

# Alpha Phi New Member Education Program 2026

President: Kylie Hogan

Vice President of Health, Wellness, and Accountability: Maura Fiore

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## **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 the Alpha Phi Fraternity.

Throughout the six-week program, the new members will experience and learn about:

- 1) Values, history, and High Ideals of Alpha Phi International Fraternity
- 2) Meet the other new members and initiated sisters through fun, organized, and safe Alpha Phi-approved activities
- 3) Lehigh University, Alpha Phi International and Chapter policies, rules and expectations of the Epsilon Psi Chapter of Alpha Phi both as a new member and initiated sister

## **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, policies, and values of Alpha Phi while additionally fostering active, participating chapter members. 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 and the campus community. 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 learn about:

- 1) Values, history, and High Ideals of Alpha Phi International Fraternity
- 2) Meet the other new members and initiated sisters through engagement in fun, organized and safe Alpha Phi-approved activities
- 3) Policies, rules and expectations of the Epsilon Psi Chapter of Alpha Phi and Lehigh University both as a new member and initiated sister

*Events that will take place during the new member period outside of new member meetings:* Throughout the six-week period weekly study hours and weekly member class bonding events are recommended, but not required.

New member education (NME) meetings will be held weekly at the Alpha Phi chapter house, 98 Upper Sayre Park Road.

## New Member Schedule

**Ivy Linker Groups** will be established 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 recommended.

**Den Mom Groups** will also be established at Chapter on the second week. The role of the Den Mom is to provide new members with mentorship and insight into the Alpha Phi experience at Lehigh by pairing them with seniors (Den Moms) who serve as role models and guides. Seniors will apply over Winter Break through an application process designed to assess their willingness, chapter engagement, and mentorship ability. Each Den Mom will oversee a small group of 3-5 new members. Den Mom expectations will include: a brief orientation meeting before the program begins, meeting with their groups weekly in a casual setting, facilitating conversation using provided prompts while being open to questions and new members' input, and sharing personal experiences,

tips, and insights while creating a sense of belonging and fostering a supportive environment.

## **Week one:**

**Focus:** Review High Ideals - Alpha Phi 101 for New Members: overview of new member education program; review Alpha Phi Creed, Alpha Phi symbols, finances (dues & fees), NME & chapter meeting logistics and communications (exec newsletters, GroupMes. etc), overview of living in the chapter house.

### **Ivy Linkers week one:**

- Activity: Ice Cream date: Meet up for ice cream or frozen yogurt.

## **Chapter Meeting:**

- Introduction to New Member meeting format: introduce High Ideals and Alpha Phi Creed. Orientation: Overview of New Member Education and Alpha Phi. - Member Expectations: Explain their expectations as a New Member and initiated member.

### **Ice Breaker:**

1. 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 new member class.
2. Introduce your neighbor - everyone will have three minutes to talk to their neighbor and then will go around the circle and introduce the person they spoke to

*Overall, the purpose of this first week is to introduce the new members to Alpha Phi and 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 to creating a sense of belonging and stronger sisterly bond within the chapter.*

## **Week Two:**

### **Focus:**

Understand how to take care of one another and intervene when

necessary

Understand what risk is and the consequences related to taking risks

### **Ivy Linkers Week Two:**

- Activity: Coffee or Hot Chocolate Meet-up: Ivy Linker groups meet at a local coffee shop or on-campus cafe.

**Den Moms Week One:** Introduce Den Moms at Chapter Meeting and explain what the program aims to accomplish

- Activity:
  - First group meeting: Casual introductions
- Conversation Prompts:
  - “Why did you join Alpha Phi?”
  - “What’s one Alpha Phi event or activity you’ve enjoyed the most?” -
  - “What advice would you give your freshman self?”

### **Chapter Meeting:**

Taking Care of One Another: Review the New Member Bill of Rights. Introduce why this is important and our Human Dignity philosophy. Understanding Risk: Talk about what risk is and how it can be prevented. Introduce Den Moms and explain what the program aims to accomplish; Provide New Members with a Senior mentor to learn about their shared experiences being an Alpha Phi. This new opportunity for seniors acting as mentors will also increase senior member engagement and retention.

**Ice Breaker:** Meet the Den Moms - The New Members will be assigned to their Den Mom groups (3-4 members per Senior) and will go around in a circle and introduce themselves and say one thing they are interested in learning about or if they have any questions for the Den Mom already they can ask. At this time, Den Moms will create group chats with their groups and plan on a day of the week to meet every week.

