

Kappa Alpha Theta New Member Education Plan - Spring 2021

COB

Anti-Hazing Statement:

The Following is taken from Kappa Alpha Theta Fraternity Bylaws, Article I, Section 4:

“Hazing or mock initiation of any kind is forbidden.”

Kappa Alpha Theta seeks to promote a high standard of excellence in all aspects of Fraternity life and prides itself on acting as a leader within the Greek community. Risk prevention policies are in place to protect our Fraternity’s rich history, but more importantly, the well-being of our members. The goals of Kappa Alpha Theta membership include, but are not limited to: the preparation of a woman to accept the responsibilities of Fraternity membership and the encouragement of a woman’s personal development to meet the demands of a mature life. In accordance with these goals, Kappa Alpha Theta does not tolerate any acts that may be constituted as hazing.

Hazing can be defined as subjecting a person to an activity which endangers or is likely to endanger the health or safety of a member or which tends to humiliate, embarrass, or cause personal discomfort regardless of one’s willingness to participate in such activity.

Hazing violates Kappa Alpha Theta Fraternity laws, FIPG and Fraternity insurance carrier policies and may violate local, state, province, university or college rules and regulations. Hazing is a severe risk prevention concern and is subject to legal consequences, including criminal liability in many jurisdictions. Risk prevention means more than keeping members safe at social events; it means maintaining safety throughout all aspects of chapter membership. Kappa Alpha Theta seeks to promote an environment that is physically and emotionally safe at all times.

Hazing, in any form, will not be not tolerated. Hazing may result in chapter and member discipline, including termination of membership.

Chapter’s Hazing Reporting Protocol:

In the case that someone in the chapter is believed to be hazing, or causing an uncomfortable situation for a New Member, the offense will be brought to the attention of the Chief Executive Officer, Lena Weisman, Chief Learning Officer, Olivia Wood, and New Member Director, Joelle

Chehade. The three will convene over the matter, and inform the Advisory Board Chairman, Ashley Sciora. The four will discuss the situation further, and determine what the proper response should be and the initiated member(s) in question will likely be called before the Member Development Committee (MDC) for further investigation and internal disciplinary action. If upon investigation it is found that hazing did occur, the case will be brought to the attention of the District Team, and Kappa Alpha Theta Headquarters.

If it is found that hazing is occurring within the chapter, the chapter as a whole will be subject to disciplinary action by Kappa Alpha Theta Headquarters including but not limited to chapter disciplinary probation, membership limitations, chapter charter review and/or withdrawal of the chapter charter.

No activities are mandatory; however, attendance is highly encouraged for a smooth transition into the chapter. If a Weekly Chapter Meeting or Weekly New Member Meeting will be missed, the New Member is expected to notify the New Member Director in advance.

If a New Member is unable to attend a scheduled New Member meeting, the New Member Director will schedule a time with her to review the missed Module, at a time that is convenient for both the New Member and Officer.

All other events and activities are planned for the benefit of acclimating the New Members with the initiated chapter members. All New Members reserve the right to attend or not attend as they so choose.

Lehigh University's Hazing Policy can also be found at:
<http://studentaffairs.lehigh.edu/hazing-prevention>. This is an informal resource that provides policy information, how to report hazing, and other useful tools.

Events

New Members will be able to participate in any event the initiated members can sign up for including service opportunities or any charity events.

There will be numerous virtual opportunities for volunteer work alongside initiated members, so as to give every New Member a chance to attend and help the community while getting to know the initiated members in the chapter better. Also, any speakers or events on campus that initiated members are a part of, or the chapter is supporting, will be encouraged opportunities for the New Members to spend time with the initiated members while being involved on campus, outside of

the formal member orientation. Initiated members are also encouraged to interact with the New Members on a day-to-day basis.

Every Sunday evening at 6:30pm our chapter meeting is held and the New Members are asked to participate in those meetings.

After pledge service a “When to Meet” survey will be sent to new members asking their availability for study hours. Based on the results of the when to meet survey, we will determine a block of study hours on a set day of the week. We will then announce these hours during chapter and remind initiated members of them each week. This gives new members an opportunity to virtually study with members of their own member class and initiated members. Our goal is to be as flexible as possible with our new members to best accommodate their various schedules. Once these study times are determined, they will be immediately shared with OFSA and our chapter advisors. Scholarship and time management are priorities, and this can give new members the opportunity to do homework or study in a relaxed environment while at the house getting to know the initiated members.

