Alpha Phi New Member Education Plan Fall 2017

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**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, in the type of incidents that constitute 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 the each 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 defined as any action taken or situation created to intentionally produce mental, emotional or physical discomfort, embarrassment, humiliation or ridicule. Hazing activities are in violation of Alpha Phi Standing Rules, Policies and Procedures on hazing, college/university regulations and guidelines, and state, province and/or local laws.

Hazing is a violation of YOUR rights. A member of Alpha Phi or 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.
If you allow yourself to be hazed after you acknowledge you understand the definition and what constitutes hazing, you are sending a message to people that you DO NOT respect yourself.

**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.

**Expectations of New Members/ Candidates, Active Members, and Alumni**

**New Members:**

- Attend all new member meetings, house cleans, 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 hour in advance (to New Member Educator for new member meetings and Director of Administration for all others listed above), 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. They should try to make a strong effort to arrange other meetings such as group projects, tutoring around the weekly one hour meeting if possible.
If an unexpected emergency should come up less than 24 hour please contact the New Member Educator.

If any of the above is missed and they were not excused, they will be held to the same standards as initiated members per the accountability system.

Any mandatory expectation not expected of new members that will be expected of them as initiated members will also be covered in the new member meetings to ensure they understand what will be expected.

- 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 cannot 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 45+ days can result in termination.

Active 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 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 45+ days can result in termination.

Alumnae:

- Alumnae are expected to abide by all Lehigh University and Alpha Phi International rules and policies if they are on campus and interacting in any way with Alpha Phi and/or new.
members. Any alumnae who does not abide will not be invited back to attend any future events and if the action is severe termination from Alpha Phi may be requested.

- Alumnae must be invited by the chapter to participate in Alpha Phi active members events and must be approved by an advisor.

**Interactions with other chapters and/or groups**

- No event should violate the hazing policy
- New member(s) 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**

The new member will be matched with a big sister through an application process (attached). The little sister will fill out an application of who she wants as her big sister and an executive board member and the new member educator (or another sister that is not eligible for a little sister) will review the application and match the new member with a big sister. The big sister is contacted with the name of their little sister and asked if she is willing to take a 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).

..../Desktop/Little Sister Application.docx

**Modified Ivy Linker Program**

Overseen by Ivy Linker Program Chair

The Ivy Linker Program is to help the new member get to know the initiated sisters. We want her to meet more sisters on a personal level in a fun, safe and casual environment. We want her 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 the new member and 5-6 initiated members and will have a captain. These groups will be switched every week mark. It is also encouraged that the group try to meet with the new member outside of these events in a casual setting like lunch, coffee, study hours during test weeks, or even something as simple as offering them rides to house meeting or their new member meeting. Ivy linker group will join new member during new member meetings to ensure a more comfortable setting. Attached is an overview.

..../Desktop/ivy linkers contract .docx
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. These 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.

<table>
<thead>
<tr>
<th>Offenses</th>
<th>1st Offense (minimum)</th>
<th>2nd Offense (minimum)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical harm to student(s) as result of hazing(1).</td>
<td>Termination of the organization and/or expulsion of individuals</td>
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<tr>
<td>Causing reasonable apprehension of physical harm (or creating a situation in which physical harm is likely to occur) or causing actual emotional distress (2) (or creating a situation in which emotional distress is likely to occur)</td>
<td>Dissolution of the organization for no fewer than four years, and/or suspension of the individual for no fewer than four semesters.</td>
<td>Termination of the organization and/or expulsion of individuals.</td>
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<tr>
<td>Objectionable Behavior (3)</td>
<td>Disciplinary probation for no fewer than 2 semesters, removal of officers, chapter review (with input from Lehigh University, the national organization, alumni Governing body or other outside advisory committee); loss of one week of new member education (for no fewer than 2 years)</td>
<td>Dissolution of the organization for no fewer than two years, and/or suspension of the individual for no fewer than two semesters.</td>
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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 hose 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 objection-able 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.

http://studentaffairs.lehigh.edu/hazing-prevention
**Statement of Purpose**
New member education is designed to be a fun and positive learning experience for the new member. Each activity contributes to the development of each new member as an active and productive member of Alpha Phi Fraternity.

