Chi Phi New Member Education Program: Spring 2018

Purpose:
The Chi Phi New Member education is based around the values of our fraternity (Our three core values are Truth, Honor, and Personal Integrity). Friendship, respect, honesty, responsibility, commitment, and personal development are the foundation upon which this plan is built. Our Creed and Ritual are the lifeblood of the fraternity, conveying their importance and understanding in a positive way is integral to the education of our new members. The discussion questions are a guide to start conversations about specific topics. These questions are meant to facilitate meaningful conversation about the topics at hand. The purpose of our chapter’s New Member Education program is to educate our future brothers on the national and local history, inform them of our chapter’s operations, as well as familiarize our new members with the composition of the brotherhood.

The Chi Phi experience should aim to encourage individual achievement, promote adjustment to college life, encourage and build respect for the individual, stimulate intellectual growth, promote an understanding of the fraternity, promote the diffusion of cultural and social graces, and to promote friendship amongst new members and active brothers. Our New Member Education plan looks to ensure that New Members understand the basic workings, structure, and operations of the chapter, ensure that New Members believe in and are committed to living the values of Chi Phi Fraternity, help a man acclimate to the culture of the chapter; develop a continually growing level of brotherhood and friendship between Brothers and New Members, and build one’s knowledge of Chi Phi operations and history.

Expectations of Stakeholders:
It is expected that at all times active brothers and alumni are to respect the rules, regulations, and standards of the new member education process. All active brothers are to be present at our Rituals, unless otherwise granted permission by the chapter Alpha or Theta due to previous obligations. It is expected that new members are to be present at all of the lessons and Rituals, unless otherwise granted permission by the chapter Alpha or Theta due to previous obligations.
New members are expected to communicate any questions, comments, or concerns regarding their New Member Education program to the chapter Alpha or Theta. New members are expected to prioritize their studies and academics before other priorities, including the joining of the Psi Chapter of the Chi Phi Fraternity.

**Financial Obligations**

The Chapter sets certain fees and will vary from Chapter to Chapter within Chi Phi as well as those on your campus. These payments go to the Chapter’s budget to facilitate the operation of programs by your Chapter. They pay for social events, mixers, intramurals, IFC dues, and many other costs incurred by your Chapter. Chapters with houses also assess fees for rent, house costs, and sometimes for a meal plan.

The National Fraternity provides numerous services to its over 58,000 members around the world. The fees assessed by the national Fraternity fund staff Chapter and Colony visits, legislative events and leadership institutes; provide for the publication of the Fraternity’s magazine, The Chakett; and support the operation of the Chi Phi National Office in Atlanta. The national office works to provide services and resources to Chi Phi’s approximately 60 Chapters and Colonies, over 56,000 living Alumni around the world, and numerous Chi Phi Clubs and Alumni Associations.

The pledging fee of $100.00, assessed by the National Fraternity, is due immediately upon joining. The Chapter is responsible for reporting all New Membership to the National Office within five days of the Pledging Ceremony.

The Initiation fee of $240.00, assessed by the National Fraternity, is due two weeks prior to Initiation. The Chapter is also responsible for reporting the Initiation of all New Members and for paying their Initiation fee. This fee is also assessed only once.

The insurance fee of $263.00 is due annually, but is not assessed for New Members during their first academic term. If they pledge in the fall, one half of the assessment will be charged during the spring term. (Note: The liability insurance only applies if the Chapter is in compliance with the Chi Phi Personal Safety Policy.)

Undergraduate dues of $77.50 are assessed to each Chapter for a total of $155 a year, but are not assessed to New Members in their first academic term.
Anti-Hazing Statement:

The Chi Phi Fraternity does not tolerate hazing of any kind, at any time, under any circumstances. As taken from the Chi Phi Constitution, every New Member and Brother of Chi Phi Fraternity has the following obligations:

A. No membership of the Chapter shall permit a program during membership education (pledging), initiation, or membership of a person which tends to harm physically or spiritually or morally degrade the New Member, Brother, or Chapter of the Fraternity.
B. All forms of hazing are prohibited.
C. Hazing is defined as “any such activity of the Fraternity or its individual members which causes or is likely to cause mental or physical danger or harm.”
D. Any activity which can be termed unsanitary, dangerous, or degrading or potentially so is unacceptable.
E. Any Officer, Brother, New Member, or Alumnus has a duty to follow this provision.
F. The Chi Phi Fraternity also believes that there is no such thing as an innocent bystander. It is everyone’s responsibility to combat hazing whenever it is present or has the potential of being so. Brothers, New Members and Alumni all have the responsibility to report and confront hazing if they become aware of it, initiate it or are a victim of it.

