

Alpha Phi New Member Education Program 2020

President: Sarina Shah

Vice President Risk Management: Chloe Koehler

Vice President Programming and Education: Margo Callahan

Director of Programming & Watchcare: Kelsey Smith

Chapter Advisor: Alyssa Hicks

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 what constitutes 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 a violation of YOUR rights. A member of Alpha Phi or an 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.

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. e 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.

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 those 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.

To file an anonymous hazing report follow this link:

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

Expectations of New Members/ Candidates, Initiated Members, and Alumnae

- New Members:
 - Attend all new member meetings, AOE events, community service, Alpha Phi ceremonies and Initiation (as noted on calendar) unless previously excused
 - 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 Executive Administrator for all others listed above), as per Alpha Phi's policy, for meetings/events they cannot attend. For certain events such as 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. 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.
 - If an unexpected emergency should come up less than 24 hour please contact the New Member Educator.
 - 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.
 - Any expectations that become mandatory once a new member is initiated will be covered in the new member meetings to ensure they understand this transition.
- 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 30+ days can result in suspension and of 45+ days can result in termination

Initiated Members:

- Attend all mandatory events unless previously excused
- o 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
- o 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
- o If an unexpected emergency should come up less than 24 hour please contact the Director of Administration
- o 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 30+ days can result in suspension and 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 policies

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).

Big- Little Application and Contract

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 upperclassmen 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.

Alpha Phi Ivy Linker Program

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>

PowerPoints and content for new member meetings that the chapter utilizes and adjusts to fit individual chapter goals are also provided

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 member or 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).

- o The member or new member may also directly contact the chapter advisor

- o If a member or new member feels more comfortable reporting the incident to another chapter member the chapter member should contact the President and/or Chapter Advisor

They also have the option to report directly to the OFSA or report anonymously through their website: <http://studentaffairs.lehigh.edu/hazing-prevention>

The President (or Vice President of Member Programming or Vice President of Risk Management) should immediately contact the Chapter Advisor. If the chapter advisor cannot 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.

- o 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

- o Alpha Phi Collegiate Chapter Administrator and Collegiate Chapter Manager will be notified of the outcome either way

- o 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.

o If the outcome does determine that hazing has occurred, OFSA will be notified of the incident and the actions taken towards the member(s).

o The member or new member can contact the Executive Office at riskeducation@alphaphi.org or at the hotline: 1-888-NOT-HAZE (1-888-668-4293)

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.

New Member Program Goals: *Purpose of the New Member Program:*

The purpose of the new member program is to educate new members about the history, traditions and values of Alpha Phi while additionally creating active, participating chapter members. New member education is designed to be both 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 members of Alpha Phi. The new member program determines the new members connection to our chapter and Alpha Phi International.

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

Events that will take place during the new member period outside of new member meetings:

Each member should receive the Ivy Leaf book and a new member pin, as stated by Alpha Phi International. Throughout the three-week period Weekly Study Hours are recommended, but not required.

New member education meetings will be held on **Mondays** after Chapter from **6:30-7pm**

Week 1

Focus: Getting to know each other within the new member class

30 min activities (outside of New member ed meetings) will be held Monday, Tuesday and Thursday nights (during the first week in order to create bonds within the member class early in the new member education process)

Sunday 1/19: Bid Day!

o 11-2pm @ Alpha Phi

o Fun name game and introduction festivities with new members and entire house

o * Ice Breakers/Get to know you games 1-1:30pm @Alpha Phi

Examples:

Two truths and a lie

Name game

o Intro to house and expectations by Pres, VPRM, and VPMEP o Food: Pizza and Candy bar

The main purpose of bid day is for new members to have a fun and engaging first experience as members of Alpha Phi!

Monday 1/20: 6:30-7:00pm

@Alpha Phi

NM Meeting #1

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. The girls will also have the opportunity to ask any questions they may have about joining the house.

Tuesday 1/21:

Get to Know You Trivia/Jeopardy 4:30-6pm @ Alpha Phi House. This activity will familiarize the new member with older members in a fun and engaging way. The purpose of this activity is to begin to build a solid relationship with the rest of the chapter.

Wednesday

1/22:

Movie/ Spa Night from 4:30-6pm at the Alpha Phi House. New members will collaboratively choose a fun movie for the chapter to watch and be able to do face masks, paint their nails etc. The purpose of this activity is for the entire chapter to hang out together in a relaxed and fun setting further establishing a stronger bond between new member classes.

Overall, the purpose of this first week is to get the new members more familiar with each other and the rest of the chapter. Building a strong relationship right off the bat is key in creating a stronger sisterly bond within the chapter.

Week 2:

Focus : Meaning of Sisterhood

- **Community Service** will continue 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 House Cleans** for the entire chapter will begin this week- New members to sign up for equal number of times as initiated members.

Monday 1/27:

4:30-6pm

NM Meeting 2

Hazing Workshop from 4:30-6:00 pm. an activity to educate the new members on what hazing is and what it is not. Explain hazing myths and facts. Reiterate that Alpha Phi has a zero tolerance policy for hazing.

Chapter Meeting @ 6pm

Ivy Linker Groups handed out (first week) along with explanation of the Ivy Linker program for new members. The purpose of ivy linkers is to further strengthen sisterly bonds between new and initiated members.

Tuesday

1/28

Optional Study Hours are held from 4:30-6pm in Fairchild Martindale Library or a reserved room in Rauch Business Center for new members to have a guaranteed quiet space to do work

and study.

