



# PATH OF **PRINCIPLES**



**ΣΤΓ**

# FACILITATOR TO DO

## PREP WORK CHECKLIST: Week One Session One

### SUPPLIES AND NOTES for Welcome Activity

- ☐ Name tags – one for each new member and yourself.
- ☐ Decide if you will have new members access their guidebooks virtually each session OR if you will give them all a physical copy at the first meeting.
  - If you decide to have them complete the course virtually, remind them to bring their laptops to every meeting. During the first meeting, they will download and save the guidebook so they can revisit it each meeting and continue to fill it out.
  - If you decide to have them complete the course on hard copy guidebooks, remember to print enough to distribute to each new member during the first meeting and to bring writing utensils for new members. Remind new members to bring the guidebooks to each meeting afterwards.

### SUPPLIES AND NOTES for Keypad Activity

Pull at least three days in advance. Set up time for activity is approximately 15 – 45 minutes.

- ☐ Thirty or more post it notes.
- ☐ One roll of painter's tape.
- ☐ Pen or writing utensil.

### SUPPLIES AND NOTES for Dates and Deadlines for New Members and Expectations

Pull at least three days in advance. Set up time for activity is approximately 15 – 45 minutes.

- ☐ A list of the important dates and deadlines for the new members as it relates to the rest of the new member process and to chapter events.
- ☐ Flipchart paper and a marker.
  - ☐ Flipchart paper hanging up with "Expectations" written at the top.
  - ☐ Flipchart paper hanging up with "Commitments to You" written at the top.

### SUPPLIES AND NOTES for Founding and Organizational Structure Video

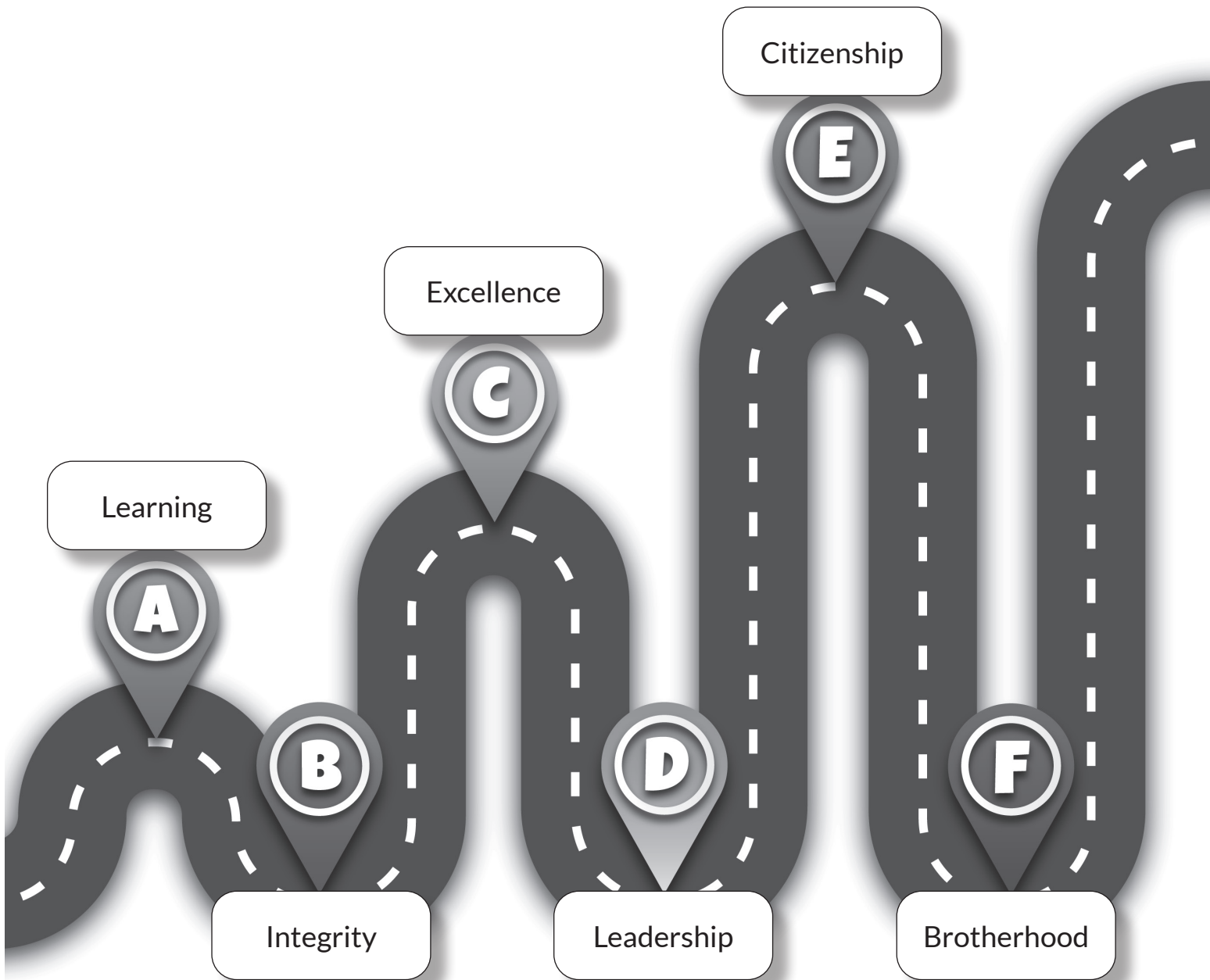
- ☐ A laptop or means of showing the video for this meeting. (The video associated with this session is **Video #1 – The Founding and National Organization**).
- ☐ Watch the video associated with this meeting at [sigtau.org](http://sigtau.org) and anticipate potential questions that will come from new members.

### NOTES for Chapter President

- ☐ Prep the chapter president for his speaking role at least two to three weeks in advance.

# SIX PRINCIPLES

WITH A ROAD MAP



# FACILITATOR NOTES

| SECTION: PREP WORK   | FACILITATOR NOTES   |
|--|---|
| <p><b>PREP WORK FOR WELCOME ACTIVITY</b></p> <ul style="list-style-type: none"> <li>Place the names of the associate members names on name tags before they arrive to the first meeting.</li> </ul>  | <p><b>SUPPLIES:</b> Name tags</p>   |
| <p><b>PREP WORK FOR KEYPAD ACTIVITY</b></p> <ul style="list-style-type: none"> <li>To get started, identify how many men will be attending.               <ul style="list-style-type: none"> <li>If you have 20 or more men, find three areas that are approximately 10 by 10 to set up this activity</li> <li>If you have 11-20 men, find two areas that are approximately 10 by 10 to set up this activity</li> <li>If you have ten or fewer men, find one area that is approximately 10 by 10 to set up this activity.</li> </ul> </li> <li>For each area, get a stack of post it notes and write the numbers 1 to 30 on each sticky note. You will need one set for every area.</li> <li>Then, tape out your 10x10 grids using painter's tape.</li> <li>Finally, place the post it notes in random order with random spacing. Just be sure to have four clear corners so you know if the men cross/break the plane later in the game.</li> </ul> | <p>Pull the supplies at least three days in advance.</p> <p>Set up time for this activity is approximately 15 to 45 minutes.</p> <p><b>SUPPLIES:</b> Thirty post it notes, painter's tape and a pen</p> |
| <p><b>PREP WORK FOR CALENDAR SHARING</b></p> <ul style="list-style-type: none"> <li>Collect all of the important dates and deadlines. Include the following:               <ul style="list-style-type: none"> <li>Path of Principles Week One – Session One</li> <li>Path of Principles Week One – Session Two</li> <li>Association Ceremony</li> <li>Path of Principles Week Two – Session One</li> <li>Path of Principles Week Three – Session One</li> <li>Path of Principles Week Three – Session Two</li> <li>Big Brother Selection</li> <li>Path of Principles Week Four – Session One</li> <li>Initiation Ritual Ceremony</li> <li>Path of Principles Week Five – Session One</li> <li>Noble Man Institute</li> <li>Other Chapter Events (Chapter Meetings, Brotherhood Events, Community Service Events)</li> </ul> </li> </ul>  | <p>Pull the supplies at least three days in advance.</p> <p>Set up time for this activity is approximately 15 to 45 minutes.</p> <p><b>SUPPLIES:</b> Important dates and deadlines for the men</p>      |
| <p><b>PREP WORK FOR CHAPTER PRESIDENT</b></p> <ul style="list-style-type: none"> <li>Meet with the chapter president at least two to three weeks in advance of this meeting.</li> <li>Share with him the length of time he has and that you would like for him to cover several bullet points.</li> <li>The chapter president should be prepared to:               <ul style="list-style-type: none"> <li>Provide a general introduction including who they are and what their role entails.</li> <li>Discuss the Executive Cabinet model the chapter operates in and all the director roles that "report" to them in their role as president.</li> <li>Describe when elections occur for these positions.</li> <li>Discuss the history of the chapter including the founding date and significant alumni and chapter milestones.</li> </ul> </li> </ul>   | <p>Prep the chapter president at least two to three weeks in advance.</p>   |
| <p><b>PREP WORK   VIDEO</b></p> <ul style="list-style-type: none"> <li>Find the video that is associated with this session. You can find this video at <a href="http://mysigtau.org">mysigtau.org</a>.</li> <li>Play it in full before the session so you can preview the video before you play it during this session.</li> <li>Anticipate potential questions that will come after.               <ul style="list-style-type: none"> <li>In this session, there is one video, <b>Video #1 – The Founding and National Organization</b>.</li> </ul> </li> </ul>   | <p>Watch this video at least three days in advance.</p>   |



# Week One

## SESSION One

Know that the goals of this meeting are to:

- » Participate in a brotherhood-building activity.
- » Review the Path of Principles and schedule.
- » Define expectations for all parties.
- » Share a brief history of the founding of Sigma Tau Gamma.
- » Define the national organizational structure.
- » Share a brief history of the chapter and the structure.
- » Meet the **chapter president**.



| SECTION: WELCOME & INTRODUCTIONS  |  | TOTAL TIME:<br>9 MINUTES   |
|---|--|--|
| <b>BEFORE YOU BEGIN</b> <ul style="list-style-type: none"> <li>▪ <b>Arrive</b> before the scheduled meeting time to set up the room, including any necessary materials.</li> <li>▪ <b>Be ready</b> to welcome participants and guests at the door and have upbeat music playing.</li> <li>▪ <b>Be ready</b> to offer a high energy welcome and introduce yourself and guests once everyone is ready to begin.</li> <li>▪ <b>Know</b> that the goals of this meeting are to: <ul style="list-style-type: none"> <li>▪ <b>Welcome</b> the participants to their first meeting.</li> <li>▪ <b>Introduce</b> yourself and guests to participants.</li> <li>▪ <b>Participate</b> in a brotherhood-building activity.</li> <li>▪ <b>Review</b> the Path of Principles and schedule.</li> <li>▪ <b>Define</b> expectations for all parties.</li> <li>▪ <b>Share</b> a brief history of the founding of Sigma Tau Gamma.</li> <li>▪ <b>Define</b> the national organizational structure.</li> <li>▪ <b>Share</b> a brief history of the chapter and the structure.</li> <li>▪ <b>Meet the chapter president.</b></li> </ul> </li> </ul> |  |  |
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ Welcome to your first new member education meeting.</li> <li>▪ I'm excited you're here, and I hope you are excited to begin.</li> <li>▪ Over the next five weeks, you will gain the fundamental knowledge of what it truly means to be a Sig Tau.</li> <li>▪ We will engage in many discussions, activities, reflections, and even come together in a meaningful way outside of this environment.</li> <li>▪ You will have the opportunity to build further bonds of brotherhood with the men in your class as well as each current member of the chapter.</li> <li>▪ I encourage you to be open-minded and introspective while we are together in this space.</li> <li>▪ Let's begin by getting to know who's in the room.</li> </ul>   |  | TIME: 1 MINUTE   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ Hand out name tags to everyone at the beginning of this session.</li> <li>▪ As the facilitator, introduce yourself, sharing your name, position, major/intended career, hometown, and what you are most looking forward to throughout this process.</li> <li>▪ Ask the chapter president and any other guests present to introduce themselves, sharing their name, position, and hometown.</li> <li>▪ Ask each associate member to introduce themselves, sharing their name, major/intended major, hometown, and one of their main reasons for deciding to join Sig Tau.</li> <li>▪ Tell the men to take notes in the guide as each person introduces themselves.</li> </ul>  |  | TIME: 7 MINUTES<br><br><b>GUIDE MATCH:<br/>NEW BROTHERS</b><br><br><b>SUPPLIES:</b><br>Name tags |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Next, let's talk about this program and how it all started.</li> </ul>   |  | TIME: 1 MINUTE   |