Hazing Reporting Protocol

A. The Chi Phi National Staff will hold in confidence the name of anyone reporting hazing activities and can be contacted directly at (404)231-1824.
B. Lehigh University Office of Fraternity & Sorority Affairs:
   a Confidential Form:
      https://cm.maxient.com/reportingform.php?LehighUniv&layout_id=15
   b Phone: (610)758-4157.
C. Lehigh University Student Affairs Hazing Prevention website:
   http://studentaffairs.lehigh.edu/hazing-prevention
D. Anti-Hazing Hotline: The national anti-hazing hotline can be reached toll free at all hours at: 1-888-NOT-HAZE (1-888-668-4293
E. Lehigh University Office of Fraternity and Sorority Affairs Staff
   a Phoebe Galbraith – Chi Phi’s OFSA Advisor
      i Pag218@lehigh.edu
F. Lehigh University Counseling and Psychological Services (UCPS)
   a 36 University Drive – Johnson Hall, 4th Floor
   b Phone: (610) 758-3880
**Weekly Syllabus**

**Note:**

Almost all meetings will be held at the chapter house, usually in the library or chapter room. Brothers are expected to attend most meetings as discussions are valuable to all. Meetings will be facilitated by the new member educator, chapter officers, and alumni.

**Philanthropy:**

This is the sixth semester we will be working with the Boys and Girls Club of Bethlehem to support their after-school homework club three days a week. This cause is extremely important to our chapter, thus new members will be expected to volunteer with the rest of the brotherhood once a week. We currently send five brothers to help Tuesday through Thursday. New Members will be able to pick which day works best with their schedule and be integrated with the rest of the brotherhood. Brothers themselves are also expected to tutor with the Boys and Girls Club once a week.

**Cleans:**

Cleans in the form of Sunday deep house cleans, daily night of cleans, and waits cleans after every meal are the responsibility of every brother in the house. Brothers are assigned these duties on a regular and equal basis with exception of Brothers holding certain positions in the house. For example, the house manager is exempt from the cleans he is in charge of organizing and the kitchen manager is exempt from the kitchen waits he is in charge of organizing. New members will be integrated into cleans schedules on a regular basis, equal to other brothers in the house in order to adapt to duties they must do while acting as brothers.

**Advisor Presentations:**

Our academic adviser, Kenneth Sinclair, will be giving two presentations with dates TBD that will be mandatory for chapter members to attend. One will outline to new members successful strategies toward aiming for an internship or job offer. The other will help brotherhood in general improve effective presentation skills.

**Week 1: Pledging Ceremony and Risk Management**

I. **Welcoming** - Friday 2/1/18, 7:00pm - 8:00pm
   A. New members sign bids on this day so brothers will be reaching out to new members and congratulate them on joining.
B. Communicate with new members about Pledging Ceremony next Saturday and encourage them to ask friends and family to come and attend celebration of them receiving a bid to Chi Phi.

II. Sinclair Letter – Sunday
A. Chapter works in coordination with long-standing Alumni Advisor, Kenneth Sinclair, in order to draft a letter to be sent to parents of new members who have just signed bids. Letter is to help parents become more acclimated to Greek System and benefits it can have, also easing worries they may have.
B. Provide contact information for parents to feel assured about their child’s safety and well being.
C. Letter should be sent out the weekend after new members have signed bids

III. Risk Management Education Meeting - Tuesday 2/5/18 - 4:10pm - 5:30pm
A. Led by chapter Alpha, Beta, Eta, and Theta, presentation by Brother Eta.
B. Discusses the risk management plan on the Psi chapter as well as the proper risk management tactics that are utilized for a variety of scenarios. Emergency contact information is exchanged, directions are given, contact information among the new members is exchanged.
C. Use the provided 2017 National Chi Phi PowerPoint to present on the Personal Safety Policy and internet usage – Risk Management
   1. Cover the Personal Safety Policy
   2. Cover the internet usage. Why is proper internet usage important for the image of the Fraternity?
   3. Cover Trademark policy
   4. Cover 72 hour reporting policy
D. Break the New Member class into groups and have each group discuss a case study.
   1. Each group should be prepared to present the case study to the group.
   2. You must discuss what is wrong, the Personal Safety Policy violations as well as how to fix the issues present.
E. Discuss:
   1. Why is it important to follow the Personal Safety Policy?
   2. How does proper risk management benefit the Fraternity?
   3. How does improper risk management hurt the Fraternity locally? Nationally?
   4. What are our risk management challenges as a Chapter? As a campus?
   5. How does having proper risk management align with the Values of the Fraternity and messaging the Creed?
F. Inform members about GreekLifeEdu. This program must be completed within 14 days of pledging ceremony which will happen Sunday 2/10/19.

