

NEW MEMBER PROGRAM PLANS

Chapter Name: Theta Zeta

Division: 14

VP-ME Name and email: Saige Anapolle, saigemaya@gmail.com

CAB-ME Name and email: Amanda Tucciarone, amanda.clauser@gmail.com

Bid Day Date: January 31, 2021

First Degree Date: February 4, 2021

Second Degree Date: March 7, 2021

Third Degree/Initiation Date: March 13, 2021

Please use this template to share details of your new member program with your CEA/CEM (previously referred to as CSC/NCM). Review these plans with your CAB counterpart before scheduling your approval phone call. When you email this template back to your CEA/CEM, please also attach a calendar view of new member program and chapter wide events for your semester. At minimum, the events listed on your calendar should be:

- Bid Day
- Stages 1-7
- New Member Retreat
- First, Second and Third Degree
- Sisterhood celebrations following ritual events
- Fall Break/Spring Break
- Big/Little Reveal
- Any events leading up to Big/Little
- New Member Exam
- Any additional events including socials, pledge class mixers, big/little speed dating, etc.

Overall New Member Program Goals

Please list your top three goals for the new member program, along with an explanation and the steps you'll take to achieve them. Goals can include things like improving SET leader training, better integrating the new members with the initiated members, creating opportunities for bonding within the new member class, etc.

1. Create an inclusive and welcoming space for the newest members of Kappa Delta.

Explanation: It is very important to me and my chapter that Kappa Delta is a home for new members. I want them to feel comfortable in the house and with their sisters. Therefore, all programming will be inclusive and friendly.

1. Hold new member meetings in a hybrid format so that people who are remote can attend meetings.
2. I will serve as an approachable upperclassman in the chapter.
3. Small group activities so that new members can form individual bonds with each other.
4. Explain the zero-tolerance policy for hazing to new members to ensure they feel comfortable and safe.
5. Multiple DEI meetings that highlight the value of inclusion in our chapter.

2. Form close bonds between new members and upperclassmen.

Explanation: The close relationships between members of various ages is what makes Kappa Delta so special. Older members can serve as role models and resources for younger members. It is crucial that myself and council work to foster these relationships through programming.

1. Hold meetings where upperclassmen and new members can socialize and bond.
2. Facilitate conversations between new members and upperclassmen.
 - a. These can be deep or easy going. In the calendar, I've included workshops on mental health and sexual assault that upperclassmen are encouraged to attend.
3. Hold big sister orientation meetings that express the importance of leadership in the house.

3. Facilitate conversations that are meaningful and significant to college-aged women.

Explanation: This new member period, I hope to engage members in deep and difficult conversations in order to make the values of honesty especially clear to new members.

1. In the calendar I've included workshops on mental health and sexual assault.
2. There will be three candle passes for new members
3. Set leaders will be provided discussion topics for meetings
4. There are multiple Diversity Peer Education (DPE) and DEI meetings in the calendar to ensure new members understand the value of diversity and inclusion in Kappa Delta.

CHAPTER EDUCATION PLAN

There are several areas of the new-member program for which you are responsible for educating initiated chapter members. Please explain your plans for discussing the following expectations with your chapter throughout the new-member program.

4. How will you educate the chapter on Kappa Delta's zero-tolerance policy for hazing? How will you complete this task if the chapter is still virtual in the Spring?

I will explain the dangers of hazing and provide examples for how we can have fun and foster close relationships without hazing. During big sister orientation, I will play a video for attendees that goes into detail about how Greek-members have been affected by hazing in the past. During orientation, I will make it clear that new members should feel comfortable and welcome to reporting hazing incidents to me.

5. How will you talk to the chapter about what hazing is and why we do not participate? What will you do if a member is engaging in risky or inappropriate behavior?

If you try, you fly. Any member of Kappa Delta that participates in hazing will be removed from our chapter. We have a zero tolerance policy. During spirit week, I will hold a meeting for the whole chapter that explains the dangers and consequences of hazing and remind members of the anti hazing contract they signed.

6. The NPC unanimous agreements state that the use of alcoholic beverages or the participation of men in recruitment or Bid Day activities is prohibited. How and when will you discuss the policy of no drinking or men within 24 hours of Bid Day?

