Phi's values that is important to you? Why?
- What is one of Chi Phi's values that you can improve on? How?

**True Gentleman** (NMRG Pages 14-15)

Present the True Gentleman to the New Members

*The true gentleman is a man whose conduct proceeds from goodwill and an acute sense of propriety and whose self-control is equal to all emergencies; who does not make the poor man conscious of his poverty, the obscure man of his obscurity, or any man of his inferiority or deformity; who is himself humbled when necessity compels him to humble another; who does not flatter wealth, cringe before power, or boast of his own possessions or achievements; who speaks with frankness but with sincerity and sympathy always; who makes his deeds follow his words; who thinks of the rights and feelings of others rather than his own; and who appears well in any company, a man with whom honor is sacred and virtue is safe.*

**DEBRIEF:**

- What stuck out to you from reading the True Gentleman?
- What are some examples of behaviors of a True Gentleman?
- Why would this be an important topic to discuss during the new member process for Chi Phi Fraternity?
- Ask each new member to share one commitment they will make to being a True Gentleman.

Present the Prayer of the Fraternity and Gather Brothers to the new members.

**Prayer of the Fraternity**

ALMIGHTY Father, who dost vouchsafe to direct those who acknowledge Thee in all their ways, look we beseech Thee, with favor upon our Fraternity. Make it a blessing and a benefit to all its members. Deliver us from those evils to which we may be at any time exposed. Grant us the light of Thy truth and the illumination of Thy spirit, that we may always do that which is acceptable in Thy sight. Unite us in the bonds of love. Keep us in charity with all mankind. Incline our hearts to walk humbly before Thee and help us so to acquit ourselves in this life that we may dwell with Thee in life everlasting. Amen.

## Gather Brothers

Gather, Brothers of Chi Phi,  
Warm our hearts are beating;  
Grand our purpose is and high,  
Sacred is our greeting.

### *Chorus:*

We are bound by ties of love,  
Eternally, Fraternally;  
While Chi Phi Brothers watch above,  
Fraternally, Eternally.

Round each heart bright alter fires,  
Forms forgotten never;  
Cheer us on in our desires,  
Ever and forever.

(Chorus)

Ev'ry bond to mem'ry dear,  
Brings to us a pleasure;  
Whether others frown or cheer,  
Chi Phi is our treasure.

(Chorus)

Forward then with breast to breast,  
Leaving no life blighted;  
March we to our common rest,  
Hands and hearts united.

*\* Note: In Chapter Meetings, it is customary for Brothers to sing from the beginning and end on "Fraternally, Eternally."*

### **DEBRIEF:**

- Why is it important to know the Prayer and Gather Brothers?
- Why are these important to Chi Phi?
- How do they convey Chi Phi's Values?

## **MEETING FOUR: *RITUAL – BIG/LITTLE CEREMONY***

\* Encourage Active and Alumni Brothers to be present.

\* If you are a Chapter that is VIRTUAL all semester-long, please contact the Chi Phi National Staff at [chiphi@chiphi.org](mailto:chiphi@chiphi.org) for further instruction.

### **BIG/LITTLE CEREMONY**

The Chapter/Colony should provide a detailed explanation in regard to their Big/Little Ceremony:

- Date, time and location
- Explanation of who oversees this process
- Who decides the pairings?
- What training is given to Bigs to ensure they understand what is and is not acceptable behavior?
- Who ensures that no inappropriate activities occur between Bigs/Littles throughout the process?
- Explanation of the ceremony — be specific.
- Explanation of events that occur after the ceremony concludes.
- Explanation of risk management practices in place to ensure this is a safe event.

*\* It is highly recommended that Alumni are present for this event.*

## **MEETING FIVE: *CHAPTER OPERATIONS***

*\* Encourage Chapter Officers & Committee Chairmen to attend this meeting.*

Alpha, Beta, Epsilon (or any other Brother whom has experience) should discuss how the meeting is run including but not limited to:

- Motions
- Voting
- Order of Business
- Difference between new and old business
- When and how to speak.

