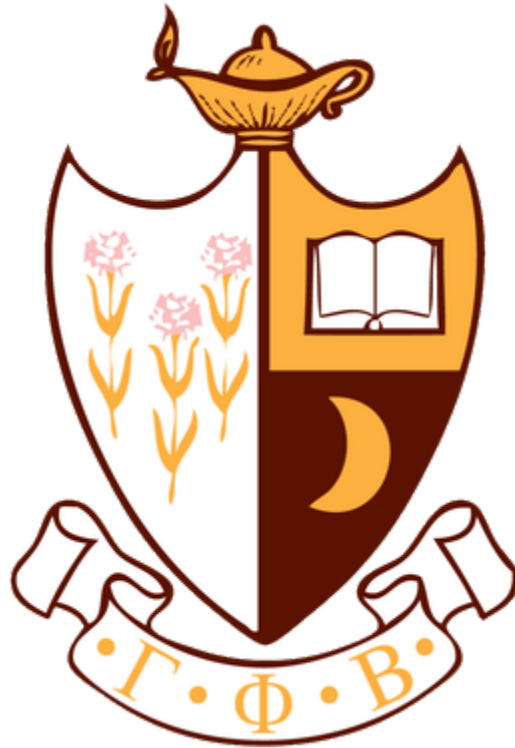


# **Gamma Phi Beta**

## **Delta Kappa**

### **Chapter**



**6-Week New Member Education**  
**Schedule Spring 2020**

# JAN 2020

SUN	MON	TUE	WED	THU	FRI	SAT
			01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
	Formal Recruitment Begins					
19	20	21	22	23	24	25
Bid Day!	Formal Chapter Meeting, Assign Loyalty Circles	New Member Education Meeting #1, Assign Academic Mentors and Study Groups				
26	27	28	29	30	31	
Sisterhood Retreat 2020	Fidelity In- Chapter Meeting, New Member Education Meeting #2					

# FEB 2020

SUN	MON	TUE	WED	THU	FRI	SAT
						01
02	03	04	05	06	07	08
	Formal Chapter Meeting, New Member Education Meeting #3			Ritual: New Member Pledging Service	Sisterhood Event (TBD)	
09	10	11	12	13	14	15
	PACE Meeting, New Member Education Meeting #4	Ask for Big Little Sister Preferences!		Ask for Big Little Sister Preferences!		
16	17	18	19	20	21	22
Sisterhood Evet (TBD)	Formal Chapter Meeting, New Member Education Meeting #5			Big Sister/ Little Sister Reveal, Beginning of Initiation Week: Love Day	Loyalty Day!	
23	24	25	26	27	28	29
	Fidelity In-Chapter Meeting, New Member Education Meeting #6, Learning Day	Labor Day!	Complete New Member Quiz by this date	Formal Initiation		

# New Member Education Plans: Six Weeks

**Directions:** Complete this form by typing the requested information. This form must be emailed to your collegiate chapter supervisor three weeks prior to the start of the program.

## Week One

Date:

Meeting Location:

### TIME

### ACTIVITY

#### Welcome

- New member educator and committee introduce themselves by following welcome guidelines.

#### New Member Introductions

- All new members will introduce themselves to the entire group by following the Introductions guidelines.

#### Overview of New Member Education

- Provide an overview of the new member education program as dictated in the Facilitator Guide.
- Recite the New Member Pledge.
- Sing "The Blessing."
- Introduce new members to their Carnation Crew leaders.

#### 10-Minute Recap: Online Lesson One

- Review content in the online lesson by following the 10-Minute Recap guidelines in the Facilitator Guide.

#### Sisterhood Program

- Assign all new members to their Carnation Crew.
- Facilitate the "Draw Your Own Name Plate" sisterhood program included in the Facilitator Guide.

#### Announcements and Reminders

- Make any final announcements and reminders during this time.

#### Dismissal

- New members are dismissed.

### ADDITIONAL NOTES

## **Sisterhood Retreat 2020:**

When: Sunday January 26, 2020

Where: Gamma Phi Beta Chapter House

### **Agenda:**

<b>TIME</b>	<b>ACTIVITY</b>
11:30AM	Welcome and Introductions
	Provide an overview and break the chapter into loyalty circles
11:45AM	Ice breakers
	Ice breaker discussion cards
12PM	Main activity
	Members will make and decorate cookies with their sisters. Members will be provided with ingredients and materials.
1PM	Reflection on activity
	Members break into loyalty circles and discuss the importance of bonding and spending time together.
1:30 PM	Lunch
2 PM	Crescent Values Programming Discussion
	Members will have a fireside chat discussion on how the retreat has reflected their core values as a Gamma Phi.
2:30 PM	Chapter is dismissed

# Week Two

Date:

Meeting Location:

## TIME

## ACTIVITY

### Welcome

- Recite the New Member Pledge.
- Sing "The Blessing."
- Take attendance.
- Teach one Gamma Phi Beta chant or song.