During spirit week (the day before bid day) I will hold a meeting that discusses the policy with current members. I will provide explanations of why alcohol and men are not permitted during bid day celebrations. Members will understand the importance of keeping bid day safe and comfortable for new members.

7. After the New-Member program has concluded, you should work with council and the chapter to support and retain your newest members. Please list the ways you will have the chapter play an active role in retention efforts. You may be virtual at this time, so please list a few ways that can be completed virtually.

I will hold sisterhood activities and meetings that all members are required to attend. Virtual activities include full chapter kahoot, name that sister, powerpoint presentations, bake offs, and more. Council will hold a meeting with new members where each officer will explain their positions and Kappa Delta stories.

SET LEADER ENGAGEMENT PLAN

- SET Leader training should have occurred in the spring. If it has not occurred yet due to your university moving to virtual learning, please refer to the **SET Leader Resource Guide** for details.
- SET leaders should take on responsibilities throughout the new member program! Consider assigning them tasks such as facilitating stage meetings, planning icebreakers, coordinating Big Sister Reveal or planning the sisterhood celebrations that follow Ritual. Depending on CDC, state, and university guidelines, you may need to hold virtual events. Please refer to the **Remote Engagement Toolkit** for ideas. At your training, you should distribute SET leader responsibilities and discuss plans and deadlines.
- Supplemental documents:
 - **VP-ME Manual** (pages 15-19)
 - **SET Leader Resource Guide**
 - **SET Leader Contract**
<https://resourcelibrary.kappadelta.org/wp-content/uploads/2020/10/SET-Leader-Contract.pdf>

8. Please describe your SET Leader training.

On December 17th, I held a meeting with all SET leaders and explained their roles and responsibilities in the upcoming semester. I reviewed the new member calendar and SET leader resource guide with them. I also had them sign the SET leader contract.

- **Date(s) of SET Leader Training:** December 17, 2020
- **Location:** Zoom
- **Participants:** All SET leaders
- **Facilitators:** Saige Anapolle
- **Supplies Needed (food, drinks, markers, nametags, etc.):** None
- **General Overview of Training:** On December 17th, I held a meeting with all SET leaders and explained their roles and responsibilities in the upcoming semester. I reviewed the new member calendar and SET leader resource guide with them. I also had them sign the SET leader contract.

9. How do you plan to involve your SET leaders in the new member program? How will you involve them if the new member program is conducted virtually?

SET leaders will meet with their SET groups 1-2 times a week. They will also have an active role in bid day, sisterhood events, and workshops. There will be one SET group that is fully virtual for members that are remote for the semester. In that case, they will have zoom meetings during regular SET group meeting times.

10. How do you plan to check in with SET leaders each week to make sure things are running smoothly and new members are acclimating well, even if you are virtual?

After every SET group meeting, I will ask SET leaders to provide insight on how individuals in their groups are feeling. After workshops that may trigger new members, I will ask SET leaders to check in on their new members. This check ins can be over text or zoom.

11. How will you hold SET leaders accountable for meeting with their SET group once a week outside of stage meetings whether it is in person or virtually? Encourage them to have group lunches, coffee dates, or study sessions.

I have recruited and chosen SET leaders that are excited and passionate about connecting with new members. All SET leaders have expressed planning ideas and reasoning for why they want a leadership position. Before every SET group meeting, I will remind SET leaders of the planning. Often, I will hold SET leader meetings to discuss what activities and discussions have been productive for new members.

BID DAY

Reminders:

- Bid Day should be welcoming and exciting! Your theme should be fun, appropriate and must be approved by your CAB and CEA/CEM. **Please attach a proof of your bid day shirt to the email.**
- Bid Day cannot include alcohol or men for 24 hours after the event begins.
- Facilitate several get-to-know-you activities among new members, as well as mixed with active members. Be mindful of the games you are playing – these women have just met each other!
- SET leaders should be assigned to new members on Bid Day in groups of 3-6.
- All new members should receive a welcome and information packet including a calendar for the entire new member program.
- Highlights from Kappa Delta's Statement on Hazing and Member Expectations Forms should be read aloud to new members. Members will electronically sign each document when they create their account on the new member portal. You can find the script that outlines the highlights in the New Member Orientation Meeting Facilitator's Guide listed below.
- Each member should receive her own Norman Shield to keep. These should not be passed down year to year. Be sure your chapter has ordered enough!
- Supplemental documents:
 - **VP-ME Manual** (pages 21-23)
 - **New Member Portal Instructions**
 - **New Member Orientation Meeting Facilitator's Guide**
 - **How to order new Norman Shields**
 - **New Member Packet**