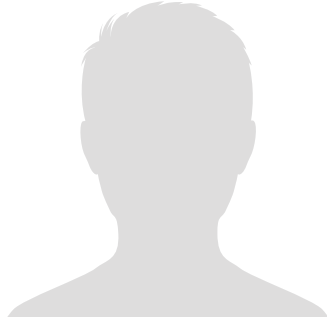
## NEW BROTHERS

NAME | MAJOR | HOMETOWN | WHY HE JOINED



Name:

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Name:

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Name:

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Name:

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Name:

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Name:

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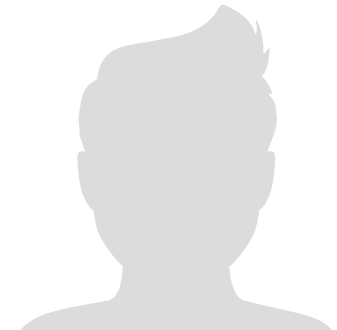
Name:

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Name:

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Name:

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Name:

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Name:

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Name:

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## FACILITATOR

## NOTES

## NEW BROTHERS

NAME | MAJOR | HOMETOWN | WHY HE JOINED



Name:

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Name:

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Name:

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Name:

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Name:

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Name:

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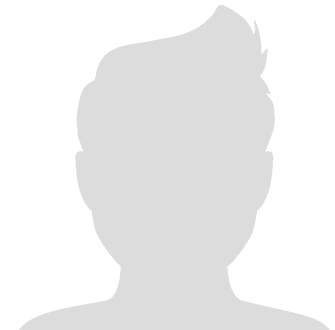
Name:

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Name:

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| SECTION: THE SIGMA PHASE   |  | TOTAL TIME:<br>20 MINUTES   |
|--|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ Sigma Tau Gamma believes that we can build noble generations of men, and that begins here with you.</li> <li>▪ Our commitment to you as a member is that we will always strive to challenge you with opportunities for growth, and continually add value to your life in a meaningful way.</li> <li>▪ Member development isn't limited to your first semester in the chapter – it's until you graduate; and if you stay engaged and involved, it's for life.</li> <li>▪ In the Sigma Phase of education, you will complete the new member education process called the Path of Principles. You will start with the Sigma Phase as a new member and then complete the Tau Phase and Gamma Phase next.</li> <li>▪ The Sigma Phase is designed to give you the base knowledge of our fraternity, gain a deeper understanding of our driving principles, and prepare you to confidently experience the Initiation Ritual Ceremony.</li> <li>▪ The next five weeks will be transformational – both for you as an individual, and for our chapter because of the value that you will add.</li> <li>▪ Before we jump into the business of the day, let's see how well we can work together.</li> </ul>   |  | TIME: 2 MINUTES<br><br><b>GUIDE MATCH:<br/>THE SIGMA<br/>PHASE</b>                  |
| <b>ACTIVITY INSTRUCTIONS: KEYPAD</b> <ul style="list-style-type: none"> <li>▪ Break the men into small groups based on the number of 10x10 grids you prepared before the meeting. We recommend small groups be 8-10 people.</li> <li>▪ Tell the men that the objective for keypad is that their entire small group will dial the code (or a sequence of numbers) as fast as possible, consistently improving on their previous time by following the instructions.</li> <li>▪ Let them know they will have five minutes to develop a strategy to get the fastest recorded time dialing the first code. Share that they must touch all the numbered spots/numbered post it notes as fast as they can and that you will be timing them.</li> <li>▪ Remind them <b>they will be penalized when a number is touched out of order, and if more than one person is inside the boundary of the keypad area at any time.</b> The boundary is the box you made from blue painter's tape and where you will add the post-it notes.</li> <li>▪ Tell them that a <b>penalty of five seconds</b> will be added to the total attempt time for each penalty.</li> <li>▪ Let them have <b>five minutes to develop a strategy</b> before they dial the first code.</li> <li>▪ The <b>codes are:</b> <ul style="list-style-type: none"> <li>▪ The first code is for the group to touch all the numbers in order from one to 30.</li> <li>▪ The second code is to touch all the number backwards from 30 to one.</li> <li>▪ The third code is to touch all the even numbers and then all the odd numbers starting with one. So, 2, 4, 6, 8 all the way to 30 and then 1, 3, 5, 7 all the way to 29.</li> <li>▪ The fourth code is to touch all the odd numbers in reverse and then all the even numbers in reverse starting with the highest number. So, 29, 27, 25, 23 down to 1 and then 30, 28, 26, 24 down to 2.</li> </ul> </li> </ul> |  | TIME:<br>12 MINUTES<br><br>SUPPLIES: Thirty post-it notes, painter's tape and a pen |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>▪ Was this easy or hard? Why? Did it get harder the tougher the code is?</li> <li>▪ What would you have done differently?</li> <li>▪ What was your personal communication style? Did it work well or not? How do you know? Where do you need to improve?</li> <li>▪ How much more can you get done when you communicate well?</li> <li>▪ How does this impact our time through the Sigma Phase?</li> </ul>   |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Next, let's talk about the chapter calendar and important dates and deadlines for you to consider during the Path of Principles. You will need your personal calendar or phone to get started.</li> </ul>   |  | TIME: 1 MINUTE  |



## THE SIGMA PHASE

- » Sigma Tau Gamma believes that we can build noble generations of men, and that begins here with you.
- » Our commitment to you as a member is that we will always strive to challenge you with opportunities for growth, and continually add value to your life in a meaningful way.
- » Member development isn't limited to your first semester in the chapter – it's until you graduate; and if you stay engaged and involved, it's for life.
- » We are beginning what we call the Sigma Phase. Later in your time with the chapter will be the Tau Phase and the Gamma Phase rounding out your experience.
- » The Sigma Phase is designed to give you the base knowledge of our fraternity, gain a deeper understanding of our driving principles, and prepare you to confidently experience the Initiation Ritual Ceremony.
- » The next five weeks will be transformational – both for you as an individual, and for our chapter because of the value that you will add.



| SECTION: DATES AND DEADLINES FOR NEW MEMBERS AND EXPECTATIONS  |  | TOTAL TIME:<br>16 MINUTES  |
|--|--|--|
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Review the schedule of upcoming meetings, events, and activities. Include the date, time, place, and any special instructions. Be sure to address the following: <ul style="list-style-type: none"> <li>Path of Principles Week One – Session One</li> <li>Path of Principles Week One – Session Two</li> <li>Association Ceremony</li> <li>Path of Principles Week Two – Session One</li> <li>Path of Principles Week Three – Session One</li> <li>Path of Principles Week Three – Session Two</li> <li>Big Brother Selection</li> <li>Path of Principles Week Four – Session One</li> <li>Initiation Ritual Ceremony</li> <li>Path of Principles Week Five – Session One</li> <li>Noble Man Institute</li> <li>Other Chapter Events (Chapter Meetings, Brotherhood Events, Community Service Events)</li> </ul> </li> <li>Answer any clarifying questions that participants may have.</li> </ul>   |  | TIME:<br>7 MINUTES<br><br><b>GUIDE MATCH:<br/>DATES AND<br/>DEADLINES<br/>FOR PATH OF<br/>PRINCIPLES<br/>PROCESS</b><br><br><b>SUPPLIES:</b> List of<br>important dates<br>and deadlines |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, let's talk about expectations of the chapter and of one another.</li> </ul>   |  | TIME: 1 MINUTE   |
| <b>FACILITATOR TALKING POINTS AND ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>We're going to be spending a lot of time together, so I think it's important that we list some expectations of each other.</li> <li>As new members, the chapter has certain expectations of you.</li> <li>At the same time, I am sure that you have some expectations for me and the rest of the chapter.</li> <li>Let's build this list together.</li> <li><b>Share the following expectations of new members (place these on the flip chart):</b> <ul style="list-style-type: none"> <li>Attend every meeting and be on time.</li> <li>If you can't attend a meeting, communicate in advance.</li> <li>Be present, pay attention, and engage purposefully with each other.</li> <li>Fulfill all financial requirements.</li> <li>Strive to exemplify the Principles of Sigma Tau Gamma.</li> </ul> </li> <li><b>Ask if the group has any other expectations for each other.</b></li> <li><b>Share the following commitments to the new members:</b> <ul style="list-style-type: none"> <li>Associate members will: <ul style="list-style-type: none"> <li>Be treated with respect.</li> <li>Be informed of all expectations and obligations in advance.</li> <li>Have concerns addressed without judgment.</li> <li>Not knowingly be placed in any situation that endangers their health, safety, dignity, moral compass, or deeply held religious belief.</li> <li>Be challenged to learn, grow, and develop as a man, a student, and a member of Sigma Tau Gamma.</li> </ul> </li> </ul> </li> <li><b>Ask if the group has any other expectations for the chapter.</b></li> <li>Record all these expectations and refer to them as needed throughout the process.</li> <li>Remind associate members that if - at any time - they feel these commitments are not being met, they can connect with you, the chapter advisor, or chapter president to address those concerns.</li> </ul> |  | TIME: 7 MINUTES<br><br><b>GUIDE MATCH:<br/>EXPECTATIONS</b><br><br><b>SUPPLIES:</b> Flip<br>chart paper and<br>marker  |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, we will cover our founding history and our national organization structure.</li> </ul>  |  | TIME: 1 MINUTE   |



## DATES AND DEADLINES FOR THE NEW MEMBER PROCESS

### DATES

| Event                             | Date/Time | Notes |
|-----------------------------------|-----------|-------|
| Week One - Session One            |           |       |
| Week One - Session Two            |           |       |
| <b>ASSOCIATION CEREMONY</b>       |           |       |
| Week Two - Session One            |           |       |
| Week Three - Session One          |           |       |
| Week Three - Session Two          |           |       |
| <b>BIG BROTHERS ASSIGNED</b>      |           |       |
| Week Four - Session One           |           |       |
| <b>INITIATION RITUAL CEREMONY</b> |           |       |
| Week Five - Session One           |           |       |
| <b>NOBLE MAN INSTITUTE</b>        |           |       |

### EXPECTATIONS

- » Attend every meeting and be on time
- » If you can't attend a meeting, communicate in advance
- » Be present, pay attention, and engage purposefully with each other
- » Fulfill all financial requirements
- » Strive to exemplify the Principles of Sigma Tau Gamma
- »
- »
- »

| SECTION: THE FOUNDING AND NATIONAL ORGANIZATIONAL STRUCTURE   |  | TOTAL TIME:<br>20 MINUTES  |
|---|--|--|
| <b>FOUNDING TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ The history of Sigma Tau Gamma is full and filled with fascinating stories of brotherhood.</li> <li>▪ The fraternity has come a long way since its founding, and in the past 100 years it has grown into a national organization.</li> </ul>  |  | TIME: 1 MINUTE   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ First, take a few minutes on your own to read about the founding and national organizational structure of Sigma Tau Gamma in your guide.</li> <li>▪ NOTE: The founding and national organizational structure of Sigma Tau Gamma can also be found in the appendix. You can use these talking points as well when discussing the founding and structure.</li> <li>▪ Share Video #1: The Founding and National Organization.</li> </ul> |  | TIME:<br>14 MINUTES<br><br><b>GUIDE MATCH: THE<br/>FOUNDING AND<br/>THE NATIONAL<br/>ORGANIZATIONAL<br/>STRUCTURE</b><br><br><b>VIDEO: # 1</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>▪ What big questions do you have about our history and our structure?</li> <li>▪ What did you learn that is most interesting to you?</li> <li>▪ What else do you want to learn? (Be sure to offer resources.)</li> <li>▪ How can you apply this knowledge during your time in the chapter?</li> </ul>   |  | TIME: 5 MINUTES  |

## THE FOUNDING AND NATIONAL ORGANIZATIONAL STRUCTURE

After years of turmoil and bloodshed, the world once again found peace – at the eleventh hour of the eleventh day of the eleventh month – the Armistice took effect at 11:00 AM on November 11, 1918, ending World War I. Many men who had lived and fought together returned home or to campuses looking for the type of social groups that would sustain those bonds. This was true at Central Missouri State Teachers College (now the University of Central Missouri) in Warrensburg, Missouri.

Just two years later, on June 28, 1920, at “an unusually early hour,” a student named Emmett Ellis posted a notice on the campus bulletin board. The notice contained a list of about thirty of the most outstanding men on campus, and requested they meet that afternoon for what was, to them, an unknown purpose.