### 10-Minute Recap: Online Lesson Two

- Review content in the online lesson by following the 10-Minute Recap guidelines in the Facilitator Guide.

### Guest Speaker

- The following guest speaker will attend the meeting:

### Carnation Crew Meeting Time

- Facilitate Carnation Crew conversations by following the guidelines in the Facilitator Guide.

### Sisterhood Program

- We will facilitate the following sisterhood program(s) from GROUP A:

### Announcements and Reminders

- Make any final announcements and reminders during this time.

### Dismissal

- New members are dismissed.

## ADDITIONAL NOTES



# Week Three

Date:

Meeting Location:

## TIME

## ACTIVITY

### Welcome

- Recite the New Member Pledge.
- Sing "The Blessing."
- Take attendance.
- Teach one Gamma Phi Beta chant or song.

### 10-Minute Recap: Online Lesson Three

- Review content in the online lesson by following the 10-Minute Recap guidelines in the Facilitator Guide.

### 10-Minute Recap: Online Lesson Four

- Review content in the online lesson by following the 10-Minute Recap guidelines in the Facilitator Guide.

### Guest Speaker

- The following guest speaker will attend the meeting:

### Carnation Crew Meeting Time

- Facilitate Carnation Crew conversations by following the guidelines in the Facilitator Guide.

### Sisterhood Program

Facilitate the Women Building Strong Women sisterhood program included in the Facilitator Guide.

### Announcements and Reminders

- Make any final announcements and reminders during this time.

### Dismissal

- New members are dismissed.

## ADDITIONAL NOTES



# Week Four

Date:

Meeting Location:

## TIME

## ACTIVITY

### Welcome

- Recite the New Member Pledge.
- Sing "The Blessing."
- Take attendance.
- Teach one Gamma Phi Beta chant or song.

### 10-Minute Recap: Online Lesson Five

- Review content in the online lesson by following the 10-Minute Recap guidelines in the Facilitator Guide.

### 10-Minute Recap: Online Lesson Six

- Review content in the online lesson by following the 10-Minute Recap guidelines in the Facilitator Guide.

### Guest Speaker

- The following guest speaker will attend the meeting:

### Carnation Crew Meeting Time

- Facilitate Carnation Crew conversations by following the guidelines in the Facilitator Guide.

### Sisterhood Program

- We will facilitate the following sisterhood program(s) from GROUP B:

### Announcements and Reminders

- Make any final announcements and reminders during this time.

### Dismissal

- New members are dismissed.

## ADDITIONAL NOTES





# Week Five

Date:

Meeting Location:

## TIME

## ACTIVITY

### Welcome

- Recite the New Member Pledge.
- Sing "The Blessing."
- Take attendance.
- Teach one Gamma Phi Beta chant or song.

### 10-Minute Recap: Online Lesson Seven

- Review content in the online lesson by following the 10-Minute Recap guidelines in the Facilitator Guide.

### Guest Speaker

- The following guest speaker will attend the meeting:

### Carnation Crew Meeting Time

- Facilitate Carnation Crew conversations by following the guidelines in the Facilitator Guide.

### Sisterhood Program

- We will facilitate the following sisterhood program(s) from GROUP C:

### Announcements and Reminders

- Make any final announcements and reminders during this time.

### Dismissal

- New members are dismissed.

## ADDITIONAL NOTES



# Week Six

Date:

Meeting Location:

## TIME

## ACTIVITY

### Welcome

- Recite the New Member Pledge.
- Sing “The Blessing.”
- Take attendance.
- Teach one Gamma Phi Beta chant or song.

### 10-Minute Recap: Online Lesson Eight

- Review content in the online lesson by following the 10-Minute Recap guidelines in the Facilitator Guide.

### Carnation Crew Meeting Time

- Facilitate Carnation Crew conversations by following the guidelines in the Facilitator Guide.

### Sisterhood Program One

- We will facilitate the following sisterhood program(s) from GROUP C:

### Sisterhood Program Two

- We will facilitate the following sisterhood program(s) from GROUP D:

### Announcements and Reminders

- Make any final announcements and reminders during this time.