Bid Day Agenda Review

We recognize that Bid Day will look different on every campus, especially in the midst of coronavirus. Reference the **example agenda** that we have provided and adjust according to the time of day, location, number of attendees (initiated and new members) and any other factors that you must consider on your campus. The section below will ask you specific questions about logistics of bid day, following that there is a table for you to outline your full bid day agenda.

12. Please list the contents of your new member packet you are providing on bid day.

Letter from VP-ME, Chapter Calendar, FAQ, Financial Transparency Sheet, Kappa Delta Statement on Hazing, Kappa Delta Member Expectations Form.

13. Please list the Frequently Asked Questions and answers you are including in your packet to new members.

- **How long is the new-member program?**
 - o Six weeks.
- **What is required for me to attend while I'm a new member?**
 - o All events in the calendar are required, unless an excuse has been approved.
- **How do I pay my dues?**
 - o You must pay dues in billhighway.com. Reach out to VP-Finance (Julia Marx) for assistance.
- **Do I have to live in the house/dorm?**
 - o It is required that you live in the Kappa Delta house your second year of college. It is encouraged that you live in the chapter house your third year of college.
- **What is a chapter meeting?**
 - o It is a time for the whole chapter to gather and review upcoming programming and announcements.
- **What day/time is chapter meeting?**
 - o Sundays at 5:00 pm on Zoom.
- **What is the difference between formal and informal chapter?**
 - o The Formal Order of a Kappa Delta Meeting is part of the Ritual and should be conducted with respect and dignity. Studying, writing letters or notes, texting, etc. is out of order. Formal chapter requires formal attire, arrangement, and roll call.
- **What do I wear for Ritual?**
 - o Only dresses, skirts, or dress pants with appropriate tops are to be worn. Jeans, T-shirts, leggings, sweatshirts, and athletic shoes are not to be worn to formal chapter meetings.

Overview of Bid Day Celebration

14. Please outline your set up timeline and which members are responsible for setting up:

Because bid day is remote, no set ups are required. With help from VP-M, I am in charge of making a zoom link and breakout rooms.

15. What get-to-know-you icebreakers will you be facilitating? Can these be completed virtually?

Members will be asked to say their names and a weird food combination they like. This may be conducted as a full chapter or in breakout rooms. There will also be activities that “break the ice” between members.

16. How will you ensure initiated members and mingling with new members and making them feel included both in-person and virtually?

There is a lot of programming that ensures connection and mingling. Bid day buddies will give new members compliments and welcome new members to KD. Members will be put in break out rooms in which they will make silly presentations. The presentations will be presented to the entire chapter.

17. Transportation to and from location, including times:

None, zoom link will be provided.

18. Please outline your full bid day agenda in 30-minute increments with descriptions beside each activity and the member who is responsible for facilitating it.

Note: This should include advisor introductions, bid day photo times, and the rain plan if your event is outdoors.

TIME	ACTIVITY DESCRIPTION	MEMBER RESPONSIBLE	LOCATION
4 minutes	Entrance (music playing, dancing) -if anybody wants to shout someone out for recruitment they can fill out the snaps form! -people can be with housemates for this part	Saige Anapolle and Becca Landau	zoom
3 minutes	Welcome from Chapter President -everyone opens on their own computers	Becca Landau	zoom
8 minutes	Bid Day Buddy welcomes/compliments -these will be funny and cute	Saige Anapolle	zoom
5 minutes	VP-M, VP-ME, CAB introductions	Becca Landau	zoom