*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 Three:**

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

### **Ivy Linkers Week Three:**

- activity: Movie night at the house: Watch a fun movie together!

**Den Moms Week Two:** This week's Den Mom objective is Building Sisterhood & Balancing College Life

- Activity:
  - Discuss balancing academics, social life, and campus and Alpha Phi commitments.
  - Share tips for time management and self-care
- Conversation Prompts:
  - "How do you manage your time with school, sorority, and other activities?"
  - "What's your favorite memory from being a first year in Alpha Phi?" - "What's one thing you do to de-stress?"

### **Chapter Meeting:**

- 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). Educate new members on safe social events, sober monitors, date function policies and procedures.

**Ice Breaker:** Just-Dance: The New Members will all participate in 2-3 Just-Dance games where they get to follow the choreography and dance to the song provided.

*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 Four:**

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

### **Ivy Linkers Week Four:**

- Activity: Friday Brunch at the house: groups will come up to the Alpha Phi

chapter house for Friday Brunch (if class/lab schedules permit).

**Den Moms Week Three:** This week's Den Mom objective is Exploring Alpha Phi's Traditions & Values

- Activity:
  - Den Moms share personal experiences with Alpha Phi events, philanthropy, and leadership roles.
- Conversation Prompts:
  - "What does Alpha Phi's mission mean to you?"
  - "What's one way you've contributed to our philanthropy efforts?" -
  - "How has Alpha Phi helped you grow as a leader?"

### **Chapter Meeting:**

- 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 chapter officer positions, committees, and departments. Also, talk about ways to be involved outside of Alpha Phi on campus and in the community. Leadership Programs/Initiatives: Discuss current leadership offerings by Alpha Phi International and highlight ones that resonate with the chapter/individual members: -
- Become a part of Chapter's Leadership Team or Executive Leadership Team
- Become a Leader on Campus: Clubs, Student Government, GEM, etc. -
- Legacy of Leaders (Alpha Phi International Programming): Disney Leadership Institute, Congressional Hill Visits, Build the Skill, LEARN Alpha Phi, Leadership Conferences

**Ice Breaker:** Counting game: everyone has to have their eyes closed and out loud count up from one to get to 21 without members interrupting each other or speaking at the same time.

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

## **Week Five:**

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

### **Ivy Linkers Week 5:**

- Activity: study together / do homework

**Den Moms Week Four:** This week's Den Mom objective is Career and Personal Development

- Activity:
  - Den Moms share how Alpha Phi has helped them grow professionally, including networking opportunities, leadership roles, and transferable skills.
  - Discuss resources like alumnae connections, LinkedIn groups, and campus career services (Center for Career & Professional Development)
  - Optional Group activity: Workshop a LinkedIn profile or resume, with Den Moms offering tips based on their experiences.
- Conversation Prompts:
  - "What internships or jobs have you had while in Alpha Phi, and how did the sorority prepare you for those roles?"
  - "What's one piece of career advice you've found valuable?"
  - "How do you balance leadership responsibilities in Alpha Phi with building your resume?"

### **Chapter Meeting:**

- Generosity: Discuss Generosity as one of our High Ideals.
- On-Campus Philanthropy & Community Service: Review chapter philanthropy events/efforts and other Greek and non-Greek philanthropy events/efforts and why/how to support these causes. Discuss Alpha Phi's service opportunities on campus and in the community (Bethlehem Public Library Homework Helpers) and how the chapter collaborates with Lehigh's Community Service Office (CSO) throughout the academic year.
- Review The Alpha Phi Foundation: Foundation 101 and the program areas: women's heart health, merit and need-based scholarships, crisis grants, leadership programming and support for Alpha Phi's history (heritage).

The advisor in attendance for this meeting is \_\_\_\_\_.

**Ice Breaker:** What's my hot take? – this activity is where each new member will send the new member educator a hot take that they have (ex: ketchup is good in mac and cheese), these will be read out loud by the new member educator and new members have to guess who wrote each hot take.