### **CHAPTER MEETINGS:**

Discuss with the New Members "General Introduction to Chapter Operations (NMRG Page 43).

### **CHAPTER OFFICERS**

Have Chapter Officers discuss their positions (NMRG Page 44-49).

#### **DEBRIEF:**

- What did you learn from the information we reviewed?
- What is something that stuck out to you in what we covered?
- Why is it important for you to know and understand chapter operations?

## **MEETING SIX: RISK MANAGEMENT & ACADEMICS**

*\*New Members should be instructed to complete the Risk Management Policy Online Course before this meeting. The Course can be found at [www.chiphi.org/university](http://www.chiphi.org/university)*

The Chi Phi Risk Management Policy can be found online at <http://chiphi.org/member-resources/fraternity-policies/>

### **DEBRIEF:**

- Why is it important to follow the Chi Phi Risk Management Policy?
- How does proper risk management benefit the Fraternity?
- How does improper risk management hurt the Fraternity locally? Nationally?
- What do you feel are your risk management challenges as a Chapter? As a campus?
- How does having proper risk management align with the Values of the Creed?

### **HAZING:**

Reference the Risk Management Policy in this discussion (NMRG Page 37-39).

Chi Phi does not tolerate hazing of any kind, at any time.

The Chi Phi Risk Management Policy states the following about Hazing:

No chapter, colony, student, alumnus, or volunteer shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, 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; creation of excessive fatigue; physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities that are not consistent with academic achievement; fraternal law, ritual, or policy; the regulations and policies of the educational institution; or applicable state law."

### **DEBRIEF:**

- How does hazing go against the values of Chi Phi and our Creed?
- What are some negative impacts that hazing could have on an individual?
- What are some negative impacts that hazing could have on a chapter?

## ACADEMICS

Maintaining a strong GPA is a priority for all Brothers and New Members of Chi Phi. Therefore, the Chapter/Colony should also provide a detailed explanation as to how it plans to ensure that academics remain a priority throughout the New Member Education period:

- Ensure academic resources (on campus and other) are explained to New Members.
- Ensure the academic standards and expectation are explained and upheld by all Members of the Chapter.
- *Study Hours* is **not** a solution! The Chapter/Colony should have a well-developed/thought out academic plan that is presented to the New Members.
- If a New Member has an academic obligation (or other valid excuse) and cannot attend a meeting, then allow the New Member to receive the missed information at a later date.

## UNIVERSITY/COLLEGE EXPECTATIONS:

- What is the current All Men's and All Fraternity average? How does Chi Phi compare?
- What academic resources are currently available on Campus?
- [insert here]

## CHAPTER EXPECTATIONS:

- Provide a copy of the Chapter/Colony's Academic Plan.
- What are the academic requirements for both Brothers and New Members?
- [insert here]

## NATIONAL EXPECTATIONS:

- Can be found on NMRG Page 36.

*\* Share Academic Plans for the Chapter/Colony; College/University Resources; Chapter/Colony Resources*

## DEBRIEF:

- What stood out to you about the information covered?
- Why do you think Academics are important to Chi Phi?
- How will you contribute positively to the Chapter's Academics during your membership?

## **MEETING SEVEN: *RITUAL – INITIATION & GRAND LECTURE***

\* Active Brothers are **required** to be present. Also encourage Alumni Brothers to be present.

\* If you are a Chapter that is VIRTUAL all semester-long, please contact the NATIONAL OFFICE for further instruction.

### **INITIATION & GRAND LECTURE**

#### **Over the final weekend, perform and Initiation/Grand Lecture**

The Chapter/Colony should provide a detailed explanation in regard to:

- Date, time, and location
- Explanation of who oversees this process

\* *It is highly recommended that Alumni are present for this event.*