Member Education Manual

Phi Gamma Delta – Mu Upsilon

Miami University

**Introduction and Overview**

This program was developed by Phi Gamma Delta’s Task Force on Pledge Education after studying best practices and requirements of our high performing chapters, host institutions and peer fraternities as well as incorporating modern business best practices.

As the Pledge Educator, your job is to organize and oversee the chapter’s pledge education program. It is your responsibility to make certain the program is well managed, constructive and aligned with the Laws and policies of the Fraternity.

The pledge education program has several components that make it successful. Some look very similar to previous Phi Gamma Delta programs, some represent a change:

* Education mostly occurs through weekly meetings in which the new members are taught the history of the Fraternity, the Chapter, its organization, our customs and traditions. Education is more than lectures and readings, however. Utilizing graduate brothers and individuals from the college / university as guest speakers, group discussions and writing assignments encourages new brothers to reflect on the Fraternity. Feedback from our pledges indicates that involvement of graduate brothers and on-campus officials is valuable!
* Integration into the chapter happens from day one. Often referred to as assimilation, this allows brothers to become acclimated to fraternity life and the chapter from the very beginning, providing the opportunity to learn with a hands-on approach. We do this by putting members into chapter committees, participating in chapter events and working closely with Big Brothers. Big Brothers are your greatest asset in pledge education. They act as mentors and attend a majority of chapter events with their Little Brothers. They should be available to answer questions and help Little Brothers become acclimated to the Fraternity.

When observing successful fraternity chapters and business training models, we learn that it is rare for these groups to segregate their new members / new hires. Those who are new to an organization not only learn better using this approach, but tend to develop an attachment to the organization, resulting in higher retention rates. Focus on involving pledges into the chapter instead of separating them with their own activities and projects.

* Academic Assistance is provided at every opportunity. One of your key responsibilities is to make certain pledges make academics their first priority. Your Scholarship Chairman (and committee), Scholarship Advisor and Big Brothers play roles in this (including aiding in academic monitoring). Furthermore, the Pledge Educator must be cognizant of the academic schedule at his institution. Pledge class meetings and chapter activities should be limited during heavy academic periods.
* Activities with the chapter and outside of the normal weekly meetings provide an opportunity to learn and get to know brothers on a personal level. This includes everything from recruitment and philanthropy events to campus lectures and sporting events. Depending on campus availability, programs such as etiquette dinners, resume workshops or health issues can be organized by the chapter to provide additional skills and commitment to a positive and productive pledge education program
* You are not solely responsible for educating new members. It is the job of the entire chapter to help teach them! Therefore, you must get the commitment of all brothers in your chapter to aid in teaching, to participate as Big Brothers and to follow the chapter’s written program. At a chapter meeting prior to the start of the pledge education program, educate the chapter on the program’s guidelines and requirements. Along with the Chapter President, you also need to educate the chapter on the Fraternity’s policy against hazing activities.

**Getting Started**

* Several weeks before the program begins, you will need to identify and evaluate prospects for Big Brothers (they will be assigned at the first meeting – more detailed information is in the Big Brother portion of this manual).
* You will also need to update and customize the pledge manual several weeks prior to the start of the program. The Pledge Educator has an editable version of the Pledge Education Handbook available to him. However, with a few weeks notice, the International Headquarters can customize and print pledge manuals for you (for a fee). Contact (859) 255-1848 for more information.
* Prior to the start of the pledge education program, make certain you have an adequate supply of Purple Pilgrims. These are an integral component of weekly agenda and should be available and distributed immediately. At this time, you may also ensure an adequate supply of pledge pins for the pledging ceremony.
* The program will begin on the established weekly meeting day immediately following the formal pledging ceremony. All pledge meetings and activities should remain consistent with the program goals to foster sound academic performance and provide a positive fraternity experience. In that respect, weekly meetings should last no longer than one and one-half hours. No pledge activity or meeting should begin before 8 a.m. or end after 10 p.m. Check with Greek Advisor for additional information on campus policies and requirements.
* Immediately prior to the formal pledging ceremony, hold a short (30-minute) orientation meeting with the pledge class. At this time, you should be prepared to answer pledges questions about the program. You should finalize a weekly meeting time.