The notice had the desired effect, and a good number of men gathered to learn why they had been assembled: to form a social fraternity. According to the minutes of that meeting, “It was soon found that the proposed organization was just what the men wanted, and a temporary organization was made in order to perfect a permanent fraternity.” On that day, these men decided to form what would become Sigma Tau Gamma, and in doing so, inspired tens of thousands of men to follow in their footsteps.

Four days later, on July 2, 1920, the group met again to establish two committees, one to write the Constitution and another to write the By-Laws.

Five days later, the committees completed their work, and the group met again on July 7, 1920, to adopt a Constitution & By-Laws. The group appointed a committee to present a petition to the President and Faculty of the college to officially recognize the group.

On July 20, 1920, twenty-two days after that first momentous decision, the faculty voted to recognize the college's first fraternity.

Now, over 100 years later, Sigma Tau Gamma is a national fraternity with chapters on campuses all the United States. Headquartered at 8741 Founders Road in Indianapolis, Indiana, the three companies - Sigma Tau Gamma Fraternity, Foundation, and WPN Housing Company, work together to support members and the Vision and Purpose of Sigma Tau Gamma.

Sigma Tau Gamma is still governed by its members. Every other summer, delegates from each chapter gather together at Grand Conclave, where the House of Delegates is convened to consider amendments to the Constitution, Laws, and Policies and elect the Fraternity's next President and Board of Directors.

The Board of Directors then employs the CEO, vesting that individual with the executive authority to manage the day-to-day operations of the Fraternity and national staff, who continuously work to enhance the member experience.

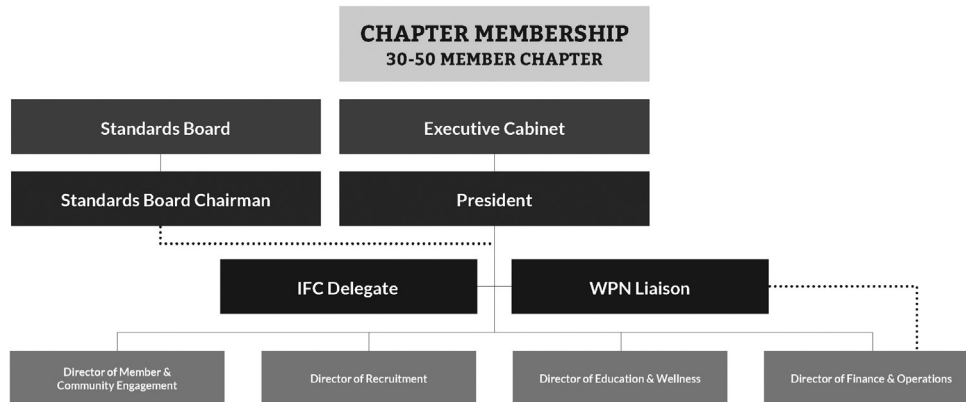


| SECTION: CHAPTER HISTORY AND STRUCTURE  |  | TOTAL TIME:<br>6 MINUTES   |
|---|--|--|
| <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>This section should be led by the <b>chapter president</b>.</li> <li>You should introduce the chapter president and explain to the new members that during each meeting in the new member process, they will be introduced to a different Executive Cabinet officer and learn about what their position entails.</li> </ul> <p><b>FACILITATOR TALKING POINTS</b></p> <ul style="list-style-type: none"> <li>The chapter president should share the following: <ul style="list-style-type: none"> <li>Provide a general introduction including who they are and what their role entails.</li> <li>Discuss the Executive Cabinet model the chapter operates in and all the director roles that “report” to them in their role as president. (The cabinet models can be found in their guides).</li> <li>Describe when elections occur for these positions.</li> <li>Discuss the history of the chapter including the founding date and significant alumni and chapter milestones.</li> </ul> </li> <li>Take note of all associate members who show interest in leadership positions. Encourage them to run for a seat as president, director, or chairman or seek appointment as a coordinator or Standards Board member.</li> </ul> |  | <p>TIME: 5 MINUTES</p> <p><b>GUIDE MATCH:<br/>EXECUTIVE<br/>CABINET MODELS</b></p> |
| <p><b>TRANSITION</b></p> <ul style="list-style-type: none"> <li>Next, we are going to close our session with a few final questions and announcements.</li> </ul>  |  | TIME: 1 MINUTE   |

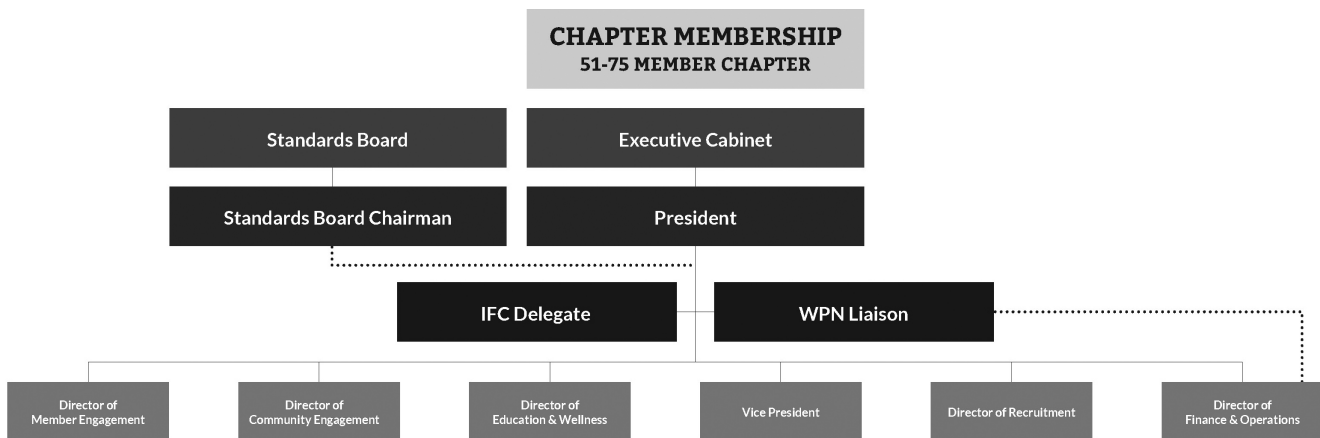
| SECTION: CLOSING   |  | TOTAL TIME:<br>4 MINUTES |
|--|--|--------------------------|
| <p><b>DEBRIEF</b></p> <ul style="list-style-type: none"> <li>What is your biggest take-away from this meeting?</li> <li>What are you going to start or stop doing now?</li> <li>What are your final thoughts?</li> </ul>   |  | TIME: 3 MINUTES          |
| <p><b>TRANSITION</b></p> <ul style="list-style-type: none"> <li>Thank the associate members and guests for their time and attention.</li> <li>Share any reminders about the next steps, upcoming events, or the next new member meeting.</li> <li>Have them set up their mySigTau account and pay the association fee before the next session.</li> <li>Have them complete the member safety LMS course, found on their MySigTau account, before the next session. Remind them that their participation will be recorded.</li> </ul> |  | TIME: 1 MINUTE           |

# EXECUTIVE CABINET MODELS

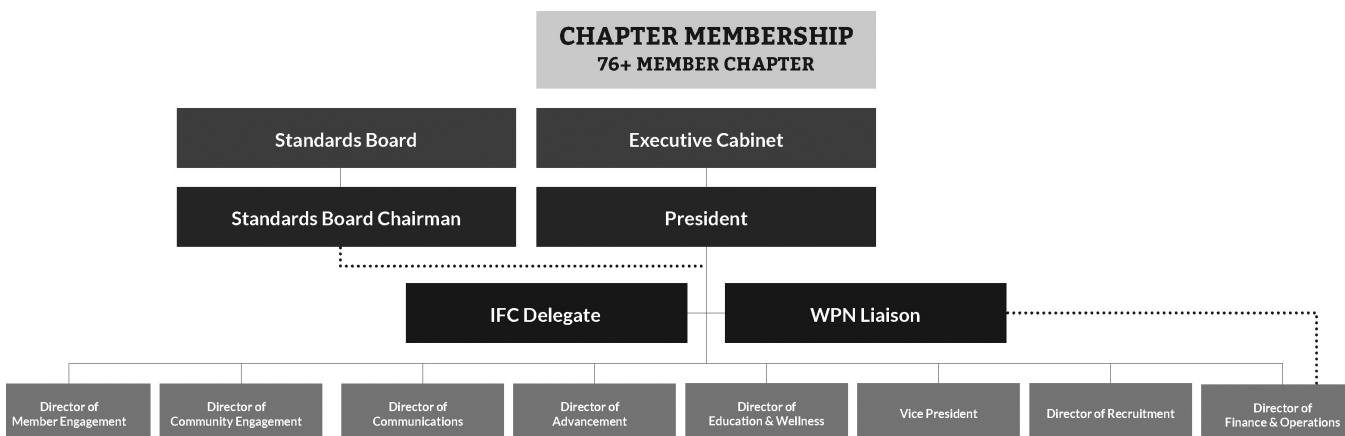
## FISHER CABINET MODEL



## HOFFMAN CABINET MODEL



## SALTER CABINET MODEL



# FACILITATOR TO DO

## PREP WORK CHECKLIST: Week One Session Two

### SUPPLIES AND NOTES for Brotherhood Business Activity

Pull the supplies at least three days in advance. Set up time for activity is approximately 15 – 30 minutes.

- ☐ One set of Brotherhood Business cards for each small group of associate members.

### SUPPLIES AND NOTES for Big Brother Activity

- ☐ List of potential Big Brothers.

### SUPPLIES AND NOTES for Member Safety & Wellness Policies

- ☐ A laptop or means of showing the video for this meeting. (The video associated with this session is **Video #2 – Power Moves: A Safe Collegiate Experience**).
- ☐ Watch the video associated with this meeting at [sigtau.org](http://sigtau.org) and anticipate potential questions that will come from new members. Contact your Chapter Liaison at Headquarters if you have questions about the Member Safety and Wellness Policy or LMS.

### SUPPLIES AND NOTES for Community Service Event

- ☐ List of 3-5 community service opportunities.

### REMINDER

- ☐ Remind associate members before this session they must:
  - ☐ Set up their mySigTau account,
  - ☐ Complete their Member Safety LMS, and
  - ☐ Pay their association fee



## FAST FACT

### PETITION FOR RECOGNITION

#### PETITION

TO THE PRESIDENT AND FACULTY:

We, the undersigned men, do hereby petition the President and Faculty of the Central Missouri State Teachers College to grant us the privilege of organizing a Greek Letter Fraternity under the rules prescribed in our Constitution and By Laws.

The Constitution and By Laws is hereby submitted along with this petition for the approval and consideration of the Faculty.

Signed::

*Ernest Ellis*  
*Leland H. Laback*  
*Edw. H. Loomis*  
*Edw. M. Cune*  
*William L. Parsons*  
*B. N. McDaniel*  
*A. B. Kott*  
*Allen R. Hieman*  
*W. E. Billings*  
*Frank H. Looman*  
*Carl H. Chapman*  
*C. Willard Salter*  
*Edward Hoffmann*  
*Rodney E. Herndon*  
*H. E. Hartwick*  
*Dan Fisher*  
*A. O. Fisher*



| SECTION: PREP WORK   |  | TOTAL TIME:<br>100 MINUTES  |
|--|--|---|
| <b>PREP WORK FOR BROTHERHOOD BUSINESS ACTIVITY</b> <ul style="list-style-type: none"> <li>Refer to the appendix for the Brotherhood Business activity.</li> <li>In advance, print the Brotherhood Business sheets and cut them into pieces so that each question is on a separate slip of paper.</li> <li>Organize the cards in three piles by their risk level: low, medium, and high.</li> <li>Keep in mind, you will need one set of low, medium, and high cards printed and cut for each small group of participants.</li> <li>NOTE: You can make extra copies of the cards if you need extra decks of cards.</li> </ul> |  | Pull the supplies at least three days in advance.<br><br>Set up time for this activity is approximately 15 to 30 minutes. |
| <b>PREP WORK FOR BIG BROTHER</b> <ul style="list-style-type: none"> <li>In advance, create a list of current Sig Tau chapter brothers who are eligible to be Big Brothers to this new associate member class.</li> </ul>   |  | Complete this work at least one week in advance.  |
| <b>PREP WORK FOR COMMUNITY SERVICE PROJECT</b> <ul style="list-style-type: none"> <li>Connect with a local elementary school, a well-known civic group or community group like the YMCA or the local Kiwanis or Rotary club to find out what the current needs of the community are. Create a list of three to five project ideas to help get the associate members started thinking about their service project.</li> </ul>   |  | Complete this work at least two weeks in advance.   |
| <b>PREP WORK FOR ASSOCIATE MEMBERS</b> <ul style="list-style-type: none"> <li>Remind them to complete the member safety LMS (Learning Management System) course. Remind them that their participation will be recorded.</li> <li>Remind them to set up their mySigTau account and pay the association fee.</li> </ul>  |  | Complete this work prior to the meeting.  |
| <b>PREP WORK   VIDEO</b> <ul style="list-style-type: none"> <li>Find the video that is associated with this session.</li> <li>Play it in full before the session so you can preview the video before you play it during this session.</li> <li>Anticipate potential questions that will come after.               <ul style="list-style-type: none"> <li>In this session, there is one video, <b>Video #2 – Power Moves: A Safe Collegiate Experience</b>.</li> </ul> </li> </ul>  |  | Watch this video at least three days in advance.  |

