Alpha Phi New Member Education Program 2018

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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 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 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. The 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>
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<tbody>
<tr>
<td>Physical harm to student(s) as a result of hazing(1).</td>
<td>Termination of the organization and/or expulsion of individuals</td>
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<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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<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 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:**

http://studentaffairs.lehigh.edu/hazing-prevention
Expectations of New Members/ Candidates, Initiated Members, and Alumnae

New Members:
- Attend all new member meetings, dish and 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 hours 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 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 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 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 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 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
  o Have a cumulative GPA of 2.5 or higher
  o Meet financial obligations on time. Late payments of 45+ days can result in termination

Alumnae:
  o 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.
  o 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 polices

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).

**Ivy Linker Program**

Overseen by Ivy Linker Program Chair

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. They will meet with members one on one to make strong, personal connections. These pairs will be switched weekly. It is also encouraged that the pair tries 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 meeting or their new member meeting. Ivy Linker pairs will sit together at the new members' first house meeting to help the new member understand house meeting and answer questions. Attached is an overview.
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

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 Programming and Education 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
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 Vice President of Member Programming or Vice President of Risk Management) 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.

- 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 towards the member(s).
New Member Education Schedule

Each member should 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.

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 members 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 three-week period Weekly Study Hours are recommended, but not required.

New member education meetings will be held on Mondays after Chapter from 6:30-7pm

Week 1 Focus: Getting to know each other within the new member class 30 min activities (outside of New member ed meetings) will be held Monday, Tuesday and Thursday nights (during the first week in order to create bonds within the member class early in the new member education process)

Sunday: Bid Day! 6:00-8:30 @ Alpha Phi  o Fun name game and introduction
festivities with new members and entire house

- Ice Breakers/Get to know you games 8-8:30pm @Alpha Phi Examples: If you could live anywhere in the world where would you live and why?

What is your biggest pet peeve? Intro to house and expectations by Pres, VPRM, and VPPE Food: Pizza and Candy bar

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

Monday: April 9th 6:30-7:00pm @Alpha Phi

NM Meeting #1

- 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. The girls will also have the opportunity ask any questions they may have about joining the house.

Wednesday April 11th: Movie/Spa Night from 7-10pm at the Alpha Phi House. New members 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 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: Meaning of Sisterhood - Community Service will continue 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

Monday April 16th: 6:30-7:00

NM Meeting #2

Chapter Meeting @ 6pm) Ivy Linker Groups handed out (first week) along with explanation of the Ivy Linker program for new members. The purpose of Ivy linkers is to further strengthen sisterly bonds between new and intitiated members.
Hazing Workshop from 6:30-7:00 pm. 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.

Thursday April 19th: Ivy Linker Meetings: New members will be given an Ivy Linker Buddy and expected to spend time together at some point in this week by Thursday.

Week 3 Focus: What it Means to be an Alpha Phi. Plan activities that bring the solidify relationships that the new members have been forming throughout the last few weeks. Make sure they truly feel apart of the family before they are initiated.

Overall, the goal for this week is to make sure new members are feeling comfortable in this new environment and gaining a positive experience. This week is the end of New Member education so it is important that new members are settling in comfortably and enjoying themselves.

Monday April 23rd:

NM Meeting #3

Chapter Meeting at 6pm. Dinner is served for everyone afterwards. New members and initiated members are encouraged to sit with Ivy Linker Groups!

Pass the Bear Bonding Activity from 6:30-7:00 PM. 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.

Friday April 27th:

Big Sister Reveal Big sisters will have a unique pair of socks and little sisters will be giving matching socks to be able to find their big sister. After big little pairs 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.

Saturday April 28th:

Alpha Phi Court of Ivy Ceremony from 6-6:30pm @ Alpha Phi. The Alpha Phi Ceremony is one in which invitations are given to new members for Initiation.

Sunday April 29th:

Initiation from 1-2:30 pm @ the house Everyone must wear formal white
dresses  Reception at Alpha Phi to Follow