**Initiation**

Initiation should take place as soon as possible after the end of the program, preferably sometime in the week following the final pledge meeting. Current fraternity law provide that a man with a 2.25 college GPA or 3.0 high school GPA (where initiation required before college grades are available) may be initiated. This allows a smooth transition into Post Initiation Education and a greater focus on academics before final exams. For example, a spring pledge class that already has college grades would initiate the week following their final meeting (Week 8)

If there is a gap between the time the last pledge meeting takes place (Week 8) and when academic qualifications can be verified (as is the case with fall pledge class without previous college grades), then continue to have these men participate in all chapter activities. With the exception of formal chapter meetings, they should not be excluded from any events. Likewise, there are to be no pledge activities beyond the last pledge meeting. Allow them to focus on daily chapter activities and academics. Hold the initiation ceremony as soon as grades are received.

Some chapters may desire to use the new program and, if at all possible, initiate at its conclusion before college grades are available. You should contact the Director of Education at (859) 255-1848 if your chapter desires to do so.

Preparing for the Next Class

To prepare for the incoming class do the following.

* Review the answers from the survey of the previous class and adjust the curriculum based on criticism and your good judgment.
* **Read the member education manual and ritual manual**.
* Meet with the Ritual Chair to design a schedule based on the outline given and accounting for what is said in the Member Education and Ritual Manuals for the upcoming class so that the new members can plan ahead.
* Crosscheck the new member education schedule with the Vice President of programming’s schedule and work with him to adjust schedules if conflicts arise.
* The schedule should include any event that new members will be involved in.
  + Education sessions
  + Rituals
  + When new member assignments are given.
  + When new member assignments are due.
  + Philanthropy events
  + Brotherhood events
  + New Member Brotherhood events
  + Socials
  + Formal or Semiformal
* Contact each sorority to set up a time for the New Members to sing their serenade.
* Send Education Document and Schedule to the District Chief for Approval.
* It is advisable to print all worksheets needed for the education sessions prior to the start of new member education so that you’ll only have to make one trip to the printer.
* Order new song books and New Member Manual to be handed out during the first education session.
* Consider making a power point if you like.

Schedule Outline

\*\*All dates are corresponding with what week it is during the 10-Week Quarter. ALL EVENTS ARE SUBJECT TO CHANGE *(date and time)* AT DISCRETION OF THE CHAPTER\*\*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Event** | **Date & Time** | **Location** | **Attendance** | **Attire** |
| Bid Ceremony | Monday, After Rush Week  As Soon as Allowed to Bid | White Star | Historian, President, VP of Recruitment, Bid Brother | Chapter Attire |
| Induction Ceremony | Sunday 2/4  7:00pm-9:00 PM | Chapter Room | Full Chapter | Formal Attire |
| Fraternity Values | Monday 2/5  7:00pm-9:00 PM | 5 Assigned Rooms in the House | 2-3 Brothers Per Room  (Full House) | Chapter Attire |
| Risk Management Education Session | Monday 2/12  7:00-9:00 PM | Laws Hall | Risk Management Chair | Casual |
| History Education Session | Thursday 2/15  7:00-9:00 PM | Laws Hall | Historian, Purple Legionaire\* | Casual |
| Big/Little Reveal | Monday 2/19  7:00 PM | Chapter House | Whole Chapter | Casual |
| History Education Session 2 | Tuesday 2/20  7:00-9:00 PM | Laws Hall | Historian, Purple Legionaire\* | Casual |
| Big & Little Bowling | Wednesday 2/22  8:50pm-10:30pm | Meet in White Star | All Bigs | Casual |
| Finance Education Session | Monday 2/26  7:00-9:00 PM | Laws Hall | Treasurer | Casual |
| Service Education Session | Thursday 3/1  7:00-9:00 PM | White Star | Philanthropy Chair | Casual |
| Transformation Ritual | Wednesday 3/5  7:00-9:00 PM | Multi-purpose room | All Bigs | Chapter Attire |
| Chapter Operations Education Session | Thursday 3/8  7:00-9:00 PM | Laws | President, Member Educators | Casual |
| Formal Chapter Meeting | Sunday 3/11  7:00-8:00 | Chapter Room | Everyone | Chapter Attire |
| D-Week\*  See Full  D-Week Schedule | Monday 3/12 thru Thursday 3/15 | Various | All Pledge Fathers/Full Chapter | Various Attire\* |

**\*If available**

**Education Session**

The new members and the Member Educators will meet once a week every Sunday for about 45 minutes to an hour in Laws. Divide the time between activities accordingly so that session doesn’t go over an hour. The purpose of an education session is to provide a platform for classroom based activities so that the ideals, operations, purpose, history, expectations, and assignments of the Chapter and can be introduced to the new members and discussed. The content should be introduced creatively and in a manner that engages new members. \*\*\*\*New Member Educator does not lecture excessively.

