

# Alpha Phi New Member Education Program 2021

President: Margo Callahan

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Vice President Programming and Education: Jessica Del Corso

Chapter Advisor: Jessica Nemeth

## 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

# 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 member 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 six-week period Weekly Study Hours are recommended, but not required.

New member education meetings will be held on **Mondays** before Chapter from **4:30- 5:30 pm via Zoom.1**

# NEW MEMBER SCHEDULE

**-Ivy Linker** groups will be given out at Chapter the first week. The role of the Ivy Linker is to encourage engagement and help the new members get to know other members of the chapter. They are expected to attend check-ins with their Ivy Linker group either before or after chapter, and encouraged to meet outside of these events in a casual setting once a week. Meeting in person is not required, if members of the group are at home they can have Zoom meetings.

## Week 1

**Focus:** High Ideals- Alpha Phi 101 for New Member

**Ivy Linkers Week 1:** This week's Ivy Linker activity is coffee/breakfast dates which can be accomplished over zoom or in person.

Monday 2/1 4:30- 5:30 pm via Zoom

NM Meeting #1

**1 --** Introduction to New Member meeting format: introduce high ideals and creed. Orientation: Explain all things New Member and Alpha Phi. Member Expectations: Explain their expectations as a New Member and initiated member. Introduce powerpoint activity for next meeting. The advisor present for this meeting will be Jessica Nemeth.

Ice Breaker: **Name Game** - The first person says their name. The next person continues, but after saying their own name, they repeat the first person's name. This continues with each person repeating one more name. If stuck, they will be given hints. It's important to quickly become familiar with the members in their own class.

Chapter Meeting @ 6 pm: Ivy Linker groups will be given out.

Wednesday 2/3 4:30- 6:00pm

In-person activity #1 (via zoom as well for members who do not feel comfortable meeting in person)

For in-person activities, I will create six groups of four and assign each group to a week. For in-person activity #1, there will be the first group of four in-person with me while I zoom in the other new members.

**1 --Stepping stones -** - A grid of steps will be marked down on the floor. I will have a sequence of steps in my hand. One by one each member will try and guess the sequence. Once a mistake is made they must go to the end of the line. This process repeats

**1 ---Powerpoints-** New members get paired with a partner to create powerpoints on one another that they will present to the rest of the new member class. This activity will further increase the new members familiarity with one another through collaboration → the rest of the new members will be zoomed in for this activity

*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 :** Feel empowered to hold one another accountable and keep each other safe

**Ivy Linkers Week 2:** This week's Ivy Linker activity is a form of exercise which can be accomplished over zoom or in person.

Monday 2/8: 4:30- 5:30 pm via Zoom

NM Meeting #2

**2 -- Taking Care of One Another:** Introduce why this is important and our philosophy. Understanding Risk: Talk about what risk is and how it can be prevented. The advisor present for this meeting will be Susan Gregory.

Ice Breaker: **Get to Know You Trivia/Jeopardy** - 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.

Chapter Meeting @ 6 pm

## **Wednesday 2/10 4:30-6:00 pm**

In-person activity #2 (via zoom as well for members who do not feel comfortable meeting in person)

For in-person activities, I will create six groups of four and assign each group to a week. For in-person activity #2, there will be the second group of four in-person with me while I zoom in the other new members.

**2 --Round-robin Exec rotation-** Each member of Exec stands in a different area and the New Members are split up into round groups and rotate between each member of Exec to get to know the person & their position. 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. This activity will ensure that the new members and exec board are familiar and comfortable with each other → the rest of the new members will be zoomed in for this activity

**2 -- Friendship Bracelets** → separate bags of supplies

*Overall, the goal for this week is to make sure new members are feeling comfortable in this new environment and gaining a positive experience. Within this week it is important that new members are settling in comfortably and enjoying themselves.*

## **Week 3**

**Focus :** Accessing campus resources and understanding our risk management policies and

procedures

**Ivy Linkers Week 3:** This week's Ivy Linker activity is cooking/baking together which can be accomplished over zoom or in person.

Monday 2/15 4:30-5:30 pm via Zoom

NM Meeting #3

**3 -- Campus Resources:** Provide a list and contact/location info for appropriate resources relating to health, safety, academics, etc. **Alpha Phi Risk Management:** Review our policies, procedures, and the way we hold one another accountable (J-Boards). Close with education on date function policies and procedures so New Members know what to expect at the first event. Introduce collage activity for the next meeting. Fadia Cocco is the advisor in attendance for this meeting. The advisor present for this meeting will be Caitlin King (TBD). If not, Mary Beth Tully.