### Dismissal

- New members are dismissed.

## ADDITIONAL NOTES



## **Statement of Purpose:**

- **Mission:** Our mission is to foster our four values as Gamma Phi Beta sisters: Love, Loyalty, Learning, and Labor. We strive to create a simple transition into the chapter for our new members. We seek to promote a high standard of excellence within our sisters and leadership within the greek community. We aim to develop individuality within our members and develop our sorority's mark on Lehigh's campus. In our chapter, we work towards creating an inclusive sisterhood. Our new member education focuses on helping our new members to feel well integrated into Delta Kappa's community. With our philanthropic focus on building strong girls, we help our members to both find mentors in the sisterhood and become mentors themselves!
- **Goals:** Throughout the New Member Education process, we hope that the New Members will foster relationships with their sisters while learning about Gamma Phi Beta principles. We want to provide New Members with numerous opportunities to engage with all members of the sorority and continue to be active members. We want to raise awareness about campus resources and learn about leadership opportunities.
- The new member period serves as an introduction to sorority life, the requirements and responsibilities of membership, and very importantly, an introduction to all the standing members of Gamma Phi Beta.
- Its purpose is to guide and assist new members in preparation for initiation and a lifetime commitment and involvement in Gamma Phi Beta by getting to know the new members as well as the already initiated members. It is important that new members feel comfortable and welcome in Gamma Phi Beta so that they can be excited to become initiated and become a lifetime member.
- Recognizing the differences between individual chapters in order to emphasize and clarify the values, responsibilities, and expectations of Gamma Phi Beta to new members as well as the entire chapter. Each chapter has limited autonomy to customize its new member program in the manner in which best fits their chapter based upon size, the university environment, and policies, so the Gamma Phi Beta values are imbedded in every activity in order to make it its own and make members feel comfortable.

## **CONTACT:**

All events will be overseen by VP Education, Alissa Landberg. Please contact her at (917) 225-9929 with any issues or concerns regarding New Member Education for Spring 2020.

*Helpful*

*Contacts:*

Chapter President: Elodie  
Clowes

- Phone Number: (610) 368-1366

Assistant Director, Office of

Fraternity & Sorority Affairs:  
Andrew Dorriere

- Phone Number: (610) 758-4157

### **New Member Education/Intake Calendar**

The 6-week, NME calendar is shown above, and you can reference the descriptions of activities and sisterhood programs in our appendix and on [gammaphibeta.org](http://gammaphibeta.org), such as our “Giving Thanks” Program or crescent values programs.

### **Expectations of New Members and Alumni**

Through holding class positions similar to chapter positions, attending Lehigh lectures, and attending Gamma Phi Value sessions and chapter meetings, new members are expected to understand what it truly means to be an asset to Gamma Phi Beta both internationally and locally. Here is a list of the expectations from the Gamma Phi Beta New Member Program:

- The New Member Program provides a foundation for each individual from which she can build and develop her personal Lifetime Commitment to Gamma Phi Beta Sorority, which helps the chapter now and in the future. This foundation is based upon the Gamma Phi Beta Creed, Mission Statement, The Legacy of Gamma Phi Beta, and the Core Values of Membership.
- This program is based upon the sorority’s “no tolerance” position on hazing, and, in fact, should serve to further insure a safe, supportive, and “hazing-free” environment for our new members. Furthermore, this policy extends to alcohol use during new member education.
- Gamma Phi Beta membership begins with a successful, positive, new member program that introduces new members to the history, traditions, privileges and responsibilities of membership and facilitates a full understanding of these through collaborative learning strategies, which we believe are important concepts to understand as a new member.
- Responsibility for accomplishing that goal belongs to the entire chapter, and not just the new member educator and Education VP. The program will only be as strong as the commitment exhibited by the entire chapter.
- One very important focus of the new member period is to enable each new member to find her own place, her gifts, and her contribution to the whole group- not just to her new member class.
- Through our new member outreach efforts, it is our obligation to communicate the perpetual value of membership in Gamma Phi Beta.
- Post-initiation members are expected to uphold the core values that Gamma Phi Beta embodies. They will represent Gamma Phi Beta in the best light. Any negligence of house responsibilities or any behavior that fails to abide by Gamma Phi Beta policies will result in repercussions determined by the Standards committee.

Gamma Phi Beta alumni do not participate in the New Member Education process.