**New Member Assignments**

* The purpose of a New Member Assignments is to give a project to the new class as a whole that they can all mutually work on together.
* The goal of these assignments is to…
  + Give new members a mutual problem to solve that helps them build skills that will be needed once they become a brother.
  + Lay a foundation of brotherhood through a mutual problem.
  + Provide an opportunity to evaluate the New Member class’s experience, ingenuity, creativity, organization, passion and leadership skills.
  + Must be in accordance with the five values.

\*\*\*\*\*All current and proposed New Member Assignments must be approved by the Executive Board and meet the definition of a New Member assignment before implementation in order to avoid acts hazing.

* New Member Assignments should be scheduled accordingly prior to start of New Member Education and should be spaced out to maintain quality in assignments.
* Current New Member Assignment Descriptions
  + Serenade
    - The Song is the first New Member Assignment that should assigned at the first education session. The purpose of this assignment is for the new members to sing a song that is appropriate during sororities’ chapter meetings. This assignment evaluates the leadership, communication, initiative, creativity and level of confidence of the New Members. The class can be divided into two groups depending on the size of the class. The class will have two weeks to complete their assignment. They will sing their song in front of chapter the following Monday as their first draft to be critiqued by the chapter. The next Monday, the class will sing to each sorority. It is the job of the Member Educator, with the help of his committee to contact each sorority, arrange a time to sing and lead each group to sing at each sorority at their respective times.

**Brother Signatures**

Brother signatures are a method that encourages new members to introduce themselves to brothers. During each education session, each new member will be a given the name of three brothers on a sheet of paper with space for a signature. The new members will then, in order to get their sheet of paper signed, will need to have a meaningful conversation with that said brother. This will continue on last member education session. The purpose of this activity is to encourage new members to get to know the brothers and too increase the options of potential pledge fathers for a new pledge. Note: The Member Educator should be a big brother as well if he so wants to be. The member educator may also put New Members on the big brother sheets.

**Big Brother**

The purpose of a big brother is to be a resource for the new member. The pledge father should be the brother in the chapter who has the greatest potential to help a new member to grow. All brothers in good standing are eligible to be pledge fathers except for the Historian. The Member Educator may be a pledge father only if the Member Educator and the New Member are truly the best people for each to satisfy the definition of a big brother. Otherwise, it is advisable for the Member Educator not to be a big brother.

**New Member Brotherhood Events**

These events are optional, are scheduled with space available and can be set up last minute. New member brotherhood events provide an informal setting for new members to get to know each other outside of ritual, education session or class assignments. This may include going to go see a movie or going for a hike as an example. One event will include casual sports on Fridays for New Members at O-Park.

**Reading Assignments**

The purpose of the reading assignments is to give relevant information relating to either previous rituals or future rituals. It should be minimal as New Members will be very busy with school. New Member Education should not detract from a New Member’s ability to do well in school.

**Quizzes**

* The purpose of the quizzes is to give insight into who is participating in the class and doing their readings.
* Quizzes should follow these guide lines
  + Quizzes are given out at the start of class.
  + The quiz should be very short will multiple choice and short answer. Never essay format.
  + Questions should pertain to information related ritual themes and should NOT be about miniscule and random facts.
  + There can be open questions sometimes and follow up with a discussion afterwards

Fraternity Values Education Session (2/5)

Class Outline

* “About You Activity”
* Have Treasurer come in and explain and set up Legfi (Legacy Financial) with each new member.
* Name Game (Educator’s Choice)
* Pass out expectation sheet and letter
* Values Activity: Friendship, Knowledge, Service, Morality, Excellence
  + Create five groups.
  + Give each group a large poster sized sheet of paper with one value already written on it and a marker.
  + Give each group 2 to 3 minutes to write what they think that value means.
  + Have each group rotate around the room after the 3 minutes and do the same activity for a different value adding onto what was previously written.
  + Repeat this until each group is back at the value sheet they started with.
  + Have each group explain what each value means based on what was written.
* Sing Song:
* Pass out songbooks, Purple Pilgrims **(tell them to write their names in it)**, schedule and contact information of Member Educator. (2 minutes)
* Explain how brother signatures work and pass out brother signatures sheet.
  + Three names, three blanks sheets spaces
  + After having a genuine conversation with a brother get their signature.
  + Bring the sheet back with signatures by next education session.
* Assignments
  + Assign Serenade
  + Brother signatures
  + Assign Reading Chapters One through Three (pg. 1-29). It’s a basic introduction.