**Ice Breaker: Unique and Shared-** The New Members split up into groups and try to find 10 things in common with each other and 5 things that are unique to one another. The first group to find all 15 things wins.

Chapter meeting @ 6 pm

Wednesday 2/17 4:30-6:00 pm

In-person activity #3 (via zoom as well for members who do not feel comfortable meeting in person)

For in-person activities, I will create six groups of four and assign each group to a week. For in-person activity #3, there will be the third group of four in-person with me while I zoom in the other new members.

**3 -- J-board or not to J-board-** The New Members split up into groups. Each group is given a paper with one side saying "J-board" the other saying "No J-board". Scenarios will be put on the board and the groups decide amongst themselves which side to hold up. (10 mins) → the rest of the new members will be zoomed in for this activity

**3 -- Collages -** The New Members will each create a collage from magazine pieces that best represents themselves. This encourages the new members to express themselves and their individualistic ideals and beliefs. These collages will be hung and everyone's differences will be celebrated.

*Overall the purpose of this week is to provide the new members with helpful resources that can be found on campus as well as introduce how Alpha Phi holds one another accountable through policies and procedures.*

## Week 4

**Focus:** Alpha Phi provides opportunities for leadership and growth in college and beyond.

**Ivy Linkers Week 4:** This week's Ivy Linker activity is a movie night which can be accomplished over zoom or in person.

Monday 2/22: 4:30- 5:30 pm via Zoom

#### NM Meeting #4

**4 -- Membership Journey:** how building their Alpha Phi journey starts with getting involved and provides a list of opportunities that they can choose from. Touch on how involvement doesn't end with college too (advising, alumnae chapters, etc.). **Officer Structure:** Review elected and appointed positions, committees, and departments. Also talk about ways to be involved outside of Alpha Phi. **Leadership Programs/Initiatives:** Share current offerings Alpha Phi International has and highlight ones that speak to your chapter/members. The advisor present for this meeting will be Susan Gregory.

**Ice Breaker: Song Association Game-** Inspired by the Elle youtube channel. Break into teams, say a word, first group to sing a song with that word earns a point.

Chapter Meeting @ 6 pm

Wednesday 2/24: 4:30-6:00 pm

In-person activity #4 (via zoom as well for members who do not feel comfortable meeting in person)

For in-person activities, I will create six groups of four and assign each group to a week. For in-person activity #4, there will be the fourth group of four in-person with me while I zoom in the other new members.

**4 -- Alpha Phi Rap Battle-** The New Members will split up into groups of 3 and create a short rap based on the history of Alpha Phi. A beat will be played and each group takes turns performing their song → the rest of the new members will be zoomed in for this activity

**4 -- Pitch Perfect Riff Off**

*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 5

**Focus:** Leading with a generous heart and the Alpha Phi Foundation.

**Ivy Linkers Week 5:** This week's Ivy Linker activity is a study date which can be accomplished over zoom or in person.

Monday 3/1 4:30-5:30 pm via Zoom

#### NM Meeting #5

**5 -- Generosity:** Discuss generosity as one of our ideals and generally speaking. **On-Campus Philanthropy:** Review chapter philanthropy events/efforts and other Greek and non-Greek philanthropy events/efforts and why/how to support these causes. **The Alpha Phi Foundation:** Foundation 101 and the program buckets. Mary Beth Tully is the advisor in attendance for this meeting.

**Ice Breaker: Random Acts of Kindness Bingo -** This can introduce generosity as one of Alpha Phi's ideals. We will play three different versions of the bingo board and the winners of each round will receive a point.

## Chapter Meeting @ 6 pm

Wednesday 3/3 4:30-6:00 pm

In-person activity #5 (via zoom as well for members who do not feel comfortable meeting in person)

For in-person activities, I will create six groups of four and assign each group to a week. For in-person activity #5, there will be the fifth group of four in-person with me while I zoom in the other new members.

**5 -- Speed Dating with PC 20-** The New Members will be sitting as PC 20 rotates. There will be a topic for each conversation which will last five minutes each until every new member has talked to every member of PC 20 → the rest of the new members will be zoomed in for this activity

**5 -- Paint a Canvas for a Friend-** the new member will get assigned a person that they have to paint a canvas for. This will help in getting to know each other.

*Overall the purpose of this week is to introduce the general idea of generosity and the role it plays as an Alpha Phi ideal. Alpha Phi's philanthropy efforts will also be introduced to gain a better understanding of our foundation.*

## Week 6

**Focus:** History and Ceremonies/Ritual Deep Dive

**Ivy Linkers Week 6:** This week's Ivy Linker activity is an outdoor trip or activity which can be accomplished in person while social distancing.