Goals

Throughout the member orientation process, we hope that the New Members will foster relationships and sisterhood with the women around them while learning about and appreciating Kappa Alpha Theta. Furthermore, we aim to provide New Members with numerous opportunities to engage with campus resources and learn about leadership opportunities inside and outside of Theta. The purpose of member orientation is to provide new members with an orientation to the Fraternity and to integrate them into the chapter as members in a timely manner.

Education Schedule

Week 1

- Bids Given Out
 - Date: Friday, March 12 2021
 - Time: By end of day
 - Location: Zoom
 - During this time the new members will have a quick meeting with their new member educator (Joelle) and CLO (Liv). At this meeting, we will introduce ourselves and create forms of contact (i.e. email, phone numbers, GroupMe group) and collect social media handles so we can keep the new members in the loop and they know how to contact us when needed. We will also give them the schedule for the week and answer any initial questions. We will also explain what

to wear and what to expect from Pledge Service.

- Pledge and Loyalty Service
 - Date: Sunday, March 14 2021
 - Time: 2:30 pm EST
 - Location: Zoom
 - 1st Presenter: Joelle Chegade, New Member Educator
 - 2nd Presenter: Liv Wood, Chief Learning Officer

- Chapter Meeting
 - Date: Sunday, March 14, 2021
 - Time: 6:30 pm EST
 - Location: Zoom

- Initial Meeting and Meeting with CEO and COO & Theta Beginnings
 - Date: Monday, March 15, 2021
 - Time: 7:00 pm EST
 - Location: Zoom
 - 1st Presenter: Joelle Chegade, New Member Educator
 - 1st Guest Speaker: Abbey Poulin, Chief External Affairs Officer
 - 2nd Guest Speaker: Serena Sachs, Chief Operating Officer
 - 3rd Guest Speaker: Melissa D'Alessio, Chief Finance Officer
 - Each new member will be instructed on how to access their new member workbooks, which will be used over the coming weeks for the new member education process. They also receive information on the initiated members in the chapter as well as a calendar of new member activities. They will be instructed to complete the Personal Information/Biographical form on the Theta website as well. The new member director will discuss with the new member class the importance of time management and will answer all the questions they have about the process. Headquarters has provided us with manuals that specify exactly what will be learned over the new member education period. Kappa Alpha Theta's hazing information is included in the online workbooks and will be discussed at the first meeting. This initial meeting targets the commitment and accountability portions of the Collaborative Connection foundation of Lehigh University. It will be stressed that while no activities are mandatory, the new members are making an important commitment to the chapter and are encouraged to participate.
 - Invited to this meeting is the Chief Operating Officer, Serena Sachs. After the new member orientation module, she will introduce herself and her position. In

case of any type of emergency, she is the person to contact first and she will collect their information and signatures on an emergency contact form. Along with risk prevention, Serena will discuss the steps Epsilon Rho takes to promote positive mental health as well as utilizing the Membership Development Committee as a tool for solving any potential problems that may arise and supporting our members through any situation. She will go in depth about what MDC is, how it can be used, and the benefits it has on the chapter as well as the benefits and services it provides for each individual member. Serena will proceed to explain who their elected MDC representative is and how she is also a resource for them. We want to convey that MDC is one of the best resources for the new members throughout education and post initiation.

- At this time the new members will be introduced to Abbey Poulin (CEAO) who will briefly explain how to represent a Theta woman on social media and other online platforms. This is in response to the Panhellenic bylaws regarding behavior on social media.
 - New members must complete online module before this meeting
 - The new member educator will go over the reading from Module #1: Theta Beginnings. This module focuses on Kappa Alpha Theta's history and founding values.
 - Melissa D'Alessio (CFO) will be invited to this meeting to provide information on member dues and both national and school resources for outside funding. She will provide her contact information if any of the new members have questions regarding Theta's finances.
- Zoom Dinner
 - Date: Tuesday, March 16 2021
 - Time: 7:30 pm
 - Location: Zoom
 - Since dining on campus is only grab and go, we will host a "zoom dinner" for new members and 2 active members to facilitate. This way members have people to keep them company while they eat and it's an easy way to strengthen MC bonds.
- Sisterhood Bonding Event
 - Date: Thursday, March 18, 2021
 - Time: 5:00 pm EST
 - Location: Zoom
 - We'll be having a sisterhood event for everyone to get to know the new members better. Most likely, it will be in the format of a zoom dinner, and breakout rooms

will be used depending on the number in attendance. It will just be a laid back event to talk and hang out virtually.