Risk Management Education Session (2/12)

Class Outline

* Collect brother signatures
* Quiz #1
* Introduce the Risk Management Chairman
* Risk Management Chair talks about risk.
* Group Discussion and Analyze Case studies with Scholarship Chairman and Risk Manager.
* Pass out Risk Management Cards
* Election of New Member Leadership
  + The new members will elect a new member president, vice president, risk manager and communicator. The procedure occurs through the following steps for each position.
    - Explain the role of each office to the New Members.
    - A short period in which New Members may nominate themselves or one of their peers to a position.
    - Each nominee may give a short speech.
    - The nominees leave the room during the vote.
    - The ballot will be a secret ballot with paper.
    - If there is more than one nominee, ballots will continue round robin style until there is a winner.
    - This process is then repeated.
    - Elections should go in the order of New Member President, Risk Manager and Philanthropy.
  + Pledge President
    - Act as the representatives for the New Member class to the exec board.
  + Risk Manager
    - Manages risk of New Members with the guidance of the risk manager.
  + Philanthropy
    - Communicates between the Philanthropy Chairman and New Members when needed.
* Assignments
  + Assign next set of brother signatures
  + Assign chapter 15 of the New Member Manual (pg. 149-155). Explains the concept and importance of risk management pertaining specifically.

Phi Gamma Delta History Sessions (2/15 and 2/20)

Class Outlines

* Collect brother signatures
* Quiz #2/#3
* Ask class if anybody knows the Phi Gam motto
* Introduce Chapter Advisor
* Phi Gam History Discussion
  + Discuss the origin Chapter
  + Chapter Advisor, tells the story about how the chapter burned down in 2013
* Bridge Builder Reading and discussion
  + Print off the bridge builder reading for each New Member and ask for a volunteer to read it.
* Advisor/Alum gives speech about what it means to be a Fraternity man.
* Assignments
  + Pass out brother signature sheets.
  + Read Chapter Ten.

Finance Education Session (2/26)

Class Outline

* Collect brother signatures
* Quiz #4
* Introduce Treasurer
* Discussion
  + Challenges of budgeting out potential expenses as a student in Oxford (food uptown, traveling to Cincinnati, etc.)
  + Advice from older brothers about being smart with your money
* Fraternity Expenses
  + What do dues go to, how it changes next year going from living in the dorm to potentially living uptown
  + How to plan for future fraternity expenses like formal
* Ask for questions/concerns
* Assignments
  + Pass out brother signature sheets.

Service Education Session (3/1)

Class Outline

* Collect brother signatures
* NO QUIZ
* Introduce Philanthropy Chair
* Discussion
  + Expectations for all brothers of Phi Gam, and how New Members can get involved with events outside of our sponsored events
  + Importance of philanthropy and service to Phi Gam/Greek Organizations as a whole
* Fraternity Events
  + Drop the Puck, Strike Out Diabetes
  + Our responsibility, including New Members, to take responsibility for setting up, cleaning up, and participating in events, as well as publicizing them
* Ask for questions/concerns
* Assignments
  + Pass out brother signature sheets.

Chapter Education Session (3/8)

Class Outline

* Collect brother signatures
* Quiz #3
* Discussion related to positions in the chapter. \*\*\*\*Most of these positions are common sense, but stress VP of Brotherhood as it is a very important position and his role isn’t as clear through his title.
  + President
  + Treasurer
  + Recording Secretary
  + Historian
  + Corresponding Secretary
  + Pledge Educator
  + Risk Management Chairman
  + Recruitment Chairman
  + Philanthropy Chairman
  + Scholarship Chairman
  + Social Chairman
  + Brotherhood Committee
* Discussion: To protect and promote all the work to maintain and build the chapter, what are ways that you can support this work and bring a good reputation to the Chapter?
* Explain Charter Requirements and the importance of getting chartered.
* Assignments
  + Pass out brother signature sheets.
  + Read Chapters Three and Nine.

D-Week Education Session (3/11)

* Collect brother signatures
* Quiz #4
* Discussion
  + Open the floor to discussion
  + Ask the New Members, “Now that you’re almost done with New Member Education, what do you think is the purpose and Mission?”
  + Guide them toward the right answer
* Explain expectations of D-Week
  + Pass out the D-Week Expectation sheet
  + Answer Questions
* Discuss that New Member education, developing into a man of principle and application of values continues into brotherhood.