**Inspiration Week** takes place in the last week of New Member Education and will be a time for them to reflect on what they've learned and how close they've all become. There will be a different bonding activity between the New Member class and each PC, as well as an activity just for them called "Pass the Bear". This is an important and sentimental activity that all New Members of Alpha Phi take place in. The group meets in a safe space and are given a teddy bear to pass around. Whoever is holding the bear has a turn to speak. The purpose of this activity is to allow the New Members to get to know each other on a deeper level as NME comes to a close.

Monday 3/8 4:30- 5:30pm via Zoom

NM Meeting #6

**6 -- Alpha Phi International History:** History 101 (fast facts, 10 Founders, Alpha Phi firsts, Founders Day, and the Alpha Phi brand evolution). **Chapter History:** Share your own chapter history information here! **Ceremonies:** Discuss Court of Ivy and Initiation (tweak lesson based on if these events have happened or not yet) and instill value in how cool our ritual is. Jessica Nemeth is the advisor in attendance for this meeting.

**Ice Breaker: Two Truths & a Lie-** Everyone says two truths, and one lie about themselves, the other members try to guess which is the lie.

Chapter Meeting @ 6 pm

Wednesday 3/10 4:30-6:00 pm

In-person activity #6 (via zoom as well for members who do not feel comfortable meeting in person)

For in-person activities, I will create six groups of four and assign each group to a week. For in-person activity #6, there will be the sixth group of four in-person with me while I zoom in the other new members.

**6 -- Escape the Room-** A series of clues will be left around the room regarding the Alpha Phi foundation and history. (30 mins)

**6 --Pass the Bear-** This is an important and sentimental activity that all New Members of Alpha Phi take place in. The group meets in a safe space and are given a teddy bear to pass around. Whoever is holding the bear has a turn to speak. The purpose of this activity is to allow the New Members to get to know each other on a deeper level as NME comes to a close. While this is occurring, PC 20 will be decorating their little's bed → the rest of the new members will be zoomed in for this activity

*Overall the purpose of this week is to give the new members background knowledge on the history of the chapter and to discuss the upcoming events as new member education comes to a close.*

Sunday 3/14

**Alpha Phi Court of Ivy Ceremony** The Alpha Phi Ceremony is one in which invitations are given to new members for Initiation. This leads directly into Initiation.

**Initiation** from 1-2:30 pm via Zoo

Everyone must wear formal white attire and be in a private setting for respect of the ritual that the members will be a part of. The advisor in attendance will be Mary Beth Tully, Susan Gregory,



## **Sisterhood Events: (In the process of planning)**

- Ice Skating- End of February
- Split Pine Axe Throwing- Sisterhood week → March 22-28
- Lehigh Valley Laser Tag- Sisterhood week → March 22-28
- Color Me Mine - Sisterhood week → March 22-28
- Dorney Park - End of April

## **Ivy Events: (In the process of planning)**

**Thursday 2/28:** 4-5 pm via Zoom

Yoga Ivy Event with Kyle Greenburg

**Wednesday 3/20:** 4:30-5:30 pm via Zoom (TBD)

Sexual Education Ivy Event with Gender Violence Education and Support

**Wednesday 4/23:** 4:30-5:30 pm via Zoom

Inclusion Ivy Event with Diversity, Inclusion, and Equity

## 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

## NM 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:**

[Hazing Prevention | Student Affairs](#)

## 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 in 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
- To be excused from a mandatory event a member is expected to send an excuse at least 24 hour in advance (to the 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
- 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
- If an unexpected emergency should come up less than 24 hour please contact the Director of Administration
- 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:

- Alumni 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 do 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 Sister Application](#)

[Alpha Phi Big Sister Application](#)



# Ivy Linker Program

Overseen by Ivy Linker Program Chair (Director of Sisterhood): Grace Kennedy

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 meetings or their new member meeting. Ivy Linker groups will sit together at the new members' first house meeting to help the new member understand the house meeting and answer questions. Attached is an overview.

[Ivy Linker Planner](#)

## **National Headquarters provided New Member Education Information**

Alpha Phi New Member Website: <https://alphaphi.org/collegiate-experience/for-new-members/>

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 the Vice President of Health, Wellness & Accountability or the Vice President Programming and Education) 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 [accountability@alphaphi.org](mailto:accountability@alphaphi.org) or at the hotline: 1-888-NOT-HAZE (1-888-668-4293)

New Member Education Schedule: Each member will 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.