4 minutes	Recruitment snaps! -people will have submitted shoutouts during the entrance or during recruitment	Sadie Stein	zoom
40 minutes	Powerpoint night	Saige Anapolle	zoom
10 minutes	New member icebreaker (name, weird food/ food combination you like)	Saige Anapolle	zoom
4 minutes	explanation of new member orientation	Saige Anapolle	zoom
15 minutes	orientation powerpoint -create your account -bid day video -member expectations form -Kappa Delta's statement on hazing -Financial overview -Ritual attire	Saige Anapolle, Karis Jang, Julia Marx, Becca Landau	zoom
5 minutes	Standards overview	Morgan Brettschneider	zoom
10 minutes	SET groups split and get to know each other/make group chats	Saige Anapolle	zoom
5 minutes	New Member Period calendar review	Saige Anapolle	zoom

Date: January 31, 2021

Location(s): zoom

Time: TBD

CAB Member Attending: All welcome

Theme: Y2KD - 2000's style

FIRST DEGREE CEREMONY & SISTERHOOD CELEBRATION

Date: February 4, 2021

Location: Zoom, Celebration-TBD

CAB Member Attending: Heather Franz, all welcome

Reminders:

- First Degree must be held within 48 hours of Bid Day.
- All members should wear all white (not off-white or cream), including shoes. Let new members know about this requirement as soon as possible, and work with chapter members to find whites for anyone who might not have them. Ensure everyone has appropriate undergarments.
- Be sure you have held Ritual practice with the chapter and council to ensure this is a smooth, positive experience for your new members.
- Mail out parents' packets after First Degree. You can find examples on the Resource Library.
- Host a sisterhood celebration after First Degree to recognize this special moment in your new members' KD journey!
- Supplemental documents
 - **VP-ME Manual** (pages 24-25)
 - **Parent Packet**
 - **Sample Chapter Letter to Parents**

STAGE MEETINGS

Reminders:

- Review the **New Member Education Facilitator's Guide** for guidelines on planning and preparation for each stage meeting, as well as for additional information.
- Include a welcome, ice breaker and schedule overview during each stage meeting.
- You should utilize SET groups in a variety of ways. Have new members sit in their SET groups, rotate to different SET leaders for different parts of the meeting or create a presentation together to enhance learning. SET leaders will also lead reflection breaks throughout each stage.
- Supporting documents
 - **New Member Education Facilitator's Guide**

20. List who is responsible for planning and facilitating each stage meeting?

I, Saige Anapolle, am responsible for facilitating all stage meetings. SET leaders will also help facilitate stage meetings. For workshops, older sisters will be invited to contribute to conversations.

21. How do you plan to incorporate icebreakers or get-to-know-you activities into Stage meeting? Will you be able to complete these virtually?

Before each stage meeting, there will be an icebreaker/get-to-know-you-activity. The activities will be fun and engaging. All icebreakers can be completed virtually over zoom.

22. In what ways are you going to ensure your new members are actively engaged and enjoying each stage meeting whether in-person or virtually?

I will make sure all stage meetings are entertaining. I will incorporate fun games and videos into every meeting. For example, new members will complete the "which KD symbol are you" quiz and other KD themed activities.

23. In what ways do you plan to customize the stage meeting or stage PowerPoint content to fit the needs of your chapter? (Some examples include: how local alumnae/CAB are involved, what your chapter's Shamrock event is, who the local beneficiary is, pictures of sisters, etc.)

I will welcome some older members into our meetings to present snippets of their experiences in KD. They will explain what the powerpoint/ritual/tradition/etc. means to them and tell their own stories. I will also provide examples of our community service events and sisterhood events.

24. How are you preparing your new members for their new member exam throughout the program whether in-person or virtually?

I will create a study guide for new members and do a fun verbal quiz after every powerpoint. Before each stage meeting, I will give a recap on the prior meeting to remind new members of information. I will hold a study session before the new member exam.

NEW MEMBER RETREAT

Date(s): February 5-7, 2021

Location: TBD/Hybrid

CAB Member Attending: *CAB or other adult presence required if overnight. You must get CEA/CEM approval for an overnight retreat.*

Supplies Needed (food, drinks, markers, nametags, etc.): None

Reminders:

- If the new member retreat is over 60 minutes or 60 miles, you must use third-party transportation.
- The new member retreat should be fun and filled with get-to-know-you activities! However, it is also a time to learn even more about Kappa Delta and our values, both personally and as an organization.
- The new member retreat must be held within two weeks of Bid Day.
- The theme of the retreat is personal confidence. Please follow the retreat agenda closely.
- Please review pages 70-73 of your Facilitator's Guide for more information on planning the new member retreat.
- Supporting documents:
 - **Values Exploration Activity**

