

BUILDING YOUR PROGRAM

Elements of the *Brotherhood in Phi Sigma Kappa* program

The *Brotherhood in Phi Sigma Kappa* program consists of the following activities:

- 9 – 11 required associate member meetings or topics, to be covered using meeting facilitator guides provided in this *Inductor's Guide*, attending events on campus, or bringing in guest speakers
- Ritual of Association
- Ritual for the Initiation of New Members
- Good Samaritan service project
- Big brother/little brother selection and reveal
- Associate member class retreat/activity

Associate Member Meeting Topics

Inductors should cover 9 – 11 of the topics listed below within an eight-week period. This guide provides facilitator guides for 11 meetings, some of which are required to be held as written, some that can be covered by other methods, and some are completely optional. Many of the required meetings are also required to be held at a certain point in the semester.

This section will help you design your customized Associate Member Education Plan. This plan should be submitted on Officer Portal at least **two weeks prior** to holding your Ritual of Association and will need to be reviewed and approved by your Chapter Consultant prior to beginning.

Topic/Meeting Requirements

- Each Inductor should **cover 9-11 topics** over the course of a **maximum of eight weeks**. The Ritual for the Initiation of New Members should occur during the sixth week.
- Below is the list of the 11 topics that are included in the *Brotherhood in Phi Sigma Kappa* program. This *Guide* provides facilitator guides and associate member worksheets for each of these topics (starting on page 43), but not all of these meetings need to be held as written or even at all. Continue reading this section to understand your options for covering the nine required topics and how to best build your program.
- Topics in *Brotherhood in Phi Sigma Kappa*:
 - **Expectations** of Phi Sigma Kappa
 - **Founding** of Phi Sigma Kappa
 - **Leadership** in Phi Sigma Kappa
 - **Integrity** in Phi Sigma Kappa
 - **Accountability** in Phi Sigma Kappa
 - **Inclusion** in Phi Sigma Kappa
 - **Solidarity** in Phi Sigma Kappa
 - **Teamwork** in Phi Sigma Kappa
 - **Ritual** in Phi Sigma Kappa
 - **Courage** in Phi Sigma Kappa
 - **Lifelong Learning** in Phi Sigma Kappa

- Some of the topics above are required meetings that should be held as written in the facilitator guide and at a specific point in the associate member process. These meetings are:
 - The **Expectations & Founding** meetings must occur first in the associate member program.
 - The **Solidarity** meeting needs to occur directly before the Ritual for the Initiation of New Members.
 - The **Ritual** in Phi Sigma Kappa meeting must occur directly after Ritual for the Initiation of New Members.
- Some topics are required but can occur at any point in the associate member process. These topics can be held as written in the meeting facilitator guide, by having associate members attend an event on campus, or by bringing in a guest speaker. These topics are:
 - **Integrity** in Phi Sigma Kappa
 - **Inclusion** in Phi Sigma Kappa
 - **Accountability** in Phi Sigma Kappa
- There are some topics the Inductor gets to choose between. The Inductor must choose at least **two** of the following four topics. These topics can be held as written in the meeting facilitator guide, by having associate members attend an event on campus, or by bringing in a guest speaker. These topics are:
 - **Leadership** in Phi Sigma Kappa
 - **Teamwork** in Phi Sigma Kappa
 - **Courage** in Phi Sigma Kappa
 - **Lifelong Learning** in Phi Sigma Kappa
- For any topic that is covered using a different method (guest speaker, event on campus, etc.) than the provided meeting guide, Inductors should still conduct the Brotherhood Circle that is associated with that topic, as provided in the meeting facilitator guide.

Pledge to Brotherhood

The *Brotherhood in Phi Sigma Kappa* program places a greater emphasis on the Pledge to Brotherhood that is included in the Ritual for the Initiation of New Members. Associate members will write their first draft during the **Founding** of Phi Sigma Kappa meeting, revise it for the first time during the **Solidarity** in Phi Sigma Kappa meeting, and revise it a final time directly before the Ritual for the Initiation of New Members. Each facilitator guide and associate member worksheet for the **Founding** and **Solidarity** meetings contain specific guiding questions to help the associate members craft their Pledge to Brotherhood. The intent is for brothers to take their Pledge seriously and give them an opportunity to identify what they specifically will contribute to the Fraternity.