Thursday 1/30 : 4:30-6pm

Exec Introduction: Members of the Exec board will introduce themselves and tell new members about the area of the chapter they oversee to familiarize new members with their house responsibilities. New members will also be encouraged to ask the exec board questions about the chapter, or anything else they might be curious about. This activity will ensure that the new members and exec board are familiar and comfortable with each other.

Week 3

Focus: What it Means to be an Alpha Phi. Plan activities that bring the solidify relationships that the new members have been forming throughout the last few weeks. Make sure they truly feel apart of the family before they are initiated.

Overall, the goal for this week is to make sure new members are feeling comfortable in this new environment and gaining a positive experience. This week is the middle of New Member education so it is important that new members are settling in comfortably and enjoying themselves.

Monday

2/3:

NM Meeting #3

Alpha Phi History Lesson & Kahoot from 4:30-6pm. New member educators will give a brief history lesson about Alpha Phi's traditions and values. At the end of this "history lesson" new members will play a round of Kahoot about what they just learned. The new member earning the highest score receives a fun prize! Overall, the purpose of Week 2 is to ease the new member into integrating into the chapter through ivy linkers and the history lesson which goes over the tradition of Alpha Phi.

Chapter Meeting at 6pm. Dinner is served for everyone afterwards. New members and initiated members are encouraged to sit with Ivy Linker Groups!

Wednesday

2/6

Alpha Phi's Past and Present: New members will look into some current chapter members

or alumnae from across the country and find a sister that inspires them, they will be encouraged to notice how Alpha Phi's values have carried them throughout their lives. This person could be a current chapter member that a new member looks up to, or an alumnae that they aspire to be one day. At the end of the meeting they will be encouraged to share who they chose and why. The purpose of this activity is to instill an idea within new members that being an Alpha Phi is more than just their 4 years at Lehigh but will be a part of them their whole lives.

Thursday

2/6

Optional Study Hours are held from 4:30-6pm in Fairchild Martindale Library or a reserved room in Rauch Business Center for new members to have a guaranteed quiet space to do work and study.

Overall, the goal for this week is to make sure new members are feeling comfortable in this new environment and gaining a positive experience. This week is the halfway mark for New Member Education and so it is important that new members are settling in comfortably and enjoying themselves.

Week 4

Focus: Communicating with one another and the Lehigh Greek community

Monday

2/10:

NM Meeting #4

Communication Activity from 4:30-6pm: individuals are in groups and an image is translated down the line. Sisters 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 lines 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 backs 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?

Chapter Meeting at 6pm at the Alpha Phi House. After Chapter, sisters are encouraged to eat dinner with their ivy linkers group.

Tuesday

2/11:

Optional Study Hours are held from 4:30-6pm in Fairchild Martindale Library or a reserved room in Rauch Business Center for new members to have a guaranteed quiet space to do work and study.

Wednesday 2/12:

ATO Speed Friending from 4:30-6pm. This event will provide new members an opportunity to get to know other greeks within the community. It will consist of the new member educators facilitating conversations among the new members at the ATO chapter house. Each new member will have 3 minutes to introduce and then converse with the new member from the other chapter. We will rotate until everyone has had the chance to talk with everyone in the opposite organization.

Thursday 2/13

Chapter Ice Cream Party from 4:30-6 at the Alpha Phi House: This event will provide another opportunity for new members to get to know current members of their chapter better. The goal of this event is to help increase New Member's connections within the chapter, with hopes they can grow or form new relationships or find an academic mentor, who will be by their side forever.

Week

5

Focus: Feeling comfortable with the entire Chapter and understanding the Alpha Phi values.

Monday 2/17

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.

Chapter Meeting at 6pm at the Alpha Phi House. After Chapter, sisters are encouraged to eat dinner with their ivy linkers group.

Tuesday

2/18

Optional Study Hours are held 4:30-6pm in Fairchild Martindale Library or a reserved room in Rauch Business Center for new members to have a guaranteed quiet space to do work and study.

Thursday

2/20

Big Sister Reveal. Little sisters will be given a puzzle that they must solve in order to reveal where in the house their big sister is. After big little pairs find each other there will be lineage bonding at Alpha Phi where sisters can hang out with their lineage and enjoy dessert provided at Alpha Phi.

Friday

2/21

Meeting with Brooke Disipio from the Office of Gender Violence Education and Support from

4:30-6pm. This meeting will be an open environment where new members are encouraged to ask any questions or discuss any concerns regarding relationships, health etc.

Overall the purpose of this week is to understand that Alpha Phi is a place of understanding and support and further develop Psi Epsilon's core value of sisterhood.

Week

6

Focus: Living Alpha Phi Today. Overall, the goal of this week is to prepare sisters for their initiation by continuing to emphasize the importance of communication, support and sisterhood.

Monday 2/24

Pass the Bear Bonding Activity from 4:30-6. This 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.

Chapter Meeting at 6pm at the Alpha Phi House. After Chapter, sisters are encouraged to eat dinner with their ivy linkers group.

Tuesday

2/25

Optional Study Hours are held 4:30-6 in Fairchild Martindale Library or a reserved room in Rauch Business Center for new members to have a guaranteed quiet space to do work and study.

Friday 2/28

Alpha Phi Court of Ivy Ceremony from 6-6:30pm @ Alpha Phi. The Alpha Phi Ceremony is one in which invitations are given to new members for Initiation.

Sunday 3/1

Initiation from 1-2:30 pm @ the house

Everyone must wear formal white dresses

Desserts and treats at the Alpha Phi house post-initiation