25. List your complete agenda, including start and end times, specific activities and who will be leading each. The agenda should include:

- Agenda and Overview (*10 minutes*)
- Get Acquainted Games/Activities (*60 minutes*)
 - o Please list each game/activity you will be conducting
- Dinner (*45 minutes*)
- **Values Exploration Activity** (*45 minutes – info on page 72*)
- Candle Pass (*30 minutes*)
- Any other activity you all will be conducting

TIME	ACTIVITY DESCRIPTION	MEMBER RESPONSIBLE
Feb 5, 5:00	Agenda/overview	Saige Anapolle
5:10	Icebreakers in small groups with sophomores (rose, bud, thorn)	Saige Anapolle
5:30-6:30	Crossing the line	Saige Anapolle
Feb 6, 6:30	Icebreaker (members say an uncommon opinion)	Saige Anapolle
6:45	Values Exploration Activity	Set leaders
7:30-8:00	DEI programming	Haley Gill (DEI Chair)
Feb 7, 6:00-8:00	New member candle pass	Saige Anapolle

Date of Big Sister Orientation: February 14, 2021

Date(s) of reveal: March 5, 2021

Location of Reveal: TBD

Participants: MC20, MC21

Facilitators: Saige Anapolle, Becca Landau, Polly Litts

Supplies Needed (food, drinks, markers, nametags, etc.): None, MC20 is responsible for purchasing their own supplies.

BIG SISTER PROGRAM

Reminders:

- The big sister program is in place to provide each new member a mentor and connection in the chapter. Be aware of the environment you are creating around the big/little program. Every new member will receive a big sister, and it might not be her best friend in every instance. That is ok! Encourage women to be excited no matter who they end up with, as this is a mentoring relationship.
- You should hold a Big Sister Orientation for everyone who is interested in being a big sister. This is when they will review and sign the big sister contract.
- Big Sister reveal should take place during the week of Stage 5.
- Big Sister reveal should not be a surprise. This event should be on the calendar new members receive on bid day.
- Consider putting a limit on the amount of money big sisters can spend throughout the process. This makes being a big sister more accessible for everyone and prevents this experience from being all about the gifts!
- Please note that paddles are not acceptable gifts to be given to the little or the big.
- “Big and Little” are the only acceptable terms to define this relationship. Avoid terms like mom, dot/daughter, babies, etc.
- Please review pages 30-33 of your VP-ME Manual for more information on the big/little sister program.

26. Do you have a specific theme and t-shirt design? If so, please attach a photo of your t-shirt proof.

No.

27. Do you make potential big sisters sign a contract outlining expectations? If so, please attach a copy.

Yes, the contract is [here](#).

28. List an overview of your big sister program, including a complete agenda for each event, including start and end times, specific activities and who will be facilitating the event. How will these events change if you are virtual?

Big sister orientation will take place on February 14th. It is scheduled for 6:00-7:00 pm and I, Saige Anapolle, will be facilitating it. From February 15-19, members will attend big little dates. They may plan these independently with the members they are paired up with. On February 19th, there will be a MC20 and MC21 candle pass in small groups. Each group will have an MC20 member facilitating it. One group will be remote and take place over zoom.

On February 20th, there will be big/little presentations. The powerpoints will provide information on each sister, be funny, and engaging. It will allow members to find similarities between them and other members. The presentation night will take place from 6:00-8:00 pm. I, Saige Anapolle, will be facilitating the event.

On February 22nd, big/little surveys will be due. Big/little clues will take place from March 2nd-4th. Because older members will not be allowed into dorms, we will do baskets instead. There will be a limit on the size of each basket as well as a price limit. Big/little reveals will take place on March 5th. The location is still TBD depending on Lehigh University's rules. Ideally and most likely, it will take place at the chapter house. If not, it can be virtual.

29. How will you educate big sisters on their role? How will you educate all initiated members about the KD's zero-tolerance for hazing or alcohol in any events related to the Big Sister Program?