- Alumni are encouraged to interact with new members via full house PACE events. In addition, our alumni relations chairwoman is hoping to create a platform for alumni to connect with members of the house for mentorship opportunities.

## **Interactions with Other Chapters**

We are hoping to increase relationships with other new member classes this spring, 2020. We are continuing to plan and host activities and philanthropy events with other new member classes. Details for these events will be given at a later date. This is a matter that will be coordinated with our new President, Sophie Smith and our new Philanthropy Chairwoman, Elizabeth Twombly. These events will be registered on Beta Base, Gamma Phi Beta's online reporting system.

## **Big Sister Mentor Program**

Responsibilities:

- The big sister is a mentor to her little sister, helping her become acquainted with the campus, sorority life, and Gamma Phi Beta. She also reinforces and promotes the Gamma Phi Beta Experience, and chapter and individual excellence. She is interested in the welfare of her little sister, always making her feel comfortable and wanted.
- As a role model and mentor, the big sister always sets a fine example of the highest type of womanhood and lives up to the ideals of Gamma Phi Beta.
- Only those initiated members who are willing to commit to the requirements and responsibilities listed below should serve as big sisters. Specific responsibilities for big sisters are provided in the contract to be signed by big sisters, which can be seen at the bottom of this document.

Additional Information:

- The new member educator is responsible for matching Big/Little pairs. However, the planning and execution of the pairing should be a collaborative effort between the new member educator, education vice president, new member committee and chapter advisor.
- Ask each Little Sister and each potential Big Sister to create a list of between five to 10 members with whom they would like to be paired. Reference each of those lists when it is time to create pairs.
- Use the new member committee (or the new member assistant) to select pairings. Defer to the choice of the Little Sister.

- Ensure all potential Big Sisters are in good standing.
- During the week, Big Sisters decorate Little Sisters' dorm rooms and bring gifts to them.

## **Initiation**

Initiation Week: Initiation Week is a program executed by every Gamma Phi Beta chapter. Initiation Week activities are centered around the Sorority's four Core Values of Love, Labor, Learning and Loyalty, with each day representing one of the Core Values.

The planning of Initiation Week: The planning and execution of the program should be a collaborative effort between the new member educator, education vice president, risk management chairwoman and ritual chairwoman.

The  
days:

- Love Day (02/20/20)
  - Also Big Sister/Little Sister Reveal
  - Big sisters give new members notes about what "love" means to them as a member of Gamma Phi Beta
  - New Member Educator creates a slideshow for new members to highlight their time in Gamma Phi Beta to date
- Learning Day (02/21/20)
  - Talent Show with sisters "Sisters Got Talent!": Each sister in your chapter has a special skill! Invite sisters to do short presentations about their skills in order to teach each other about that skill. Presentations could include singing, dancing, playing an instrument, crafting, etc.
- Loyalty Day (02/24/20)
  - Loyalty circle dinners: Ask junior/senior loyalty circle members to speak about how they have grown with Gamma Phi Beta from being new members to today.
  - Also New Member Education Meeting #6
- Labor Day (02/25/20)
  - Headbands for the Local Girls on the Run Chapter: Purchase crafting supplies for headbands (e.g., puffy paint, glitter, cloth) and decorate headbands with motivational phrases for the local Girls on the Run girls. Deliver the headbands to the girls later that week.
- Initiation Day (02/27/19)
  - Invite alumni to attend initiation
  - Held in on-campus church

## **National Headquarters Provided New Member Education:**

Please see our New Member Education Lesson Schedules, a template provided by Gamma Phi Beta National Headquarters. We also have a Lifetime Commitment manual that is handed out to each new member at the start of New Member Education.

## **Information on Hazing Prevention and Awareness:**

### Hazing Reporting Protocol

In Delta Kappa, one way we report any hazing incident is by writing a formal letter to the Standards chairwoman or to the executive council. We strongly believe that new members should be able to confide in the new member educator but should have the option to report anonymously. Another option for reporting anonymously is utilizing the anonymous standards email (Gammaphibeta.standards1@gmail.com)

- Lehigh OFSA Hazing Reporting Form:  
[https://cm.maxient.com/reportingform.php?LehighUniv&layout\\_id=15](https://cm.maxient.com/reportingform.php?LehighUniv&layout_id=15)
- Anonymous Greek Anti-Hazing Hotline 1-888-NOT-HAZE
- Talk directly to your chapter advisor, regional coordinator, or sorority coordinator new chapter

Gamma Phi Beta has discipline procedures internally to help contend with any of these issues. As stated in our Hazing Policy, any violation of this policy by a member or new member shall be considered cause for immediate disciplinary action by International Council against the member/new member, chapter, or both.