| SECTION: WELCOME  |  | TOTAL TIME:<br>7 MINUTES |
|---|--|--------------------------|
| <b>BEFORE YOU BEGIN</b> <ul style="list-style-type: none"> <li><b>Arrive</b> before the scheduled meeting time to set up the room, including any necessary materials.</li> <li><b>Be ready</b> to welcome participants and guests at the door and have upbeat music playing.</li> <li><b>Be ready</b> to offer a high energy welcome and introduce yourself and guests once everyone is ready to begin.</li> <li><b>Know</b> that the goals of this meeting are to:               <ul style="list-style-type: none"> <li><b>Welcome</b> the participants to another first week meeting.</li> <li><b>Introduce</b> yourself and guests to participants.</li> <li><b>Discuss</b> the Vision, Purpose, and Creed.</li> <li><b>Describe</b> the role of the Big Brother.</li> <li><b>Share</b> list of members eligible to be a Big Brother.</li> <li><b>Review</b> the Member Safety &amp; Wellness Policies.</li> <li><b>Review</b> the details of the upcoming Association Ceremony.</li> <li><b>Confirm</b> that each new member has established access to mySigTau.</li> <li><b>Collect</b> payment of the association fee.</li> <li><b>Brainstorm</b> ideas for a community service project.</li> </ul> </li> </ul> |  | PRE-WORK                 |
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Today, we are going to cover a lot including the Big Brother program, our Vision and Purpose, our Creed, and, most importantly, member safety!</li> </ul>  |  | TIME: 1 MINUTE           |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Ask the men about any outstanding questions they have from the first new member meeting.</li> <li>Remind the new members of the next upcoming dates and deadlines.</li> </ul>   |  | TIME:<br>5 MINUTES       |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, let's cover our Vision, Purpose, and Creed. From there we will do an activity called Brotherhood Business.</li> </ul>  |  | TIME: 1 MINUTE           |



# Week One

## SESSION TWO

Know that the goals of this meeting are to:

- » Discuss the Vision, Purpose, and Creed.
- » Describe the role of the Big Brother.
- » Share list of members eligible to be a Big Brother.
- » Review the Member Safety & Wellness Policies.
- » Review the details of the upcoming Association Ceremony.
- » Confirm that each new member has established access to mySigTau.
- » Collect payment of the association fee.
- » Brainstorm ideas for a community service project.



| SECTION: VISION, PURPOSE, AND CREED  |  | TOTAL TIME:<br>26 MINUTES   |
|--|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>There are three important documents to consider as it relates to the foundation of our Fraternity.</li> <li>They are the Purpose, the Vision, and our Creed.</li> <li>We will spend just a few minutes reviewing these in order to get more clarity around the values we hold true and our priorities as a brotherhood.</li> </ul>  |  | TIME: 2 MINUTES   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Ask one man to read the Purpose of Sigma Tau Gamma in the guide.</li> <li>Then, ask one man to read the Vision of Sigma Tau Gamma in the guide.</li> </ul>   |  | TIME:<br>5 MINUTES<br><br><b>GUIDE MATCH:<br/>PURPOSE, VISION<br/>AND CREED</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What words stand out to you from the Purpose? Why those words?</li> <li>How can you support our Purpose? (Potential answers include: Showing courage and resiliency through adversity, acting as a gentleman, striving to live by our Principles, and acting in the best interests of the Fraternity.)</li> <li>What words stand out to you about our Vision?</li> <li>How can you support our Vision? (Potential answers include: Supporting your success and the success of your brothers or recruiting outstanding individuals to join the chapter.)</li> <li>How can all of this help with building a brotherhood and keeping one another safe?</li> </ul>   |  | TIME: 5 MINUTES   |
| <b>NOTES</b> <ul style="list-style-type: none"> <li>Although our Creed contains religious references, Sigma Tau Gamma was not founded as a religious organization, nor is the adherence to any religion a requirement of membership. In this context, the definitions of “God” and “church” are left to the interpretation of the reader.</li> </ul> <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Our Creed was authored by Dr. Edward H. McCune, Founder and our fourth National President. It outlines his belief in the “true spirit of Fraternalism” and allows us to imagine that fraternity is not defined by houses, parties, or shirts. It is defined by us.</li> <li>We will spend some time reviewing it now.</li> </ul>   |  | TIME: 5 MINUTES<br><br><b>GUIDE MATCH:<br/>PURPOSE, VISION,<br/>AND CREED</b>   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Have the men read the Creed which is also listed below and in their guide. <ul style="list-style-type: none"> <li>I believe that the true spirit of Fraternalism is a personal devotion to one’s ideals. It has its roots in definite, tangible things. It springs out of a love of God and worth of one’s fellow man. It grows into qualities of mind and soul. It is not the attitude toward a few selected ends, but rather the abiding spirit in which all things are done, all difficulties met, all successes received, all obstacles overcome.</li> <li>I believe that the true spirit of Fraternalism is a breath that breathes itself into the life and being of those who live it, becoming an unconscious part of them, ruling and molding their thoughts and acts. We may call it the right attitude towards life, towards the world, towards right and wrong, towards the beautiful and good, towards duty and faith in God.</li> <li>I believe that the true spirit of Fraternalism is a thing that grows. It is first associated almost exclusively with a narrow circle of fellow students, but it broadens with a widening understanding until it takes in all the important relationships of life. It enters the domain of private life as thoroughly as in public life. It teaches the fulfillment of obligations to school, state, and church.</li> <li>I believe that Sigma Tau Gamma endeavors to bind men together in a fraternal brotherhood based upon these eternal and immutable truths, which are set forth in the Principles and in the Code of Conduct of our Fraternity.</li> <li>In this belief, I will endeavor to make my college and my own chapter of Sigma Tau Gamma more honored and respected by all men and will endeavor to conduct myself so that I will ever bring credit and honor to our Fraternity.</li> </ul> </li> </ul> |  | TIME:<br>5 MINUTES  |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What stands out to you about our Creed?</li> <li>Do you agree with Dr. McCune’s interpretation of the true spirit of Fraternalism?</li> <li>What else is interesting to you?</li> </ul>  |  | TIME: 3 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, we will talk about our Big Brother program!</li> </ul>  |  | TIME: 1 MINUTE  |

# PURPOSE, VISION, AND CREED

## PURPOSE

To be a Fraternity of Courageous and Noble Gentlemen who Always Endeavor Forward.

## VISION

Building Noble Generations of Men

## CREED

I believe that the true spirit of Fraternalism is a personal devotion to one's ideals. It has its roots in definite, tangible things. It springs out of a love of God and worth of one's fellow man. It grows into qualities of mind and soul. It is not the attitude toward a few selected ends, but rather the abiding spirit in which all things are done, all difficulties met, all successes received, all obstacles overcome.

I believe that the true spirit of Fraternalism is a breath that breathes itself into the life and being of those who live it, becoming an unconscious part of them, ruling and molding their thoughts and acts. We may call it the right attitude towards life, towards the world, towards right and wrong, towards the beautiful and good, towards duty and faith in God.

I believe that the true spirit of Fraternalism is a thing that grows. It is first associated almost exclusively with a narrow circle of fellow students, but it broadens with a widening understanding until it takes in all the important relationships of life. It enters the domain of private life as thoroughly as in public life. It teaches the fulfillment of obligations to school, state, and church.

I believe that Sigma Tau Gamma endeavors to bind men together in a fraternal brotherhood based upon these eternal and immutable truths, which are set forth in the Principles and in the Code of Conduct of our Fraternity.

In this belief, I will endeavor to make my college and my own chapter of Sigma Tau Gamma more honored and respected by all men and will endeavor to conduct myself so that I will ever bring credit and honor to our Fraternity.



| SECTION: BIG BROTHER PROGRAM   |  | TOTAL TIME:<br>8 MINUTES  |
|--|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Share the details of the chapter's Big Brother Program, including: <ul style="list-style-type: none"> <li>The purpose of the Big Brother Program.</li> <li>List of members eligible to be a Big Brother.</li> <li>Opportunities to engage with and get to know potential Big Brothers.</li> <li>The process for appointing Big Brothers.</li> <li>The timeline of gaining a Big Brother.</li> </ul> </li> <li>Your Big Brother will be your mentor and guide during your time in the chapter. More importantly your Big Brother is a role model. A friend. A confidant. A tutor. A support system. A brother.</li> <li>A Big Brother serves as a mentor for you throughout your fraternity years. Many Big Brother/Little Brother relationships continue long after the collegiate years are over. When choosing your Big Brother it is important to identify someone you can lean on, learn from, and connect with.</li> <li>Finally, he will guide you through the Initiation Ritual Ceremony and deepen your understanding of Sigma Tau Gamma.</li> <li>NOTE: How and when your chapter chooses and assigns Big Brothers is up to your discretion. But Big Brothers should be chosen before the Ritual of Initiation happens (between Path of Principles: Weeks Four and Five) so they can participate.</li> <li>We recommend you provide opportunities to engage with potential Big Brothers through Week Three - Session Two, and assign Big Brothers before Week Four - Session One.</li> </ul> |  | TIME: 4 MINUTES<br><br><b>GUIDE MATCH:<br/>BIG BROTHER<br/>PROGRAM</b><br><br>SUPPLIES: List<br>of Eligible Big<br>Brothers |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What questions do you have about the Big Brother program?</li> </ul>   |  | TIME: 3 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, let's complete the activity called Brotherhood Business. This will give you a simple chance to connect with your new brothers in a meaningful way.</li> </ul>   |  | TIME: 1 MINUTE  |





| SECTION: BROTHERHOOD BUSINESS   |  | TOTAL TIME:<br>26 MINUTES   |
|---|--|---|
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>First, have the associate members break into small groups of four to five members.</li> <li>Explain that everyone will take turns selecting one slip of paper from one of the three stacks based on their comfort level.</li> <li>Explain that each slip of paper contains a question that they should read and answer aloud to the group. Questions will include anything from “What’s your favorite summer memory?” to “Describe a time when you made a hard decision but it was the right thing to do.” The goal is to get the men to talk and share stories.</li> <li>Have the group participate in three rounds of questions so that everyone has the opportunity to, if they choose, select a question from each category.</li> <li>NOTE: Depending on the size of the group, or the desire of the group, you may want to alter the number of rounds. Always complete at least two rounds.</li> </ul> |  | TIME:<br>20 MINUTES<br><br><b>GUIDE MATCH:<br/>BROTHERHOOD<br/>BUSINESS</b><br><br><b>Supplies:</b><br><b>Brotherhood<br/>Business activity<br/>cards</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What did you think of that activity?</li> <li>What insight did you get from this?</li> <li>What do you know now that you did not know before?</li> <li>What do you feel now that you did not feel before?</li> </ul>  |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, we are going to share a lot of information about member safety. It’s a lot to digest, so please ask questions along the way.</li> </ul>  |  | TIME: 1 MINUTE  |