IV. Secrets Ceremony Part 1 of 2 - Thursday 2/7/18 - 6:00pm - 7:00pm
   A. Chi Phi Ritual that builds trust between brothers and new members by having new members entrust brothers with secrets they write down enclosed in an envelope. The new members trust that the brothers will not open the envelope and reveal their secret.

V. Secrets Ceremony Part 2 of 2 - Friday 2/8/18 - 6:00pm - 7:00pm
   A. Second part of secrets ritual which involves new members taking their envelops back, still sealed, and throwing them into the fire to watch them burn knowing their brothers kept their secret.

VI. Pledging Ceremony – Sunday 2/10/19  3:00pm – 7:00pm
   A. New Members and brothers will attend event in business casual and jackets. Have a nice dinner at the house catered by our Chef Leslie where new members can celebrate their bid to Chi Phi along with friends and family they invite. Read the Creed after dinner and proceed to give out pledge pins to new members according to national ritual guidelines.

Week 2: National History

I. National History Lesson 1 - Monday 2/11/19 - 4:10pm - 5:30pm
   A. National history lesson led by chapter Zeta, new members are to take notes and remain engaged. Lesson will go over chapter beginnings and roots of our ideals.
   B. Chapter Sigma will also be present to background check new members in order for them to sign up to tutor at the Donegan Elementary School with the rest of the brotherhood
      1. Filling out background check forms and submitting them to the state

II. Greek Life on Campus / Interfraternalism - Tuesday 2/12/19 5:30pm - 7:00pm;
   A. Led by Theta and Phoebe Galbraith
   B. Have Greek Life representative discuss Greek life on Campus:
      1. What is the climate of Greek life on Campus?
      2. Where do you see Greek life heading?
      3. What type of environment do you want Greek life to be?
      4. What are some initiatives from the Office of Fraternity & Sorority Affairs?
      5. How can Chi Phi help achieve those initiatives?
   C. Interfraternalism:
      1. Why is interfraternalism so vital for the survival of Greek life as a whole?
      2. What can you do as Chi Phi to promote interfraternalism on your campus?
3. What is Chi Phi’s brand on campus currently?
4. Does that brand align with the Chi Phi Creed and Values?

D. Academics:
1. What are the academic requirements for both Brothers and New Members?
2. What is the current All Men’s and All Fraternity average? How does Chi Phi compare?
3. What academic resources are currently available on Campus

E. Philanthropy:
1. Use the provided resource from the national office to discuss Chi Phi’s national philanthropies.
2. Include any local philanthropies the Psi Chapter supports.
3. What is the difference between philanthropy and community service?
4. Why is philanthropy so important?
5. What kind of impact can philanthropy have on the image of Greek life as a whole? Chi Phi?
6. What are your thoughts on the philanthropies that we support?
7. Are there any other philanthropies you would like to support or participate in?

III. Triple Origins Ceremony Part 1 of 3 - Saturday 2/16/19 - 7:00pm - 9:00pm

A. Star Ceremony led by brothers Alpha, Theta, and Zeta. The Triple Origins ceremony is meant to represent not only the three founding orders of Chi Phi, but also the three values the fraternity was founded on – truth, honor, and personal integrity. This part of it focuses on truth.

B. After the Ceremony, ask the New Members and Brothers their thoughts and discuss:

1. What is the meaning of this Ceremony?
2. What can we learn from the Princeton Order that aligns with our modern Values?
3. What do you think is important in the fact that 30 years went by and the idea of Chi Phi still appealed to men?
4. Why is it important for us to recall the origins of our organization?

Week 3: Psi and Local History

I. Local History Lesson - Wednesday 2/20/19 - 4:10pm - 7:00pm

A. Led by brother Abels and the Theta. Have brother Abels share the history and what it means to be a Chi Phi at the Psi chapter house.

1. Why is it important to recognize your local history?
2. What do you find unique or stands out about your local Chapter’s history?
3. How does your local history connect to National history?
4. What kind of mark would you want to leave on the Chapter’s history?
5. Discuss the role of your Alumni/Alumni Association/Chapter Advisory Board:
   a) What are their duties as Alumni?
   b) How can they best support the Chapter?
   c) How can the Chapter use Alumni as a resource for success?
   d) What does it mean to be a Chi Phi for life?

II. Triple Origins Ceremony Part 2 of 3 - Thursday 2/21/19 - 7:00pm - 9:00pm
   A. Triple Origin Ceremony #2: Sword Ceremony and Debrief. Second part of ceremony focuses on the value of honor.
      1. What sort of imagery was presented to you during this Ceremony?
      2. How does the concept of Honor in the Ceremony relate to us today?
      3. Chivalry is a word tossed around in the Ceremony. What does it mean to you?
      4. The Crossed Swords are represented on our Crest. How are these Swords and what do they represent to the Fraternity as a whole?
      5. What phrases from our Creed can we derive from this Ceremony? What meaning does it convey?