We encourage our new members to report any concern or incident of hazing to someone not associated with our chapter, Delta Kappa. They can do this through means of the Anti-Hazing Hotline and the Office of Fraternity and Sorority Affairs website.

### Statement Understanding Lehigh's Definition and Position on Hazing

The Delta Kappa chapter of Gamma Phi Beta has read and understands implies Lehigh University's definition and position on hazing and will abide by their protocol. In order for the house and new members to participate in New Member Education all anti-hazing forms will be completed.

- Lehigh Hazing Prevention:  
<http://studentaffairs.lehigh.edu/hazing-prevention>

n

Anti-Hazing

## Statement

### *Policy on Hazing*

Federal, state, and local laws regarding hazing will be obeyed by all members and new members of Gamma Phi Beta sorority. Gamma Phi Beta views any form of hazing as contrary to the mission and purpose of the organization. Hazing in any form is prohibited in any chapter of Gamma Phi Beta Sorority. In accordance with National Panhellenic Conference, Gamma Phi Beta Sorority defines hazing as any act or behavior whether physical, mental, emotional, or psychological, which subjects a person, voluntarily or involuntarily, to abuse, mistreatment, degradation, humiliation, harassment, embarrassment, or intimidation, or which may in any fashion compromise her inherent human dignity. Any violation of this policy by a member or new member shall be considered cause for immediate disciplinary action by International Council against the member/new member, chapter, or both. Any member or new member accused of hazing will be sent to the Standard Committee and will face serious repercussions including potential deactivation.

### **Additional Information**

- All new members will be added to the kitchen responsibilities schedule and will be required to complete kitchen responsibilities when they are scheduled to do so as part of their commitment to the house. Failure to do so will result in repercussions determined by the Standards committee.
  - Repercussions of not completing kitchen responsibilities:
    - Merit point deduction
    - Meeting with Standards Chairwoman
- New members will have lunch/dinner & crescent dates, with an assigned loyalty circle and each week's Gamma Gal, Phi Phriend, or Beta Buddy. These groups and mentors can answer questions and make them feel welcome and comfortable.
- New Members are welcome and encouraged to attend Gamma Phi Beta social events.
- All events will be held at the Gamma Phi Beta house, unless specified otherwise.



## **Appendix A**

### **Week 1: Draw Your Own Name Plate**

Materials:

- One blank piece of paper for each new member -
- Markers/crayons/colored pencils for everyone to use

Directions:

Instruct the new members to fold the paper in half long-ways as if to make a name plate. Instruct the new members to write their names in addition to any drawings that tell others more about themselves. For example, the name plates could include: Fun facts about her, Major or major of interest, High school or additional college activities, Passions, Have each new member introduce herself by describing what she included on her name plate. This activity can be modified for large chapters by presenting their name plates in their Carnation Crews.

### **Week 2: Two Truths and A Lie**

Materials:

- Paper for each member -
- Pens/markers for each member

Time: 15 minutes

Ask everyone to write on a piece of paper three things about themselves which may not be known to the others in the group. Two are true and one is a lie. Each new member takes turns as they read the three “facts” aloud while the rest of the group votes on which one is the lie.

### **Week 4: Name that Person**

Materials: - Blank index cards for each member

- Pens/markers for each member

Time: 20 minutes

Instructions: Divide the new members into two teams. Give each person a blank index card. Ask each person to write five little-known facts about themselves on their card. Collect the cards into two team piles.

To start the game, draw one card from the opposing team pile. Each team tries to name the person in as few clues

as possible. The team gets five points if they get the answer correct on the first clue. The team gets four, three, two, one and then zero points as facts continue to be read from the cards. The team with the most points wins. If you read the most obscure facts first, it will increase the level of difficulty!

*This sisterhood program works best if new members in the room know facts about one another.*

## **Week 5: Giving Thanks**

Materials:

- Pens/markers - Paper - Decorating supplies (stickers, glue, tape, ribbon, glitter, etc.)