## BROTHERHOOD BUSINESS

THINGS I WANT TO REMEMBER



THINGS I WANT TO REMEMBER



THINGS I WANT TO REMEMBER



THINGS I WANT TO REMEMBER



THINGS I WANT TO REMEMBER



THINGS I WANT TO REMEMBER



| SECTION: MEMBER SAFETY & WELLNESS POLICIES   |  | TOTAL TIME:<br>8 MINUTES  |
|--|--|---|
| <p><b>NOTES</b></p> <ul style="list-style-type: none"> <li>▪ If you have questions about the Member Safety &amp; Wellness Policies, contact your Chapter Liaison at Sig Tau Headquarters.</li> <li>▪ All new members should have completed the Member Safety and Wellness LMS (Learning Management System) course prior to this meeting. New members must complete the LMS course.</li> </ul> <p><b>FACILITATOR TALKING POINTS</b></p> <ul style="list-style-type: none"> <li>▪ The health and safety of every member and guest is our top priority.</li> <li>▪ The Member Safety and Wellness Policies have been put in place by the Board of Directors to help us reduce risk and prevent Sig Tau from experiencing tragedy.</li> <li>▪ Risk is like a tall ladder leaning against a building. Making a choice that increases the risk to you or others is like taking a step up the ladder. The higher you climb, the more unstable the ladder becomes. The higher you climb, the harder you fall.</li> <li>▪ So, let's help you get clear about our policies. You've already taken the LMS course on the Member Safety and Wellness policies, and we've added them here again for you to review.</li> <li>▪ Before we move on, we have a brief video to share with you that describes - from an industry expert - why Member Safety and Wellness is such an important and crucial part of not just your new member experience, but your entire experience as a member of Sigma Tau Gamma. We want you to always feel empowered to keep yourself and your brothers and friends safe.</li> </ul> |  | <p>TIME: 2 MINUTES</p> <p><b>GUIDE MATCH:<br/>MEMBER SAFETY<br/>AND WELLNESS<br/>POLICIES</b></p> |
| <p><b>ACTIVITY INSTRUCTIONS</b></p> <ul style="list-style-type: none"> <li>▪ Have the men review the three pages of Member Safety and Wellness Policies information in the guide and circle anything that they have a question about.</li> <li>▪ Then, ask them to share their thoughts with the large group. Answer any and all questions you can or defer questions you don't have an answer for to your lead advisor, chapter president, or even the standards board chairman. Also, you can reach out to your Chapter Liaison at Sig Tau Headquarters.</li> <li>▪ Next, show Video #2 - Power Moves: A Safe Collegiate Experience.</li> <li>▪ Ask the men if they have any questions about the video or the information in the guide.</li> </ul>   |  | <p>TIME: 15 MINUTES</p> <p><b>VIDEO: #2</b></p>   |
| <p><b>TRANSITION</b></p> <ul style="list-style-type: none"> <li>▪ Next, we will cover some details about the Association Ceremony.</li> </ul>  |  | TIME: 1 MINUTE  |



# MEMBER SAFETY AND WELLNESS POLICY

## ALCOHOL AND DRUGS

The possession, use, and/or consumption of alcoholic beverages, while on chapter premises, during an official Fraternity event, or in any situation or setting sponsored or endorsed by the chapter, must be in compliance with any and all applicable laws of your state, county, and city. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.

The sale of alcohol, by any chapter, is prohibited. This prohibition includes any action that is a functional substitute for the sale of alcohol such as: charging for admission to parties, passing the hat, selling empty cups, or selling drink tickets.

Alcoholic beverages may not be purchased with chapter funds. Nor may the purchase of alcoholic beverages be undertaken or coordinated by any member in the name of or on behalf of the chapter. Alcoholic beverages must not be purchased with chapter/organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).

Chapter events may not involve the use of bulk quantities of alcohol, kegs of beer, or any common source container of alcohol. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

Alcoholic beverages must either be:

- » Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
- » Brought by individual members and guests through a bring your own beverage (“BYOB”) system.
- » The presence of alcohol products above 15% alcohol by volume (“ABV”) is prohibited on any chapter/organization premises or at any event, except when served by a licensed and insured third-party vendor.

Any legal use of alcohol by members or guests should not permit, encourage, coerce, glorify, or participate in the encouragement of rapid consumption, drinking games, or the direct or indirect pressuring of any person to consume alcohol.

No chapter shall sponsor open parties, meaning those with unrestricted access and without specific invitation, where alcohol is present. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter/organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter/organizational premises or host venue.

Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance-free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/little” events or activities, “family” events or activities, and any ritual or ceremony.

## FACILITATOR

## NOTES

## MEMBER SAFETY AND WELLNESS POLICY (CONT.)

No chapter may co-sponsor, co-promote, or co-finance an event with a bar, tavern, distributor of alcohol, charitable organization, or student organization where alcohol is sold, given away, or otherwise provided. A chapter/organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter/organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter/organization event.

A chapter/organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.

Members and their guests must follow federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter/organizational premises or at any activity or event sponsored or endorsed by the chapter/organization.

### HAZING

The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on Sigma Tau Gamma property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

- » Be coerced to violate federal, state, provincial, local law, or Sigma Tau Gamma policy.
- » Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
- » Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
- » Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment, or endure threats of such conduct that results in mental or physical harm.
- » Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

## FACILITATOR

NOTES

## MEMBER SAFETY AND WELLNESS POLICY (CONT.)

### SEXUAL MISCONDUCT

Sigma Tau Gamma Fraternity and its members must comply with all federal, state, provincial, and local laws related to sexual misconduct. This is including, but not limited to, definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking, and sexual exploitation.

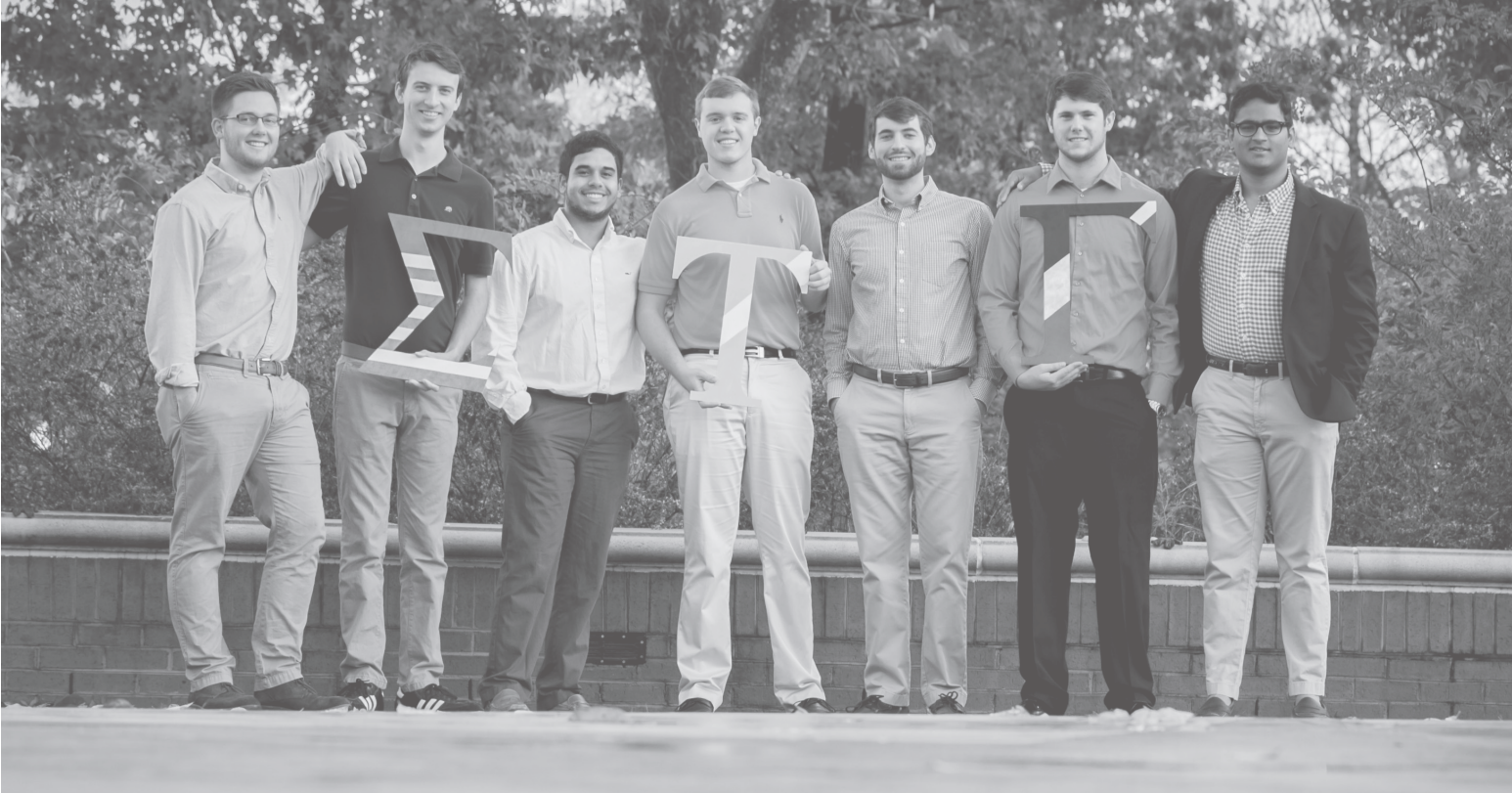
The employment or use of strippers, exotic dancers, or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.

### ASSAULT AND BATTERY

In any activity or event sponsored or endorsed by Sigma Tau Gamma, including those that occur on or off Sigma Tau Gamma premises, no chapter, member, or guest shall engage in assault and battery, as defined in the state statutes in which the activity or event occurs.

### FIREARMS, EXPLOSIVES, OR INCENDIARY DEVICES

Sigma Tau Gamma and its members must comply with all federal, state, provincial, local laws, and campus policy as it relates to firearms or explosive or incendiary devices. Firearms or explosive or incendiary devices are prohibited from the chapter facility and at all fraternity activities or events.



| SECTION: THE ASSOCIATION CEREMONY   |  | TOTAL TIME:<br>4 MINUTES  |
|---|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ The Association Ceremony is to signify that you are starting down the path to becoming a brother of Sigma Tau Gamma.</li> <li>▪ You will be officially recognized as an associate member of Sigma Tau Gamma and receive your associate member pin to proudly wear. This ceremony signifies your commitment to associate membership in the Fraternity. During the ceremony, all new members will share their commitment to growth and development as a member of Sig Tau, as well as its Six Principles, Creed, Vision, and Purpose.</li> <li>▪ This is a public ceremony. If you haven't already, I encourage you to invite your friends and family to attend.</li> <li>▪ This ceremony is a public display of pride in our Fraternity and our choice to extend a bid of membership to you.</li> </ul> |  | TIME: 2 MINUTES<br><br><b>GUIDE MATCH:<br/>ASSOCIATION<br/>CEREMONY</b> |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ Share the details of the chapter's scheduled Association Ceremony, including: <ul style="list-style-type: none"> <li>▪ The purpose of the ceremony.</li> <li>▪ The date, time, and place of the ceremony.</li> <li>▪ The schedule of events including when to arrive and the details of any post-ceremony events.</li> <li>▪ Details about attire and expectations.</li> </ul> </li> <li>▪ NOTE: All associate members must pay their association fee and complete their Member Safety LMS course prior to participating in the ceremony.</li> </ul>  |  | TIME: 2 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Next, we will talk through a community service project we will all work on together.</li> </ul>  |  | TIME: 1 MINUTE  |

## ASSOCIATION CEREMONY

|                             |  |
|-----------------------------|--|
| Purpose                     |  |
| Date                        |  |
| Time                        |  |
| Place                       |  |
| Schedule of Events/Practice |  |
| Attire                      |  |
| Expectations                |  |

| SECTION: COMMUNITY SERVICE PROJECT BRAINSTORM  |  | TOTAL TIME:<br>17 MINUTES   |
|--|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ During our time together, we will spend the next few weeks as a group working on a community service project.</li> <li>▪ In this meeting, we will work on gathering some ideas and focusing in on what kind of service we want to accomplish together.</li> </ul>   |  | TIME: 1 MINUTE  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ Introduce the concept of the group community service project and lead a brainstorm on ideas.</li> <li>▪ Share the purpose of performing community service.</li> <li>▪ Share any ideas you came up with through your own pre-work research.</li> <li>▪ Then, have the men collect ideas of potential community service projects or organizations to support in the guide.</li> <li>▪ NOTE: We recommend you have the group elect a team of two or three people who will be the lead project managers and who will be responsible for organizing the group and the communication between all parties.</li> </ul> |  | TIME:<br>15 MINUTES<br><br>SUPPLIES: A list of community service ideas or organizations<br><br><b>GUIDE MATCH:<br/>COMMUNITY<br/>SERVICE<br/>BRAINSTORM</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Next, we are going to close our session with a few final questions and announcements.</li> </ul>  |  | TIME: 1 MINUTE  |



## COMMUNITY SERVICE BRAINSTORM

IDEA

1

IDEA

2

IDEA

3

IDEA

4

IDEA

5

| SECTION: CLOSING  |  | TOTAL TIME:<br>4 MINUTES |
|---|--|--------------------------|
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What is your biggest take-away from this meeting?</li> <li>What are you going to start or stop doing now?</li> <li>What are your final thoughts?</li> </ul>   |  | TIME: 3 MINUTES          |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Thank the associate members for their time and attention.</li> <li>Share any reminders about next steps, upcoming events, or the next new member meeting.</li> <li>Stick around to help anyone who has not yet set up their mySigTau account, paid their association fee, or completed the member safety LMS course, and help them do so before they leave.</li> </ul> |  | TIME: 1 MINUTE           |



## FAST FACT

DR. WILSON C. MORRIS



Dr. Wilson C. Morris was our first lead advisor. He was a professor of physics who studied under Sir J. J. Thompson, the noted British physicist who discovered the electron in 1897.