*Overall the purpose of this week is to introduce the general High Ideal of Generosity and the role it plays as an Alpha Phi High Ideal. Alpha Phi's philanthropy efforts will also be introduced to gain a better understanding of the Alpha Phi Foundation.*

## **Week Six:**

**Focus:** History and Ceremonies/ Ritual deep dive

### **Ivy Linkers Week Six:**

- Activity: A walk around campus
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**Den Moms Week Five:** This week's Den Mom objective is Reflection & Looking Forward

- Activity:
  - Den Moms and groups write letters to themselves to be opened at the end of their Alpha Phi journey as graduating seniors.
  - Plan a fun bonding activity (movie night, ice cream outing, etc.)
- Conversation Prompts:
  - "What's been your favorite part of this program?"
  - "What are your goals for your Alpha Phi experience?"
  - "What legacy do you hope to leave in this chapter?"

## **Chapter Meeting:**

- Alpha Phi International History: History 101 (Fast facts, 10 Founders, Alpha Phi firsts, Founders Day, and the Alpha Phi brand evolution). - Chapter History: New members will learn about Alpha Phi at Lehigh; our establishment as the first sorority at Lehigh in 1975 and the first sorority on the Hill in 1996, as well as the growth of NPC and CGC groups on campus as well.
- Ceremonies: Review pre-Initiation ceremony (Court of Ivy) and what to expect for Initiation. The advisor in attendance is \_\_\_\_\_.



**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.

**Inspiration Week:** This is a time to reflect on the bonds they have made throughout the NME program and are continuing to build upon. There will be a different bonding activity between the New Member class and each member class, 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 participate in. The group meets in the chapter house and is 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.

*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.*

Initiation: February 27th, 6PM– Everyone will be dressed in white attire and it will take place in a location on campus, tbd, and will be followed immediately by a celebration onsite. Alumnae advisors will be in attendance.

**New Member Events Specifically:**

Date & Time	Event	Location
1/21 6:00 PM	New Member Meeting	Alpha Phi Chapter House
1/28 6:00 PM	New Member Meeting	Alpha Phi Chapter House
2/4 6:00 PM	New Member Meeting	Alpha Phi Chapter House
2/11 6:00 PM	New Member Meeting	Alpha Phi Chapter House
2/15 5:00 PM	New Member Meeting	Alpha Phi Chapter House
2/24 5:00 PM	New Member Meeting	Alpha Phi Chapter House
2/24 7:00 PM	Big Little Reveal	Alpha Phi Chapter House
3/5 6:00 PM	Initiation	Maginnes Hall

## 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 jeopardize or demean 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 8am)
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:**

[https://cm.maxient.com/reportingform.php?LehighUniv&layout\\_id=15](https://cm.maxient.com/reportingform.php?LehighUniv&layout_id=15)

**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 hours 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 hours 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 sessions 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 in less than 24 hours 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. A previous Executive Council member and the Director of New Member Education 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 February 20, 2025. New members will come to the house and their big will be revealed.

## **Ivy Linker Program:**

Overseen by Ivy Linker Program Chair (Director of Sisterhood): Zoe Stoller

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 once a week. 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 members understand the house meeting and answer questions.

## **Den Mom Program:**

The role of the Den Mom is to provide new members with mentorship and insight into the Alpha Phi experience at Lehigh by pairing them with seniors (Den Moms) who serve as role models and guides. Seniors will apply over Winter Break through an application process designed to assess their willingness, chapter engagement, and mentorship ability. Each Den Mom will oversee a small group of 3-5 new members. Den Moms expectations include a brief orientation meeting before the program begins, meeting with their groups weekly in a casual setting, facilitating conversation using provided

prompts while being open to questions and new members' input, and sharing personal experiences, tips, and traditions while fostering a supportive environment.

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 internally to the chapter or to an advisor. Lehigh University and Alpha Phi International protocol trumps chapter protocol.

Any member or new member who wishes to report a hazing incident should contact the President (or Vice President of New Member Education & Member Experience or Vice President of Health, Wellness & Accountability).

- The member or new member may also directly contact the Chapter Advisor - 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 [https://cm.maxient.com/reportingform.php?LehighUniv&layout\\_id=15](https://cm.maxient.com/reportingform.php?LehighUniv&layout_id=15)

The President (or the Vice President of Health, Wellness & Accountability or the Vice President of New Member Education & Member Experience) 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 a 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.



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.

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

- 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.
- If the outcome does determine that hazing has occurred, OFSA will be notified of the incident and the actions taken toward the member(s).
- 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: Weekly Study Hours are recommended, but not required. Attire for all meetings is casual.