II. Triple Origins Ceremony Part 3 of 3 – Sunday 2/24/19 – 6:00pm – 8:00pm
   B. Triple Origin Ceremony #3: Faces Ceremony and Debrief. Third part of ceremony focuses on Hobart order founding and personal integrity.
      1. What is significant about the Hobart Order sprouting from a campus that already had three fraternities?
      2. What was the focus of the Founders of the Hobart Order? Why is it important?
      3. How does this idea represent itself in the Fraternity as a whole?
      4. What did you gather from the gothic reading of the Founding Order?

Week 4: Understanding Chapter Operations

I. Chapter Operations: Executive Board - Tuesday 2/26/19 - 4:10pm-5:30pm
   A. Introduction to all executive board positions and their delegated roles and responsibilities; includes the Alpha, Beta, Gamma, Delta, Epsilon, Zeta, Eta, Theta, Iota
B. All members of executive board present their roles and responsibilities to group, answer questions, and ask new members which roles they could see themselves filling in the future
  1. Position descriptions and responsibilities can be found in chapter bylaws
C. Discuss these questions regarding chapter operations:
  1. Why is it important that the Chapter meet at least once per week?
  2. Why should the Chapter be goal driven? How does that make the Chapter more effective?
  3. Why is it important that the Chapter and its officers have clear and regular communication with the Greek Affairs Office, the Chi Phi National Office, and its Alumni?

D. Discuss Robert’s Rules of Order

II. Chapter Operations: Non Executive Board - Wednesday 2/27/19 - 4:10pm - 5:30pm
A. Introduction to all other non-executive positions and their delegate roles and responsibilities; includes the Kappa, Theta, Mu, Nu, Xi, Omicron, Rho, Sigma, Tau, Upsilon, Academic Chair
  1. What positions interest the New Members? Why?
  2. Which role do you aspire to have within the Fraternity?
  3. What steps will you need to take to prepare yourself for that role?
B. All members position holders present their roles and responsibilities to group, answer questions, and ask new members which roles they could see themselves filling in the future
  1. Position descriptions and responsibilities can be found in chapter bylaws

III. Big Little Ceremony - Thursday 2/28/19 - 6:00pm - 8:00pm
A. Have Big/Little pairs sit through meeting on values together and then have a dinner to celebrate the ceremony. Big little selections based on trying to match brothers based on personality and values.
B. Creed of the Fraternity
  1. Have the Brothers stand up and recite the Creed of the Fraternity. Afterwards, the Brothers and New Members should discuss:
     a) How has the Creed impacted your daily life?
     b) How has your understanding of the Creed evolved throughout your time as a Chi Phi?
     c) Why is the Creed a vital part of what it means to be a Chi Phi?
     d) What part of the Creed means the most to you and why?
C. Values of the Fraternity
  1. Present the Values of the Fraternity to the New Members
  2. Brothers and New Members can answer these questions:
     a) How can you live up to the Values of Chi Phi in your daily life?
b) What values stand out to you?
c) If you could add a value to Chi Phi’s Core Values, what would it be?

D. True Gentleman
   1. Present the True Gentleman to the New Members
   2. Brothers and New Members can answer this question:
      a) Why, in this day and age, is it important to be a True Gentleman?

E. Have the Brothers teach the New Members “Gather Brothers” and the Prayer of the Fraternity.
   1. Prayer of the Fraternity
      a) Have Brothers and New Members stand and say the Prayer of the Fraternity
      b) Brother repeat prayer line by line, repeated by new members
   2. Gather Brothers
      a) Have Brothers and New Members stand and sing Gather Brothers
      Why are these important to Chapter and Fraternity history?
      b) Brother repeat gather brothers line by line, repeated by new members

F. Why are these important to Chapter and Fraternity history?
   1. Why is it important to know these documents?
   2. Why are these important to Chi Phi?
   3. How do these documents convey Chi Phi’s Values?
   4. Is there anything else you feel that make Chi Phi unique?
   5. How are these documents applicable in your everyday life?

IV. Trip to Tschoops Grave, Initiation Ceremony, Grand Lecture - Saturday 2/30/19 - 10:00am – 5:00pm
   - Brothers carpool to site and gather around grave of Schoop in jackets with the new members. New members will be reminded to have pledge pins with them place their pins on the grave in shape of a Psi.
   - The Beta will recite Tschoop’s importance and new members will be given chance to reflect.
   - Will then drive back to chapter house where new members will told to wait in a room with amenities while each individually is taken through initiation ceremony.
   - Grand lecture given by Alpha after all new members are initiated as per Chi Phi national ritual policy