Week 2

- Academic Mentor Week
 - Stephanie Murphy (SD) will add New Members to the existing major/college group chats.
 - Academic Mentor week continues the momentum from the Intellectual Curiosity module, which is required by Headquarters. By utilizing one of Kappa Alpha Theta's core values as a central theme throughout this week, we combine our successful Lehigh academic mentorship with a key Theta value to help show that Theta's principles are relevant throughout our educational experience at Lehigh.
 - Academic major group chats in Groupme are places where Theta women can talk about academic problems with women who share similar academic majors. Each New Member will get added to the Groupme most similar to her major. It's another way for the new members to feel connected and a part of the chapter and find optional study buddies. Throughout the week, new members will receive study tips and academic advice from their Major orientated Groupme chats.
 - In forming these academic connections early, the new members will get excited about the academic and scholarship side of Theta, just as they would other events like big little reveal or philanthropy events. With the same excitement surrounding academic events as other events, new members get a glimpse into how important Scholarship is to our chapter and overall sorority.

- Chapter Meeting
 - Date: Sunday, March 21, 2021
 - Time: 6:30 pm
 - Location: Zoom

- Intellectual Curiosity
 - Date: Monday, March 22, 2021
 - Time: 7:00 pm EST
 - Location: Zoom
 - Presenter: Joelle Chehade, New Member Educator

- Guest Speaker: Stephanie Murphy, Scholarship Director
 - New members must complete online module before this meeting
 - The New Member Director will go over the reading from Module #2: Intellectual Curiosity. This meeting will inspire curiosity in the new members and encourage them to think outside of the box, engage in self-reflection, and learn the tools to assist in personal balance. From this module, the new members will learn about different requirements for Kappa Alpha Theta internationally, and learn more about Theta Foundation, which provides scholarship to initiated members and supports educational programming for the fraternity. We will invite the scholarship director, Stephanie Murphy, to explain her role in the chapter, the GPA requirements of Kappa Alpha Theta, and the scholarship requirements of being in a sorority at Lehigh. Stephanie will also take the time to explain to the new members what scholarship resources are available to them.
- Sisterhood Event - Craft Night
 - Date: Wednesday, March 24, 2021
 - Time: 6:30 pm EST
 - Location: Zoom
 - Our sisterhood chair, Jessica Louie, will be hosting a craft night for all members to come to and bond. Members will be given craft supplies to participate in a virtual environment.

Week 3

- Inspiration Week
 - This week is one of the more exciting times as a new member. The big sister is someone that the new members get to look up to for guidance and advice, and they are welcomed into their family and Theta lineage. It's always a really fun time in the chapter. The theme of the week is geared towards showing new members what it is like to be a Theta and all the benefits that are associated with it: academically, mentally, and socially. The week ends with the revelation of each initiated member's big/family.
- Bid Day Celebration
 - Date: Friday, March 26, 2021
 - Time: 4:30 pm EST
 - Location: Zoom
 - 1st Presenter: Joelle Chehade, New Member Educator
 - 2nd Presenter: Liv Wood, Chief Learning Officer

- This is a great time for initiated members to get to know the new members. After a brief introduction, new members will participate in a Kahoot: Get to Know Theta Edition and break out rooms with minute-to-win-it games that will allow the new members to engage with initiated members in a fun and active way.

- Chapter Meeting
 - Date: Sunday, March 28, 2021
 - Time: 6:30 pm EST
 - Location: Zoom

- DEI & Widest Influence for Good
 - Date: Monday, March 29 2021
 - Time: 7:00 pm
 - Location: Zoom
 - 1st Presenter: Joelle Chegade, New Member Educator
 - 2nd Presenter: Liv Wood, Chief Learning Officer
 - 1st Guest Speaker: Alayna Menecola, Philanthropy Director
 - 2nd Guest Speaker: Laura Duffany, Chief DEI Officer
 - New members must complete the online module before this meeting.
 - This week we will have our usual new member class meeting: this time on Module #3: DEI & Widest Influence for Good. This section talks about philanthropy, service, and giving back, along with the benefits of being in Theta and exploring how the new members' values align with Theta's.
 - We will invite Alayna Menecola (Philanthropy Director) who can also discuss service opportunities around campus, and in the Bethlehem community. Also, she will discuss our national philanthropy, CASA. During this meeting, we will ask the new members to reflect on the causes they are passionate about. They will be given time to brainstorm different ways in which Theta can expand our commitment to service and potentially plan a service opportunity themselves.
 - This section also talks about the values of Kappa Alpha Theta that commit us to fighting racism, discrimination, and inequity. We will teach our members to push themselves and strive for more. During the meeting, Laura (CDEIO) will be invited to teach correct terminology and language usage and our DEI initiatives. Following Laura's talk, members will be given a chance to reflect on their time thus far in Theta and their identity development. We will use this conversation to enable us to continue to hold each other accountable and create an inclusive environment. New members will also be told of all the resources on campus available to them.