Brotherhood Circles

Each meeting of the *Brotherhood in Phi Sigma Kappa* program includes a Brotherhood Circle. This consists of a conversation led by the Inductor that further debriefs the concepts discussed during the meeting. Discussion questions for each Brotherhood Circle are provided in the meeting facilitator guides, but it is up to the Inductor to facilitate the conversation in an organic and productive way. In order to

maintain the meaningful dialogue the Brotherhood Circles are intended for we ask that you share and follow these ground rules provided in the facilitator guides:

- Participate authentically
- Actively listen
- Stay off electronic or mobile devices
- Respect your brothers—don't interrupt, make fun of, or react negatively to something a brother says

Associate members should utilize Brotherhood Circles to share what is on their minds regarding their personal development, their relationship with their associate members, or their experience in Phi Sigma Kappa.

The Brotherhood Circles during the **Accountability** and **Selflessness** meetings have the specific purpose of asking associate members to hold each other accountable. They will have the opportunity to reflect upon and then share when they have seen their fellow associate members upholding the values of Phi Sigma Kappa and when they have not. Because of the nature of these Brotherhood Circles, there are a few additional ground rules we ask that you share with the associate members prior to leading the Brotherhood Circle:

- Don't attack the person; explain the behavior you saw.
- Provide specific examples when confronting so that your brother knows what exactly he needs to modify in the future.
- If confronted, try not to get defensive, but listen to your brother and put yourself in his shoes.

These Brotherhood Circles are exercises for all associate members to improve themselves, become better Phi Sigs, and have a stronger brotherhood.

Associate Member Events

As this program focuses on building brotherhood, we encourage associate members to gather informally outside of the structured meetings. Below are some suggestions for adding fun and casual events to your Associate Member Education Program, as well as an explanation of the required associate member class activity/retreat and Good Samaritan service project.

Associate Member Class Retreat

- This event is expected to occur by the fifth week of the associate member experience.
- This program should be associate members only (no initiated brothers or non-Phi Sigs) and should be substance-free.
- The purpose of this activity should be allowing associate members to get to know each other and build camaraderie.
- If the chapter can, we suggest the chapter include this activity in their budget, so the associate members are not required to pay additional money to attend.
- What you do for the associate member activity is up to several factors:
 - Availability of activities in your area
 - Budget
 - Number of associate members

- Timing and schedules
- Ask the associate members what they would like to do and work with your Chapter Adviser, your fraternity and sorority advisor and the International Headquarters professional staff to plan an event that will allow your associate member class to bond and works with the above factors.
- Some ideas for associate member class activities or retreats are below:
 - Escape room
 - Day-hiking trip
 - Ropes course/teambuilders
 - Cookout or barbecue with lawn games, competitions, or tournaments
 - Canoe trip and/or camp out
 - Have a big brother/little brother softball, football, basketball, or volleyball game
 - Pool, ping pong, poker, euchre, or video game tournament
 - Campus or local sporting event
- If you have a smaller associate member class, it is suggested you still do a retreat/activity and consider asking their big brothers to attend as well. This also applies if you have one associate member.

Brotherhood Events

- Additional brotherhood events are optional but encouraged for chapters to hold.
- If you choose to hold additional brotherhood events, they should not be mandatory for associate members and should not be in the form of challenges, tasks, competitions, or requirements. For example, inviting associate members to go to a restaurant together, versus suggesting they complete a wing-eating challenge.
- These should be smaller events with a shorter time commitment than the required associate member class activity/retreat.
- Initiated brothers can be invited to get to know the associate members, but try to keep it brothers-only to maintain the element of brotherhood.
- Some ideas for additional associate member activities:
 - Attending campus or other Greek organization's events
 - Watching or attending a sporting event
 - Video game tournament
 - Playing basketball, going bowling, skateboarding, etc.

Good Samaritan Service Project

- In the weeks leading up to the Ritual for the Initiation of New Members, associate members will work with their big brothers to plan and implement a community service project to be held prior to the Ritual for the Initiation of New Members.
- Inductors should introduce the project during the first meeting of the *Brotherhood in Phi Sigma Kappa* program and remind associate members again after they have been paired with their big brothers.
- Associate members will then have four to five weeks to plan their Good Samaritan service project, which should be focused on hands-on service with a local organization.