Throughout the 3 week program the new members will experience and/or learn about:

1) Values, history and ideals of Alpha Phi Fraternity
2) Meet the initiated sisters through fun, organized and safe Alpha Phi approved activities
3) Rules and expectations of the Epsilon Psi Chapter of Alpha Phi both as a new member and an initiated member
National Headquarters provided New Member Education Information
Approval sent by
Alpha Phi New Member Website: http://nm.alphaphi.org

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 new member that wishes to report a hazing incident should contact the President (or Vice President of Member Programming or Vice President of Risk Management).
  - The new member may also directly contact the chapter advisor
  - If a new member feels more comfortable reporting the incident to another chapter member the chapter member should contact the President and/or Chapter Advisor
- The President (or Vice President of Member Programming or Vice President of Risk Management) should immediately contact the Chapter Advisor. If the chapter advisor can not 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 Regional Manager and Regional Operations and Programming Coordinator.
  - If the hazing allegation is serious, life-threatening or breaks university policy 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 Regional Manager and Regional Operations and Programming Coordinator 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 towards the member(s).
New Member Education Schedule
The member should receive the Ivy Leaf book and Pins, as stated by Alpha Phi International. Weekly Study Hours are recommended, but not required. Attire for all meetings is casual.

New Member Ed Calendar (October): ../Desktop/New member ed calendar.pdf

Week 1
Focus: Getting to know each (with focus on new member class from spring 2017)
(It is important to create bonds within the member class/chapter early in the new member education process)

Monday (10/9) - BID DAY!
- 6pm @ Alpha Phi
  - Pizza and cake to celebrate!
    - Introductions and fun facts from each of the sisters
  - Meeting with New Member Class 2017
    - Ice breakers, get to know each other
  - Meet with Executive Board in order to get to know responsibilities and financial information regarding the Chapter
  - Modified Ivy linkers group will be emailed out

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

Tuesday (10/10):
- New Member Meeting #1 and 2 with new member educators and VPCA and VPMR
  - 4-6:30 @ Alpha Phi

Wednesday (10/11):
- Get to Know You Trivia/Jeopardy @Alpha Phi house.
  - 8-8:30 pm
  - This activity will familiarize the new member(s) 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.
- Movie/Spa Night @ the Alpha Phi House.
  - 8:30 -10pm
  - New member(s) will collaboratively choose a fun movie for the chapter to watch and be able to do face masks, paint their nails etc.
  - The purpose of this activity is for the entire chapter to hang out together in a relaxed and fun setting further establishing a stronger bond between new member classes.

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

Week 2:
Focus: Meaning of Sisterhood, What it Means to be an Alpha Phi

- Community Service will begin this week for entire chapter (every Tuesday and Wednesday we send 4 members to Bethlehem public library to volunteer)- New members and initiated members do the same amount of community service hours for the semester
- Sunday House cleans for the entire chapter will begin this week- New members to sign up for equal number of times as initiated members
- Introduction to AOE events- both new members and initiated members are required to go to at least 2 AOE events per semester. These events include campus events, programming, fun activities, etc. The VPPE schedules at least 5 AOE events in the beginning of the semester to give sisters a choice in which AOE events seem interesting to them!
- Introduction to Scholarship events- scholarship events revolve around Lehigh’s blueprint foundations for student success. Epsilon Psi wants sisters to engage in intellectual discussions, learn how to become better leaders and prepare them for their lives after Lehigh. Sisters attend scholarship events based on their GPAs. Sisters who have under a 3.0 gpa attend 3 scholarship events and have additional meetings with the Director of Academics to work on an academic success plan. Sisters who have a 3.0-3.49 attend 2 scholarship events and sisters who have above a 3.5 attend 1. At least 6 scholarship events are planned by the VPPE and Director of Academics in the beginning of the semester so sisters can plan out their schedules.

Wednesday (10/18):
- New Ivy Linker group sent out.
- New member ed meeting #3 and 4
  - With new member educators and VPCO, VPM
  - 4:30- 6:00 at Alpha Phi house

Thursday (10/19):
- Optional Study Hours
  - 4-6pm in Fairchild Martindale Library
  - For new member(s) to have a guaranteed quiet space to do work and study with other members in the chapter

Friday (10/20):
- Alpha Phi History Lesson
  - 4:30-6pm
  - New member educators will give a brief history lesson about Alpha Phi’s traditions and values. At the end of this “history lesson” new member(s) will take a brief trivia quiz about what they just learned.
  - Review the founder’s video and compare with Alpha Phi today.