Morris was a native of Delta, Pennsylvania, and attended the state normal school at Millersville. He later earned degrees at Mount Union College (Ohio), Illinois Wesleyan, and the University of Chicago.

He came to the state normal school at Warrensburg, Missouri in 1906 and was instantly a popular teacher. At the time, radio broadcasting was still in the experimental stage, and Morris set up a radio station at the college where he involved students in his experiments.

Late in 1919, the normal school became Central Missouri State Teachers College. Several of Morris' students, having decided that it was time for a real college fraternity, asked for his support. Morris, having been a fraternity man at Mount Union, not only gave his support but also served as the fraternity's advisor until he passed in 1947.

# FACILITATOR TO DO

## PREP WORK CHECKLIST: Week Two Session One

### **SUPPLIES AND NOTES for Academic Advisor Section**

- ☐ Invite and prep the Academic Advisor for their speaking role at least two to three weeks in advance.

### **SUPPLIES AND NOTES for the Director of Education and Wellness Section**

- ☐ Prep the director of education and wellness for his speaking role at least two to three weeks in advance.

### **SUPPLIES AND NOTES for Welcome and Academic Advising Section**

- ☐ A laptop or means of showing the video for this meeting. (The video associated with this session is **Video #3 – Help! Advice on Utilizing Campus Resources**).
- ☐ Watch the video associated with this meeting at [sigtau.org](http://sigtau.org) and anticipate potential questions that will come from new members.



## FAST FACT

DR. EMMETT ELLIS



Dr. Emmett Ellis was a 29-year-old veteran, both of teaching and the First World War, when he returned to Warrensburg, Missouri in the summer of 1920. His alma mater, the former "normal school", was now Central Missouri State Teachers College - a four-year college at which he could complete his bachelor's degree.

Seeking to rekindle the bonds of friendship that were forged in an Army Ambulance Company 355 with fellow students from Warrensburg, and to create a true college fraternity that would sustain those friendships over time, he became a Founder and the first National President of Sigma Tau Gamma.

Ellis later returned to Central Missouri State as a professor of Mathematics. He was a popular professor and the faculty advisor for the Alpha Chapter.

The largest residence hall at Central Missouri is named in his honor.

| SECTION: PREP WORK, WEEK 2   SESSION 1  |  | TOTAL TIME:<br>2 HOURS, 40<br>MINUTES   |
|---|--|---|
| <b>PREP WORK FOR ACADEMIC ADVISOR SECTION</b> <ul style="list-style-type: none"> <li>▪ Reach out to the campus advising office, academic success center, tutoring program, or similar office and ask a representative to speak to the associate member class.</li> <li>▪ Share with them the length of time they have and that you would like for them to cover several bullet points.</li> <li>▪ <b>Ask the representative to speak on:</b> <ul style="list-style-type: none"> <li>▪ Free academic resources available on campus, including academic advising, tutoring, and labs.</li> <li>▪ Developing relationships with instructors and how to make the best use of office hours.</li> </ul> </li> <li>▪ It may be difficult to schedule a campus representative to attend the new member education meeting. If so, consider inviting them to speak to the entire chapter during a regularly scheduled meeting instead.</li> <li>▪ If your chapter operates with a vice president, it would be applicable to have them speak here instead of a campus representative.</li> </ul>   |  | Reach out to and meet with an academic advisor at least two weeks in advance.   |
| <b>PREP WORK FOR THE DIRECTOR OF EDUCATION AND WELLNESS</b> <ul style="list-style-type: none"> <li>▪ Meet with the director of education and wellness at least two to three weeks in advance of this meeting.</li> <li>▪ Share with him the length of time he has and that you would like for him to cover several bullet points.</li> <li>▪ <b>The director of education and wellness should:</b> <ul style="list-style-type: none"> <li>▪ Describe his position and what he does in his role, as well as what his coordinators do. This position is in charge of faculty relations, health and wellness, new member education, ongoing member education, and sexual violence prevention.</li> <li>▪ Share that each member must have a minimum GPA of 2.5. Each chapter must have a minimum GPA of 2.7. <b>NOTE: If the chapter instituted an academic expectation that is higher than those set by the national standard, be sure to share that here.</b></li> <li>▪ Share what the chapter does to support education and wellness initiatives.</li> <li>▪ Share that our founders had a passion for education and for developing the future generations to follow them.</li> <li>▪ Share that as you heard in the Association Ceremony, Sig Tau lists the Principle of Learning first. All of our Principles are equal, but in our chosen order, we start with Learning.</li> <li>▪ Share that Sigma Tau Gamma believes in supporting a holistic membership experience and that means that “learning” and “wellness” are applicable inside and outside the classroom - in academics, mental and physical well-being, and more.</li> </ul> </li> <li>▪ Remind the director of education and wellness to come prepared, to act professionally, and to be ready to answer questions from the group.</li> </ul> |  | Meet with the director of education and wellness at least two weeks in advance. |
| <b>PREP WORK   VIDEO</b> <ul style="list-style-type: none"> <li>▪ Find the video that is associated with this session.</li> <li>▪ Play them in full before the session so you can preview the video before you play it during this session and anticipate potential questions that will come after. <ul style="list-style-type: none"> <li>▪ In this session, there is <b>one video, Video #3 – Help! Advice on Utilizing Campus Resources</b></li> </ul> </li> </ul>   |  | Watch the video at least three days in advance.                                 |

# Week Two

## SESSION One

Know that the goals of this meeting are to:

- Answer follow-up questions from the previous week.
- Debrief the Association Ceremony.
- Review campus academic resources.
- Meet the director of education and wellness.
- Discuss chapter academic expectations and resources.
- Summarize the Principle of Learning.
- Review personal academic success plan.
- Summarize the Principle of Integrity.
- Develop personal wellness plans.
- Evaluate community service options.





| SECTION: WELCOME & ACADEMIC ADVISING  |  | TOTAL TIME:<br>35 MINUTES   |
|---|--|---|
| <b>BEFORE YOU BEGIN</b> <ul style="list-style-type: none"> <li>▪ <b>Arrive</b> before the scheduled meeting time to set up the room, including any necessary materials.</li> <li>▪ <b>Be ready</b> to welcome participants and guests at the door and have upbeat music playing.</li> <li>▪ <b>Be ready</b> to offer a high energy welcome and introduce any guests once everyone is ready to begin.</li> <li>▪ Know that the goals of this meeting are to:             <ul style="list-style-type: none"> <li>▪ <b>Welcome</b> the participants to their second week.</li> <li>▪ <b>Introduce</b> any guests to participants.</li> <li>▪ <b>Answer</b> follow-up questions from the previous week.</li> <li>▪ <b>Debrief</b> the Association Ceremony.</li> <li>▪ <b>Review</b> campus academic resources.</li> <li>▪ <b>Meet</b> the director of education and wellness.</li> <li>▪ <b>Discuss</b> chapter academic expectations and resources.</li> <li>▪ <b>Summarize</b> the Principle of Learning.</li> <li>▪ <b>Review</b> personal academic success plan.</li> <li>▪ <b>Summarize</b> the Principle of Integrity.</li> <li>▪ <b>Develop</b> personal wellness plans.</li> <li>▪ <b>Evaluate</b> community service options.</li> </ul> </li> </ul> |  |   |
| <b>NOTE</b> <ul style="list-style-type: none"> <li>▪ Welcome your guests at least 30 minutes in advance. Ask them if they need water or any A/V supplies to get started. Make sure you can introduce them to the rest of the group by asking some details about their bio.</li> </ul> <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ Welcome to your second week of the new member education meetings.</li> <li>▪ I'm happy to be here with you all. I hope that you have all seen success in your endeavors since our last meeting.</li> <li>▪ Today we are going to focus on two main areas: academic success and personal wellness, linked to our principles of Learning and Integrity.</li> </ul>   |  | TIME: 3 MINUTES   |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>▪ What was your biggest take-away from our last meeting?</li> <li>▪ What questions or comments do you still have since our last meeting?</li> <li>▪ What were you thinking and feeling during the Association Ceremony?</li> <li>▪ What did you like most about the ceremony?</li> <li>▪ Did participating in the ceremony raise any questions for you?</li> </ul>  |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Next, we will watch a video with some information on how to connect to your academic advising team and how to stay highly engaged on campus. Then, we will have a representative from the advising office to give us details about the resources from this campus.</li> </ul>  |  | TIME: 1 MINUTE  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ First, show Video #3 - Help! Advice on Utilizing Campus Resources.</li> <li>▪ Ask the men if they have any questions.</li> <li>▪ Then, introduce the representative from the campus advising office, academic success center, tutoring program, or similar office to speak to the associate member class.</li> <li>▪ Ask the representative to speak on:             <ul style="list-style-type: none"> <li>▪ Free academic resources available on campus, including academic advising, tutoring, and labs.</li> <li>▪ Developing relationships with instructors and how to make the best use of office hours.</li> </ul> </li> <li>▪ Provide the opportunity for associate members to ask questions.</li> </ul>  |  | TIME: 20 MINUTES<br><br><b>VIDEO: #3</b><br><br><b>GUIDE MATCH: ACADEMIC ADVISING</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>▪ What did you learn from the video that you did not consider before?</li> <li>▪ What did you learn from the speaker that you did not know before?</li> <li>▪ How can we help you stay focused on academics?</li> </ul>   |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Next, we will chat with our director of education and wellness.</li> </ul>   |  | TIME: 1 MINUTE  |

## ACADEMIC ADVISING

NOTES

| SECTION: DIRECTOR OF EDUCATION AND WELLNESS   |  | TOTAL TIME:<br>15 MINUTES  |
|---|--|--|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>One of the things to know about learning is that we believe in lifelong learning.</li> <li>Today, the director of education and wellness will share some of our requirements and help you put some big goals in place.</li> </ul>  |  | TIME: 1 MINUTE   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Introduce the director of education and wellness.</li> <li>Share his name and any information you have about him that is pertinent to his role and his success.</li> </ul>  |  | TIME: 3 MINUTES  |
| <b>FACILITATOR TALKING POINTS   DIRECTOR OF EDUCATION AND WELLNESS</b> <ul style="list-style-type: none"> <li>The director of education and wellness should: <ul style="list-style-type: none"> <li>Describe his position and what he does in his role, as well as what his coordinators do. This position is in charge of faculty relations, health and wellness, new member education, ongoing member education, and sexual violence prevention.</li> <li>Share that each member must have a minimum GPA of 2.5. Each chapter must have a minimum GPA of 2.7. <b>NOTE: If the chapter instituted an academic expectation that is higher than those set by the national standard, be sure to share that here.</b></li> <li>Share what the chapter does to support education and wellness initiatives.</li> <li>Share that our founders had a passion for education and for developing the future generations to follow them.</li> <li>Share that as you heard in the Association Ceremony, Sig Tau lists the Principle of Learning first. All of our Principles are equal, but in our chosen order, we start with Learning.</li> <li>Share that Sigma Tau Gamma believes in supporting a holistic membership experience and that means that “learning” and “wellness” is applicable inside and outside the classroom - in academics, mental and physical well-being, and more.</li> </ul> </li> <li>Answer any questions that the men have.</li> </ul> |  | TIME: 10 MINUTES<br><br><b>GUIDE MATCH:<br/>DIRECTOR OF<br/>EDUCATION AND<br/>WELLNESS</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, we will cover the Principle of Learning.</li> </ul>  |  | TIME: 1 MINUTE   |