I will make it clear that all older sisters are mentors for their littles. Their role is to support and mentor MC21. I will remind Big Sisters of Kappa Delta's statement on hazing, as well as the zero-tolerance expectation of alcohol. I will remind initiated members that some new members may feel uncomfortable in the presence of alcohol. It is the initiated members' jobs to comfort new members and set high expectations for themselves.

30. What activities do families usually participate in following Big/Little reveal? Reminder: There should be no alcohol involved in any part of the new member program, including Big/Little reveal.

Commonly, families will go for dinner after the big/little reveal. They may also go to the oldest family members' apartment/house and spend a night getting to know each other. This may include movie nights, game nights, or baking activities.

SECOND DEGREE CEREMONY & SISTERHOOD CELEBRATION

Date: March 7, 2021

Location: Zoom

CAB Member Attending: Heather Franz, all welcome

Supplies Needed (food, drinks, markers, nametags, etc.): None

Reminders:

- Second Degree must be held within seven days of Stage 6.
- Take time to read the National and chapter bylaws and standing rules to new members. New members are required to sign the National Bylaws signature sheet.
- Prepare your new members for the experience. Spend time taking questions from them after and include your SET leaders in the conversation.
- Your sisterhood celebration between Second and Third Degree should have a meaningful focus on the milestone the new members are about to experience.
- No alcohol or men should be included in any chapter events leading up to, or during, these events.
- Make sure your secretary marks new members on the new member portal following Second Degree.
- Please review pages 33-35 of your VP-ME manual for further information on your Second Degree ceremony and Sisterhood Celebration.

31. Please list the Second Degree schedule (including time event will begin and end).

Second degree will take place on March 7th from 6:45-8:00 pm. It will take place over zoom and chapter officers, CAB members, and new members will attend. Once the ritual is over, there will be a virtual ice cream party in which everyone eats ice cream and celebrates together over zoom.

32. Please explain the details of the sisterhood celebration following Second Degree (including location, time, and description of the event).

Following Second Degree, there will be a virtual ice cream party on zoom. It will begin at 8:00 on March 7th. All members will be encouraged to join the zoom and eat ice cream together. Perhaps, we will play a fun kahoot together.

33. Details/date regarding when you plan to read the national and chapter bylaws, as well as standing rules, to your new members.

Prior to Second Degree, during Stage 5, I will read the national and chapter bylaws, as well as standing rules to the new members. The president, Becca Landau, will also be present at that meeting. Stage 5 will take place on February 27th at 7:30 pm.

THIRD DEGREE (INITIATION), SISTERHOOD CELEBRATION & RITUAL REVIEW

Date(s): March 13, 2021

Location: Zoom

CAB Member Attending: Heather Franz, all welcome

Supplies Needed (food, drinks, markers, nametags, etc.): None.

Reminders:

- Third Degree should be held within seven days of Second Degree.
- Spend time with your new members prior to Third Degree to explain the ceremony.
- Allow time for questions after the ceremony. Facilitate this with your SET leaders. You will have a full Ritual review during Stage 7.
- All Ritual events are mandatory for the entire chapter.
- Be sure your sisterhood celebration is meaningful! This is a big moment in your new members' Kappa Delta careers.
- Immediately following the Initiation ceremony, the chapter president must mark new members as initiated on the new member portal. All new members must then confirm their initiation on the portal to receive all rights and privileges of an initiated member.
- Please review pages 36-38 of your VP-ME Manual for further information on your Third Degree ceremony and Ritual review.

34. On a scale from 1-5, how would you rate your chapter's knowledge of ritual?

I would rate my chapter's knowledge of ritual at a 4. The members facilitating rituals are very knowledgeable and organized. However, regular members may be less aware of the practices. Our Ritual Chair and prior President, Carolyn Simmet, will help educate members on ritual and ensure ritual is conducted properly.

35. How do you plan to educate and prepare the chapter to ensure ritual events are successful?

Prior to initiation, Carolyn Simmet and I, Saige Anapolle, will hold a meeting in which we will remind members of how ritual is conducted. If there are any questions after the meeting, we will hold an office hours meeting.

36. Please list the Third Degree schedule (including time event will begin and end)

Third degree will occur on March 13th at 7:00 pm. It will end at 8:30 if all goes according to schedule. Following Third Degree, there will be a virtual office hours and welcome by our Chapter President, Becca Landau, and me, Saige Anapolle.

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