Saturday (10/21):
- Big Sister Reveal
  - 8pm
  - Big sister will arrange a scavenger hunt for the new member to find her. After big little pair find each other there will be lineage bonding at Alpha Phi where sisters can hang out with their lineage and enjoy dessert provided at Alpha Phi.
Attached above is the Big Little Sister Application that new member and initiated sisters filled out the week prior.

Week 3
Focus: Communicating with one another and the Lehigh Greek community

Monday (10/23):
- **Chapter Meeting** at 6pm. Dinner is served for everyone before. Members are encouraged to eat at the same time and mingle.
- **New member ed meetings #5 & 6** (follow Alpha Phi New Member program)
  - @4:30-6pm at Alpha Phi

Tuesday (10/24):
**Optional Study Hours** are held from 4-6pm in Fairchild Martindale Library or a reserved room in Rauch Business Center for new member(s) and initiated members to have a guaranteed quiet space to do work and study.

Friday (10/27):
- **Alpha Phi Ceremony** @ Alpha Phi
  - 6-6:30pm
  - The Alpha Phi Ceremony is one in which invitations are given to new members for Initiation.
  - Attire is black dress of appropriate length and cut.

Saturday (10/28):
**Initiation**
Time TBD (sometime in the mid-afternoon early evening will not exceed 1.5 hours) @ the house
Everyone must wear formal white dresses
Reception at Alpha Phi to Follow
Overall, the goal of this week is prepare sisters for their initiation by continuing to emphasize the importance of communication, support and sisterhood.
Explanation of New Member Meetings:

NM Meeting #1 –
- Teaching of values, creed, history of Alpha Phi
- Discuss the rules and expectations of the new members as well as ask the new members what they want to get out of the new member program. It is important to create mutual trust during this meeting.
- Overview of new member program: - Review Calendar - Meeting Dates and times - Explain the Ivy Linker Program - Meal times if applicable Begin establishing a lifelong membership with Alpha Phi - Introduce New Member Website - Chapter and International Facebook page –
- Explain the expectations of membership in Alpha Phi by reviewing: - Bill highway
- 4:30-6pm @Alpha Phi
- Hand out Notebooks
  - New members will use the notebooks to write down any important and pertinent information. This way all their information is in one place.

NM Meeting #2
- Combined with New Member Meeting #1
- **Hazing Workshop**: an activity to educate the new members on what hazing is and what it is not. Explain hazing myths and facts. Reiterate that Alpha Phi has a zero tolerance policy for hazing.

NM Meeting #3
- 4-6:30
- Sisterhood - Review sisterhood events in the chapter on the calendar
- Scholarship - Invite the Director of Scholarship to discuss the how the chapter encourages good academic performance. She may also highlight resources available on campus for New Members to be aware of. Service

NM Meeting #4
- Combined with NM Meeting #3
- Invite the Director of Philanthropy to discuss how Alpha Phi supports the Alpha Phi Foundation and the community. - Watch Red Dress Mania Slide show and discuss the Foundation’s mission of Women’s Heart Health.

NM Meeting #5
- 4:30-6 @ Alpha Phi
- Review Lifelong Membership - Review one or two of the Notable Phis. Learn what it means to be a lifelong Alpha Phi - Watch a testimonial from an Alumnae discussing Alpha Phi membership - Introduce lifelong Alpha Phi’s that support your chapter during the meeting.
- How to honor Alpha Phi and ensure Alpha Phi is honoring you - Review why we have policies and procedures by watching the video “Importance of Each Member” - Review our Policies and how they relate to our members - Invite the VPRM to discuss what
happens when expectations are not met. She should outline what a Judiciary Board hearing is like and how it works. - Invite the Director of Finance to educate new members on how dues/fees are used.

- Review Ceremonies

NM Meeting #6
- Combined with NM Meeting #5
- **Pass the Bear Bonding Activity.** This activity provides the member class with an intimate bonding experience in which the member class shares any personal details they would like with their fellow Sisters.