## DIRECTOR OF EDUCATION AND WELLNESS

## NOTES

| SECTION: PRINCIPLE OF LEARNING  |  | TOTAL TIME:<br>17 MINUTES   |
|---|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Learning is the first of Sigma Tau Gamma's Six Principles.</li> <li>Founded at a teacher's college, academic excellence has been a cornerstone of the Fraternity since the organization's conception. I want to clarify again. Learning absolutely means succeeding inside the classroom. We have expectations for maintaining grades that we'll talk about in a few minutes. But learning isn't just about getting good grades. Learning means learning about yourself and your passions, and continuing to develop your skills and talents throughout your life. Sig Tau will help you do that as your progress throughout the Tau and Gamma phases of education. For now, we're going to focus specifically on learning in terms of academics.</li> <li>As members of Sig Tau, we assist each other with our academics and encourage one another to maintain the discipline needed to make the most of our educational opportunities both inside and outside of the classroom.</li> </ul>   |  | TIME: 1 MINUTE  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Ask one person to read the definition of the Principle of Learning to the other men: <ul style="list-style-type: none"> <li><b>LEARNING:</b> He is committed to the pursuit of wisdom and seeks to afford the environment for learning in all his personal and professional endeavors. He knows full well the obligation he has taken and seeks to pass what he has learned to others, knowledge that will rule and mold his thoughts, acts, and deeds. He is focused and goal oriented.</li> </ul> </li> <li>Break the associate members into four small groups or pairs depending on the size of your new member class.</li> <li>Tell the small groups they will all have five minutes to create a list. Each group will have a different list to create. They should designate one person to write down their list and be prepared to share it with the large group. <ul style="list-style-type: none"> <li>Group 1: List 10 or more things that people who "get good grades" do. What are the habits we need to start getting into now to be successful academically?</li> <li>Group 2: List 10 or more things that people who don't "get good grades" do. What are habits we need to get out of so we can be successful academically?</li> <li>Group 3: List 10 or more resources or people we could ask for help if we're struggling academically.</li> <li>Group 4: List five or more ways we can hold each other accountable and/or help each other achieve academic success.</li> </ul> </li> <li>Then have each group share their lists and discuss their points as a large group.</li> </ul> |  | TIME: 10 MINUTES<br><br><b>GUIDE MATCH:<br/>PRINCIPLE OF<br/>LEARNING</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What are some of our biggest concerns still outstanding as it relates to academic success? What still feels intimidating about making sure we hit our semesterly GPA requirements?</li> <li>How can we make this a priority both individually and as a member class?</li> </ul>   |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Now that we've had a chance to discuss academics as a large group, we're going to talk about your individual plan for academic success.</li> </ul>   |  | TIME: 1 MINUTE  |

## PRINCIPLE OF LEARNING

### LEARNING

He is committed to the pursuit of wisdom and seeks to afford the environment for learning in all his personal and professional endeavors. He knows full well the obligation he has taken and seeks to pass what he has learned to others, knowledge that will rule and mold his thoughts, acts, and deeds. He is focused and goal oriented.



| SECTION: ACADEMIC SUCCESS PLAN  |  | TOTAL TIME:<br>17 MINUTES   |
|---|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>So, to get us started, let's talk through our academic success plan. This will help you get clear about the Fraternity's expectations.</li> </ul>  |  | TIME: 1 MINUTE  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>First, ask the men to think about their current GPA. Ask them what it is.</li> <li>Ask the men to look in the guide at Sigma Tau Gamma's National Academic Success Plan. This is a resource that outlines suggested academic tiers and recommended requirements by tier.</li> <li>NOTE: If your chapter uses a different variation of this academic success plan, it's important you discuss those requirements with the new members at this time.</li> <li>Set clear academic and GPA expectations with them at this time. Give them three to four minutes to review everything.</li> <li>Then, work with each associate member to ensure they know what tier of the academic success program they are on.</li> <li>Pair members together who are on the same tier and have them discuss their academic success strategies with each other.</li> <li>Then, on their own, ask the members to list 3-4 personal strategies they plan on implementing to ensure their own academic success this semester.               <ul style="list-style-type: none"> <li>If they're struggling to create their own list of strategies, ask them to consider the lists each group made in the previous activity. What do you need to stop or start doing to help your academics? Who can you talk to in order to help hold you accountable? What resources can you consider utilizing?</li> </ul> </li> <li>Give them about five minutes to review their personal academic success strategies . If you aren't able to pair some members, work with them directly.</li> </ul> |  | TIME: 10 MINUTES<br><br><b>GUIDE MATCH:<br/>ACADEMIC<br/>SUCCESS PLAN</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What questions do you have about the Academic Success Plan and each of its tiers?</li> <li>How can we help one another stay focused on academics?</li> <li>How can you stay accountable to practicing your personal academic success strategies?</li> </ul>   |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, let's cover the Principle of Integrity.</li> </ul>   |  | TIME: 1 MINUTE  |



# ACADEMIC SUCCESS PLAN

## LEARNING

- » All Sigma Tau Gamma chapters seek to uphold the Principle of Learning. Chapters achieve this goal by creating an environment that supports individual scholastic achievement. In order to create the environment for learning, the chapter can institute the Fraternity's Academic Success Program.
- » Every member of the chapter must make a sincere effort to achieve the highest GPA he is capable of earning. He should use the academic tools and resources available to him in order to achieve his optimal cumulative GPA.
- » Every Sig Tau member is expected to maintain at least a 2.7 GPA each semester - he should strive to achieve a 3.0 GPA each semester.
- » If any member fails to earn a 3.0 semester GPA, he will be enrolled automatically in the chapter's Academic Success Program, to be organized into several tiers:

| TIER 1   | TIER 2   | TIER 3  |
|--|--|---|
| GPA between 2.7 and 3.0  | GPA between 2.5 and 2.7  | GPA below 2.5   |
| <p>Any member in Tier 1 must meet the following requirements:</p> <ul style="list-style-type: none"> <li>▪ Attend one professor's office hour in the first three weeks of the semester</li> <li>▪ Attend one tutoring session provided by a campus resource during the first four weeks of the semester (e.g. writing center, tutoring center, etc.)</li> <li>▪ Meet one time with the Academic Coordinator during the first four weeks of the semester</li> </ul> <p><i>*Members in Tier 1 are still eligible to hold officer positions within the chapter and are eligible to run for elected positions.</i></p> | <p>Any member in Tier 2 must meet the following requirements:</p> <ul style="list-style-type: none"> <li>▪ Attend two professor's office hours each month</li> <li>▪ Attend one tutoring session each month</li> <li>▪ Meet monthly with the Academic Coordinator</li> </ul> <p><i>*It is recommended members in Tier 2 are eligible to continue to hold officer positions within the chapter but are not eligible to run for Executive Officer positions.</i></p> | <p>Any member in Tier 3 must meet the following requirements:</p> <ul style="list-style-type: none"> <li>▪ Attend one professor's office hour each week and meet with all professors within the first two weeks of the semester</li> <li>▪ Attend one or more tutoring sessions each month</li> <li>▪ Meet monthly with the Academic Coordinator</li> </ul> <p><i>*It is recommended members in Tier 3 are not eligible to run for Executive Officer positions within the chapter. If a standing officer does not meet academic eligibility, he should be replaced within seven days of receipt of his ineligibility, and a new officer should complete his term.</i></p> |

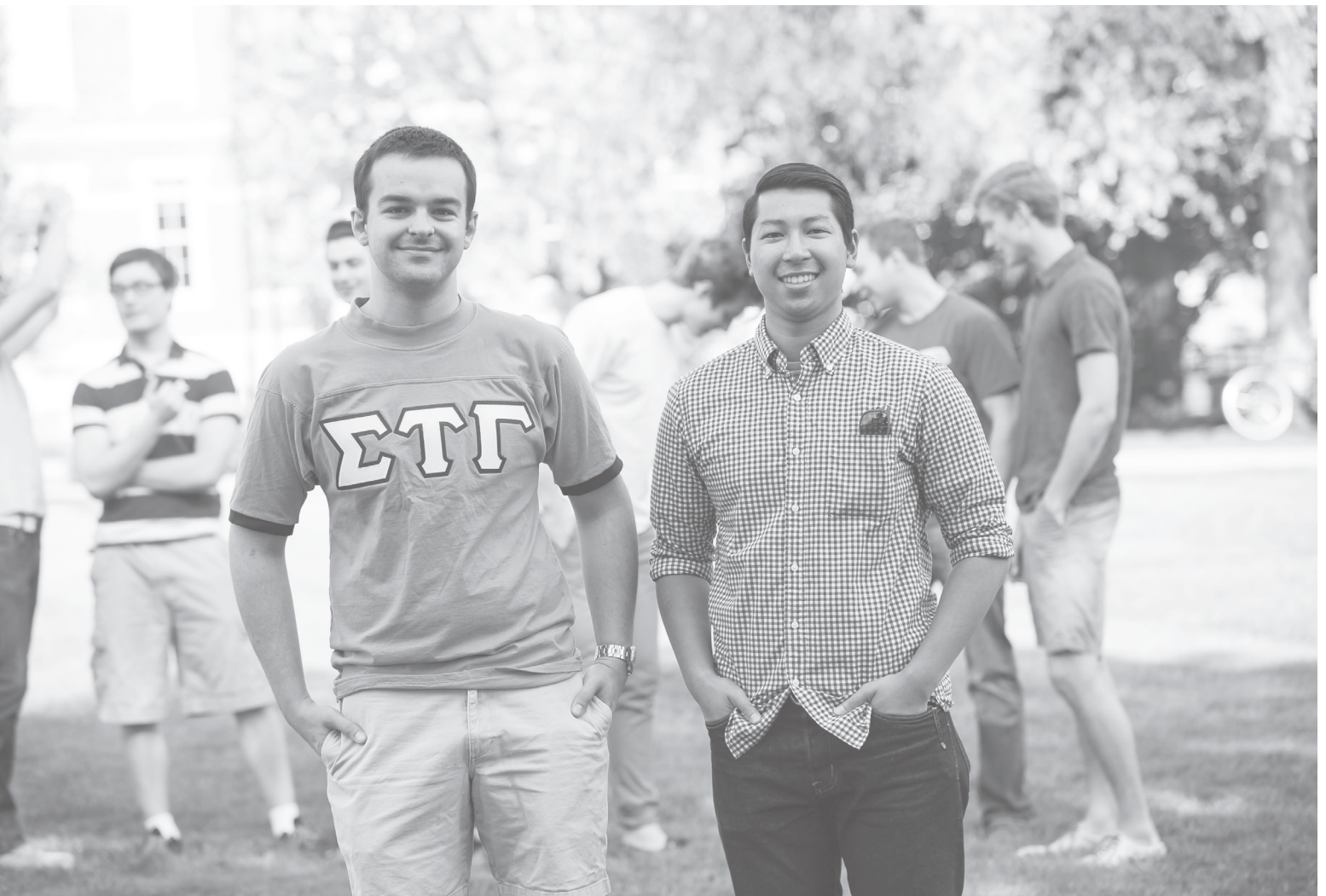
- » Any member required to attend a professor's office hour or tutoring session must have the corresponding professor/tutor sign a verification slip. That slip must be turned into the chapter's Academic Coordinator prior to the appropriate deadline.
- » Any member who fails to complete and provide documentation of their participation in the Academic Success Program prior to the appropriate deadline will be considered "not in good standing" until the proper documentation is received, and he will be prohibited from attending any event other than chapter meetings. This includes but is not limited to intramurals, social events, and formals. His voting privileges during chapter meetings will also be revoked.
- » Any member in Tier 3 for two or more consecutive semester will be subject to sanction by the chapter's Standards Board.
- » Each member of the chapter will review and sign the Academic Success Program once per academic year; it is to be completed at the first chapter meeting of the fall semester.

| SECTION: PRINCIPLE OF INTEGRITY   |  | TOTAL TIME:<br>17 MINUTES  |
|---|--|--|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Our commitment to the Six Principles of Sigma Tau Gamma relies on Integrity, because without Integrity, there are no Principles.</li> <li>We honor ourselves and our brotherhood by living lives of Integrity in everything we do and say. Brothers of Sigma Tau Gamma do what is right – even when no one is looking.</li> </ul>  |  | TIME: 1 MINUTE   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Ask one person to read the definition of the Principle of Integrity to the other men: <ul style="list-style-type: none"> <li><b>INTEGRITY:</b> He lives a life of personal integrity perfecting a structure of honor and living by the highest standard that keeps our Brotherhood alive, for, without it, we could not rely on each other or advance our cause. A man with integrity is an honorable man who lives up to promises made – to others and himself. He is confident, ethical, and honest.</li> </ul> </li> <li>Ask the associate members to get back into their four small groups or pairs from the Learning activity they participated in earlier.</li> <li>Tell the small groups they will have five minutes to answer the following questions related to their topic. They should designate one person to write down their list and be prepared to share it with the large group. <ul style="list-style-type: none"> <li>Group 1: List 10 or more habits of someone who exemplifies integrity. What are general things someone who displays integrity does?</li> <li>Group 2: List 10 or more habits of someone who does not exemplify integrity. What are general things they do or don't do?</li> <li>Group 3: List three or more examples of people we've seen demonstrate acts of integrity. What was the action and why did it show integrity? (This could be anyone from a celebrity or world leader to a group or individual on campus.)</li> <li>Group 4: List three or more examples of people we've seen demonstrate a lack of integrity. What was the action and why did it show a lack of integrity? (This could be anyone from a celebrity or world leader to a group or individual on campus.)</li> </ul> </li> <li>Then have each group share their list and discuss their points as a large group.</li> </ul> |  | TIME: 10 MINUTES<br><br><b>GUIDE MATCH:<br/>PRINCIPLE OF<br/>INTEGRITY</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>Why is living with integrity so challenging? (It takes a ton of discipline and requires a conscious mind around daily decisions.)</li> <li>How do we make this a focus?</li> <li>How do we support each other in this endeavor?</li> <li>Most importantly, how do we really hold one another accountable to this high standard?</li> </ul>  |  | TIME: 5 MINUTES  |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, let's work on our personal wellness plans.</li> </ul>  |  | TIME: 1 MINUTE   |