- Inductors should also be present at the service project and lead the **Selflessness** in Phi Sigma Kappa and Brotherhood Circle after the project, provided in this *Guide*.
- Please see the Good Samaritan service project section on page 19.

Rituals

There are three Phi Sigma Kappa rituals that are a part of an associate member's experience. They are:

1. **Ritual of Association:** This should be held as soon as possible in the associate member program and is required to be held within the first week.
2. **Ritual for the Initiation of New Members (initiation):** This should be held within six weeks of the Ritual of Association but can be sooner. Research shows that an earlier initiation date makes associate members feel more a part of the brotherhood and have a greater sense of belonging with the chapter. It's important to know that meetings and/or events can occur after the associate members are initiated and do not all have to occur prior to initiation. This shows the associate members they should expect to continue to learn and grow throughout their membership experience in Phi Sigma Kappa. For more information on initiation and its requirements, please visit the Initiating Associate Members section of this guide on page 27.

Due Dates for Associate Members

There are a few due dates you'll want to provide associate members at the beginning of their time in Phi Sigma Kappa, and a required element of the Associate Member Education Plan you will need to submit on Officer Portal. Please include the following due dates:

- **Association Fee:** The associate member is to pay this fee prior to the Ritual of Association. This fee includes costs for their associate member pin, associate member packet and *Hills and a Star*, a book about Phi Sigma Kappa. Check the Fees and Assessments document that is distributed to all officers via email at the beginning of the academic year for the fee amount.
- **Initiation Fee:** The associate member is to pay this fee prior to the Ritual for the Initiation of New Members. This fee includes both the initiate badge as well as a risk management fee. Check the Fees and Assessments document that is distributed to all officers via email at the beginning of the academic year for the fee amount.
- **GreekLifeEdu Part 1:** This online learning module and assessment focuses on risk-related behaviors commonly seen in fraternities such as alcohol use, sexual assault, and hazing. Part 1 should be completed within the first week of the associate member program.
- **GreekLifeEdu Part 2:** This module is a follow-up to Part 1, and must be completed 21 days after Part 1, but also before Ritual for the Initiation of New Members.

Concluding Your Program

At the last meeting of the associate member program, there are a few things you'll want to do to conclude their experience.

- Including the following discussion questions in the Brotherhood Circle:
 - What was your overall experience as an associate member?
 - What are you most looking forward to during your time as an initiated brother?
 - What was your favorite memory from your associate member experience?
- Consider asking associate members for feedback during the meeting regarding what they liked and didn't like about their associate member experience overall. This could also be done via online survey.
- After their last meeting (whether it be **Ritual** in Phi Sigma Kappa or another one after initiation), invite newly initiated members to grab dinner or ice cream together as a celebration.

Submitting your Associate Member Education Plan on Officer Portal

It is the responsibility of the Inductor to submit a calendar of all associate member meetings, activities and rituals to International Headquarters in advance of associating new members. This will need to be approved by the Chapter Consultant to ensure proper implementation of the program.

The following items must be included in the calendar and submitted via the Associate Member Education Plan form on Officer Portal:

- Dates and topics of associate member meetings
- Brotherhood activities and/or retreat for associate members
- Good Samaritan service project
- Ritual of Association and Ritual for the Initiation of New Members
- Big brother application, selection and reveal process
- Additional required events through the institution
- Due dates for required assessments and fees

This is to ensure that International Headquarters has a record of each local chapter's associate member process as well as to promote a positive experience for all associate members across the country. This is also intended to assist Inductors brainstorm new ideas, prevent over-scheduling or over-programming and create an effective program.

The same Associate Member Education Plan should be formatted as a schedule and given to all associate members during the **Expectations** in Phi Sigma Kappa meeting so all associate members know what is expected from them. Inductors should stick to distributed schedule as much as possible.

Sample Program Timelines

See below for ideas on how to incorporate all of the elements into your program, based on our suggested timelines of six to eight weeks. If your campus requires an

associate member education program less than six weeks, please contact your Chapter Consultant to assist you with building your program.