- Big Little Reveal
 - Date: Thursday, April 1 2021
 - Time: 7:00 pm
 - Location: Outdoors off-campus
 - 1st Presenter: Joelle Chegade, New Member Educator
 - 2nd Presenter: Liv Wood, Chief Learning Officer
 - Revelation consists of the big revealing her identity to the little. They will then get to have a meeting with their big sister and the rest of the lineage.

Week 4

- Chapter Meeting
 - Date: Sunday, April 4, 2021
 - Time: 6:30 pm EST
 - Location: Zoom
- Leadership Potential & Pre-Initiation
 - Date: Monday, April 5, 2021
 - Time: 7:00 pm EST
 - Location: Zoom
 - 1st Presenter: Joelle Chegade, New Member Educator
 - 2nd Presenter: Liv Wood, Chief Learning Officer
 - 1st Guest Speaker: Sam Cardenas, Chief Recruitment Officer
 - 2nd Guest Speaker: Hailey Kraft, Chief Administrative Officer
 - 3rd Guest Speaker: Lauren Workosky, Chief Panhellenic Officer
 - New members must complete the online module before this meeting.
 - We will have our last new member class meeting, going over the fourth module, which is Leadership Potential & Pre-Initiation. Epsilon Rho stands by the quote, “Our members are different: we aren’t afraid to stand out, to make a difference together. We are women supporting women, and we inspire one another to be our best selves.” Since this philosophy of making a difference together is very important to us, we want to see the new members use their strengths around campus. They will learn about different definitions of leaders and the leadership development opportunities within Theta and at Lehigh.
 - Any officers, especially ones who new members haven’t met yet (Sam or Lauren), who would like to talk more on their position will be welcomed to this meeting to explain why they took a leadership role and give more insight to their position.
 - Hailey Kraft, CAO, will also be invited to talk about our election process along with Chapterspot and other chapter systems. This will help new members

understand how the chapter runs on a deeper level while simultaneously giving them access to the resources we have on an international level. It will prepare them for the transition from a new member to initiated members.

- Liv, CLO, will go over expectations of new members for Initiation as well as what to wear and what the new members can expect.
- Zoom Dinner
 - Date: Thursday, April 8, 2021
 - Time: 7:30 pm
 - Location: Zoom
 - Since dining on campus is only grab and go, we will host a “zoom dinner” for new members and 2 active members to facilitate. This way members have people to keep them company while they eat and it’s an easy way to strengthen MC bonds.
- Initiation
 - Date: Saturday, April 10, 2021
 - Time: 5:00 pm
 - Location: Zoom
 - 1st Presenter: Liv Wood, Chief Learning Officer
 - 2nd Presenter: Lena Weisman, Chief Executive Officer
- Post Initiation Ritual
 - Date: Sunday, April 11, 2021
 - Time: 2:00 pm EST
 - Location: Zoom
 - Presenter: Liv Wood, Chief Learning Officer
 - New members will learn more about Theta ritual and what it means to be a Theta member.

Calendar

March

7	8	9	10	11	12 Bids given out by end of day	13
14 Pledge/ Loyalty Service 2:30pm Chapter 6:30 pm	15 Initial Meeting & Theta Beginnings 7:00 pm	16 Zoom Dinner 7:30 pm	17	18 Sisterhood Bonding Activity 5:00 pm	19	20
21 Wellness Week Chapter 6:30 pm	22 Academic Mentor Week Intellectual Curiosity 7:00 pm	23	24 Big/Little Lists Due 5pm Sisterhood Craft Night 6:30 pm	25	26 COB Bid Day 4:30 pm	27
28 Inspiration Week Chapter 6:30 pm	29 DEI & Widest Influence for Good 7:00 pm	30	31	1 Big/Little Reveal 7:00 pm	2	3

April

4	5	6	7	8	9	10
Chapter 6:30 pm	Leadership Potential & Pre-Initiation 7:00 pm			Zoom Dinner 7:30 pm		Initiation 5:00 pm