Time: 20 minutes

Demonstrating gratitude and appreciation is a key component of developing a strong sisterhood. Instruct the group to make a list of everyone they want to thank. This includes people in the chapter, the fraternity/sorority community, teachers, parents, friends or family members. Instruct them to write down as many names as they can think of in one minute. Once one minute is up and everyone has made a list, instruct them to choose someone on the list who is related to Gamma Phi Beta and create a thank you note. They can make their own cards with the supplies included

Instruct the group to include the following information in their note:

- The name of the person they're thanking
- What they're thanking them for
- Specific details (e.g., why what you're thanking them for is important, how it impacted you)
- A warm closing (e.g., sincerely, with love, yours truly, thank you)

If they finish with one note during the time you've provided, instruct them to create a note for another person on their list.

When there is five minutes left in the program, ask for at least five volunteers to share their thank you note aloud (hopefully, they will thank another sister in the room!). Members can choose not to share the specific person they're thanking if they would prefer.

Finally, end the program by challenging the entire new member class to write thank you notes to the people on their lists. Showing gratitude is a great way to stay in touch and also let people know that you care about them.

## **Week 6: Sister Recognition**

Materials:

- Markers for each member
- Large sheets of paper (e.g., butcher paper or multiple poster boards for each statement)
- Tape

Time: • 20 minutes

Prior to the sisterhood, write the following statements on large sheets of paper:

- I feel **appreciated** by my sisters when...
- I **trust** my sisters when...
- I feel **loved** by my sisters when...
- I feel **respected** by my sisters when...

Instruct the new member class that they have 10 minutes to walk around and contribute to each of these sheets. They can write as much or as little as they want on each sheet, but they must be honest and candid. As they walk around, they should also look at what other sisters have written.

Once time has expired, ask that members come back to their seats. Debrief the activity with some or all of the following questions:

- How did you feel during this activity?
- What did you notice about what others wrote under each statement?
- Which statements stood out to you? Why?

## Activity 2: Gamma Phi Beta Guess Who

Materials:

- White board/poster board
- Markers

Time: • 10 minutes

Break the group into teams of five to 10 new members and encourage them to make team names. Read the statements aloud and call on the first group to raise their hands with the answer. Each correct answer gets one point, and the group with the most points wins. Keep track of points on the white board/poster board.

- I loved to paint watercolors throughout my life. (Frances E. Haven – Known as “the artist,” she loved to sit down with watercolors and pastels.)
- I was born in Watertown, New York, in 1856. (Mary A. Bingham – She grew up in Rome, New York, where her father owned a business and her mother devoted herself to her family, her church and to the growing Temperance Movement – a social movement against the consumption of alcoholic beverages.)

- I suggested the name Gamma Phi Beta. (Dr. Erastus Haven – In 1874, Syracuse University was home to four male and one female fraternity, Alpha Phi. All of them were Greek-letter societies so the four Founders asked Chancellor Haven – Frances E. Haven’s father – who was a Greek scholar as well as a Latin professor, to suggest appropriate Greek letters for the newly-formed College Literary Society. From among his six suggestions, the ladies chose Gamma Phi Beta.)

- I was the first to call Gamma Phi Beta a Sorority. (Dr. Frank Smalley of the Latin department at Syracuse University. The word fraternity had been used in reference to both men’s and women’s organizations. As with many other ladies’ organizations, the young women of Gamma Phi Beta referred to themselves as a “Society” in preference over the word fraternity. Delighted with the feminine-sounding word that meant “sisterhood,” they immediately adopted it, becoming the first Greek-letter organization to identify themselves as such.)

## **Appendix B**

### **Additional Carnation Crew Resources**

Now that members of the Carnation Crew have been introduced, it is time for Carnation Crew leaders to have a conversation with the crew about their expectations for one another. During the coming weeks, each meeting will consist of a series of questions for the whole group to answer and share their individual perspective. To create a dynamic and brave environment, leaders will conduct the following activity with their Carnation Crew. **Materials:** 1-2 pieces of poster paper & Markers for Carnation Crew Leader to use

#### **Directions:**

#### **Explain to members the purpose of Carnation Crews:**

- Carnation Crews are an opportunity for new members to get to know each other in small groups and connect on a deeper level with older Gamma Phi Beta members. During each meeting, I will present our crew with a series of questions and each new member will have the opportunity to share their perspective and learn about each other. With that said, I would like us to create ground rules for our meeting space. Everything said within this space will not leave this space. I want us to have honest conversations with each other and respect what is shared.

#### **Set community rules for these meetings. Have new members answer the following questions:**

*Write the responses to these questions on the poster paper provided.*

- What do you need from others to feel respected?
- What do you need from others to feel heard (active listening, eye contact, etc.)?
- How would you like someone to reach out to you outside of this meeting?