Sample Six Week Timeline:

- **Week 1:**
 - Sunday: Ritual of Association and **Expectations** of Phi Sigma Kappa
 - Monday: Chapter meeting
 - Wednesday: **Founding** of Phi Sigma Kappa
- **Week 2:**
 - Sunday: **Leadership** in Phi Sigma Kappa and **Accountability** in Phi Sigma Kappa and GreekLifeEdu Part 1 due
 - Monday: Chapter meeting
 - Tuesday: Diversity speaker on campus (**Inclusion** in Phi Sigma Kappa)
- **Week 3:**
 - Sunday: **Integrity** in Phi Sigma Kappa
 - Monday: Chapter meeting
 - Wednesday: Big brother reveal + associate member class retreat
- **Week 4:**
 - Sunday: **Courage** in Phi Sigma Kappa
 - Monday: Chapter meeting
 - Saturday: Good Samaritan service project + **Selflessness** in Phi Sigma Kappa discussion
- **Week 5:**
 - Sunday: **Solidarity** in Phi Sigma Kappa
 - Monday: Chapter meeting
- **Week 6:**
 - Sunday: GreekLifeEdu part 2 due and Ritual for the Initiation of New Members
 - Monday: Chapter meeting
 - Wednesday: **Ritual** in Phi Sigma Kappa

Sample Seven Week Timeline:

- **Week 1:**
 - Sunday: Ritual of Association and **Expectations** of Phi Sigma Kappa
 - Monday: Chapter meeting
 - Wednesday: **Founding** of Phi Sigma Kappa
- **Week 2:**
 - Sunday: **Leadership** in Phi Sigma Kappa and GreekLifeEdu Part 1 due
 - Monday: Chapter meeting
- **Week 3:**
 - Sunday: **Integrity** in Phi Sigma Kappa
 - Monday: Chapter meeting
 - Wednesday: Big brother reveal
- **Week 4:**
 - Sunday: **Accountability** in Phi Sigma Kappa
 - Monday: Chapter meeting
 - Saturday: Good Samaritan service project + **Selflessness** in Phi Sigma Kappa discussion

- **Week 5:**
 - Sunday: **Inclusion** in Phi Sigma Kappa and GreekLifeEdu part 2 due
 - Monday: Chapter meeting
 - Wednesday: Associate member retreat at ropes course (**Teamwork** in Phi Sigma Kappa)
- **Week 6:**
 - Sunday: **Solidarity** in Phi Sigma Kappa
 - Monday: Chapter meeting
 - Wednesday: Ritual for the Initiation of New Members
- **Week 7**
 - Sunday: **Ritual** in Phi Sigma Kappa reflection
 - Monday: Chapter meeting

Sample Eight Week Timeline:

- **Week 1:**
 - Sunday: Ritual of Association and **Expectations** of Phi Sigma Kappa
 - Monday: Chapter meeting
- **Week 2:**
 - Sunday: **Leadership** in Phi Sigma Kappa and GreekLifeEdu Part 1 due
 - Monday: Chapter meeting
- **Week 3:**
 - Sunday: **Integrity** in Phi Sigma Kappa
 - Monday: Chapter meeting
 - Wednesday: Big brother reveal
- **Week 4:**
 - Sunday: **Accountability** in Phi Sigma Kappa
 - Monday: Chapter meeting
 - Saturday: Good Samaritan service project + **Selflessness** in Phi Sigma Kappa discussion
- **Week 5:**
 - Sunday: **Inclusion** in Phi Sigma Kappa and GreekLifeEdu part 2 due
 - Monday: Chapter meeting
 - Saturday: Associate member retreat: paint-balling
- **Week 6:**
 - Sunday: **Solidarity** in Phi Sigma Kappa
 - Monday: Chapter meeting
 - Wednesday: Ritual for the Initiation of New Members
- **Week 7**
 - Sunday: **Ritual** in Phi Sigma Kappa reflection + **Courage** in Phi Sigma Kappa
 - Monday: Chapter meeting
- **Week 8**
 - Tuesday: Associate members attend workshop held by the Career Center (**Lifelong Learning** in Phi Sigma Kappa)
 - Monday: Chapter Meeting