## PRINCIPLE OF INTEGRITY

### INTEGRITY

He lives a life of personal integrity perfecting a structure of honor and living by the highest standard that keeps our Brotherhood alive, for, without it, we could not rely on each other or advance our cause. A man with integrity is an honorable man who lives up to promises made – to others and himself. He is confident, ethical, and honest.



| SECTION: SIX DIMENSIONS OF WELLNESS   |  | TOTAL TIME:<br>39 MINUTES   |
|---|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>As you heard us say earlier, Sigma Tau Gamma believes in a holistic member experience. That means we believe that the whole of your experience is greater than the sum of its parts.</li> <li>As we've discussed already this meeting, living with the Principles of Learning and Integrity means continuing to grow and better ourselves each and every day. It is a path that you follow for your entire life.</li> <li>Can someone tell me why we're even talking about personal wellness as part of the new member education process and why it's important? Answer: A lot of people join fraternities for a lot of different reasons. One of the things you'll hear repeatedly throughout this education process is that we're here to make you better men or noble gentlemen. Remember, that is the Vision and Purpose of Sig Tau.</li> <li>Whatever your personal goals are, by the time you graduate, it's our goal that Sig Tau will have helped to push you to be the best version of yourself. Starting to explore the ways you can do that, starts with some self reflection.</li> </ul>   |  | TIME: 2 MINUTES   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Ask participants to take five minutes to read over the Six Dimensions of Wellness in their participant guides.</li> <li>Occupational wellness follows these tenets: <ul style="list-style-type: none"> <li>It is better to choose a career which is consistent with our personal values, interests, and beliefs than to select one that is unrewarding to us.</li> <li>It is better to develop functional, transferable skills through structured involvement opportunities than to remain inactive and uninvolved.</li> </ul> </li> <li>Physical wellness follows these tenets: <ul style="list-style-type: none"> <li>It is better to consume foods and beverages that enhance good health rather than those which impair it.</li> <li>It is better to be physically fit than out of shape.</li> </ul> </li> <li>Social wellness follows these tenets: <ul style="list-style-type: none"> <li>It is better to contribute to the common welfare of our community than to think only of ourselves.</li> <li>It is better to live in harmony with others and our environment than to live in conflict with them.</li> </ul> </li> <li>Intellectual wellness follows these tenets: <ul style="list-style-type: none"> <li>It is better to stretch and challenge our minds with intellectual and creative pursuits than to become self-satisfied and unproductive.</li> <li>It is better to identify potential problems and choose appropriate courses of action based on available information than to wait, worry, and contend with major concerns later.</li> </ul> </li> <li>Spiritual wellness follows these tenets: <ul style="list-style-type: none"> <li>It is better to ponder the meaning of life for ourselves and to be tolerant of the beliefs of others than to close our minds and become intolerant.</li> <li>It is better to live each day in a way that is consistent with our values and beliefs than to do otherwise and feel untrue to ourselves.</li> </ul> </li> <li>Emotional wellness follows these tenets: <ul style="list-style-type: none"> <li>It is better to be aware of and accept our feelings than to deny them.</li> <li>It is better to be optimistic in our approach to life than pessimistic.</li> </ul> </li> </ul> |  | TIME: 5 MINUTES<br><br><b>GUIDE MATCH: SIX DIMENSIONS OF WELLNESS</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>Which of these dimensions do you feel you do the best at?</li> <li>Which of these dimensions do you want to spend more time in or improve upon over the next four years?</li> </ul>   |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>We're going to dive into each of these just a little more and look at what we can personally do to improve our overall sense of wellness.</li> </ul>   |  | TIME: 1 MINUTE  |

## SIX DIMENSIONS OF WELLNESS

1. **Occupational wellness follows these tenets:**
  - » It is better to choose a career which is consistent with our personal values, interests, and beliefs than to select one that is unrewarding to us.
  - » It is better to develop functional, transferable skills through structured involvement opportunities than to remain inactive and uninvolved.
2. **Physical wellness follows these tenets:**
  - » It is better to consume foods and beverages that enhance good health rather than those which impair it.
  - » It is better to be physically fit than out of shape.
3. **Social wellness follows these tenets:**
  - » It is better to contribute to the common welfare of our community than to think only of ourselves.
  - » It is better to live in harmony with others and our environment than to live in conflict with them.
4. **Intellectual wellness follows these tenets:**
  - » It is better to stretch and challenge our minds with intellectual and creative pursuits than to become self-satisfied and unproductive.
  - » It is better to identify potential problems and choose appropriate courses of action based on available information than to wait, worry, and contend with major concerns later.
5. **Spiritual wellness follows these tenets:**
  - » It is better to ponder the meaning of life for ourselves and to be tolerant of the beliefs of others than to close our minds and become intolerant.
  - » It is better to live each day in a way that is consistent with our values and beliefs than to do otherwise and feel untrue to ourselves.
6. **Emotional wellness follows these tenets:**
  - » It is better to be aware of and accept our feelings than to deny them.
  - » It is better to be optimistic in our approach to life than pessimistic.



## SECTION: SIX DIMENSIONS OF WELLNESS, CONTINUED

### ACTIVITY INSTRUCTIONS

- Ask the men to get into six groups and assign each group one of the Six Dimensions of Wellness. Ask each group to come up with a list of examples to improve in.
- At the end, ask each group to share their best examples with the large group.
- What are some examples of things we can do to improve our **occupational wellness**?  
For example:
  - Pursue a career that we are passionate about.
  - Seek opportunities for personal growth and development.
  - Work towards financial security.
- What are some examples of things we can do to improve our **physical wellness**?
  - Consume a healthy diet aligned for our nutritional needs.
  - Be physically active.
  - Abstain from substance abuse.
  - Get enough sleep and allow your body to heal from sickness and injury.
- What are some examples of things we can do to improve our **social wellness**?
  - Be a positive contributing factor in your community and the environment around you.
  - Build sustainable and meaningful relationships.
- What are some examples of things we can do to improve our **intellectual wellness**?
  - Challenge ourselves to think outside our comfort zone.
  - Know our trigger points.
- What are some examples of things we can do to improve our **spiritual wellness**?
  - Understand our own deeply held values and beliefs.
  - Be tolerant of other world views and beliefs.
- What are some examples of things we can do to improve our **emotional wellness**?
  - Be able to understand and accept our own feelings as well as others'.
  - Build trust and respect with others.
  - Understand that being optimistic is better than being pessimistic.

TIME: 10  
MINUTES

### ACTIVITY INSTRUCTIONS

- In their guide, have each associate member identify at least one thing they will personally strive to do during the current semester to improve their wellness in each of the Six Dimensions of Wellness.
- Then, have them pair and share their results.
- Finally, ask a few men to share their results with the large group.

TIME: 10  
MINUTES

**GUIDE MATCH:  
WHAT IS YOUR  
PRIORITY?**

### DEBRIEF

- How can we hold each other accountable to actually meeting each of the goals we set in these Six Dimensions of Wellness?
- What can we do to become noble men — together?

TIME: 5 MINUTES

### TRANSITION

- Finally, let's circle back to our community service plan.

TIME: 1 MINUTE

## WHAT IS YOUR PRIORITY?

Write down one thing you want to do in each category that you will strive to improve.

|                          |  |
|--------------------------|--|
| Occupational<br>wellness |  |
| Physical<br>wellness     |  |
| Social<br>wellness       |  |
| Intellectual<br>wellness |  |
| Spiritual<br>wellness    |  |
| Emotional<br>wellness    |  |





| SECTION: COMMUNITY SERVICE  |  | TOTAL TIME:<br>16 MINUTES                                     |
|---|--|---|
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ Review the list of community service project options that was created during the brainstorm at the previous meeting.</li> <li>▪ Discuss any additional ideas.</li> <li>▪ Come to a consensus about what community service project will be presented to the chapter.</li> <li>▪ Determine the logistical details of the community service project. <ul style="list-style-type: none"> <li>▪ Who will take the lead for organizing the event?</li> <li>▪ When will the event take place?</li> <li>▪ Where will the event take place?</li> <li>▪ What resources are needed to complete the event?</li> <li>▪ How long will the event last?</li> <li>▪ How many chapter members will be able to participate?</li> <li>▪ Who do you need to communicate with and by when?</li> </ul> </li> </ul> |  | TIME: 15 MINUTES<br><br><b>GUIDE MATCH: COMMUNITY SERVICE</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Finally, let's close out our session with a conversation around your big take-aways.</li> </ul>  |  | TIME: 1 MINUTE  |

# COMMUNITY SERVICE

## LOGISTICAL DETAILS

|   |  |
|---|--|
| Who will take the lead for organizing the event?      |  |
| When will the event take place?                       |  |
| Where will the event take place?                      |  |
| What resources are needed to complete the event?      |  |
| How long will the event last?                         |  |
| How many chapter members will be able to participate? |  |
| Who do you need to communicate with and by when?      |  |

| SECTION: CLOSING  |  | TOTAL TIME:<br>4 MINUTES |
|---|--|--------------------------|
| DEBRIEF   |  | TIME: 3 MINUTES          |
| <ul style="list-style-type: none"> <li>What is your biggest take-away from this meeting?</li> <li>What are you going to start or stop doing now?</li> <li>What are your final thoughts?</li> </ul>              |  |                          |
| TRANSITION  |  | TIME: 1 MINUTE           |
| <ul style="list-style-type: none"> <li>Thank the associate members for their time and attention,</li> <li>Share any reminders about the next steps, upcoming events, or the next new member meeting.</li> </ul> |  |                          |



## FAST FACT

ELLSWORTH C. DENT



Ellsworth C. Dent was a charter member of Delta Chapter at Emporia State University. He organized a “planning” meeting in Emporia in 1924, prior to the First National Conclave in 1925. Provisional officers were elected, and Dent became Editor. In April 1925, he published *The Signet*, which was the Fraternity’s first magazine. The name was found to conflict with the name of another fraternity’s magazine and was changed moving forward.

At the First Conclave in 1925 he was again elected Editor, and at the Third Conclave in 1927, was elected National President. He served in office from 1927 to 1936: longer than any other individual.

Professionally, Dent was a pioneer in the educational film industry. He co-founded Coronet Films, which later merged with Esquire, Inc. He retired as Senior Vice President of Esquire.

The Ellsworth C. Dent Man-of-the-Year Award was established at the 22nd Grand Conclave in Pittsburgh in 1966. This one annual award is the highest honor bestowed on an undergraduate member as evidenced by his leadership, scholarship, service, and character.

# FACILITATOR TO DO

## PREP WORK CHECKLIST: Week Three Session One

### SUPPLIES AND NOTES for the Director of Recruitment Section

- ☐ Prep the director of recruitment for his speaking role at least two to three weeks in advance.

### SUPPLIES AND NOTES for Campus Leader and Fraternity Experiences

- ☐ A laptop or means of showing the video for this meeting. (The video associated with this session is **Video #4 – Big Picture: The Fraternal Experience**).
- ☐ Watch the video associated with this meeting at [sigtau.org](http://sigtau.org) and anticipate potential questions that will come from new members.



## FAST FACT

### THE HOUSE OF TROTTER



Sigma Tau Gamma was founded June 28, 1920, at a rooming house operated by “Ma Trotter” located three blocks north of the original quadrangle of Central Missouri State Teachers College (now the University of Central Missouri).

In those days, the few available campus dormitories were reserved for women. Men lived in rooming houses and ate their meals at boarding houses – often separate places. Several Founders, including Emmett Ellis, lived at the House of Trotter.

Allen R. Nieman convinced Mrs. Trotter to let him stay in the parlor, when no other rooms in town were available. A veteran of the First World War, teacher, and family man, Nieman was also gregarious and among the most popular students on campus. He assembled in his room the meeting at which the first constitution and the petition to the faculty were adopted. The fireplace mantle upon which both documents were signed is still in the national Fraternity Headquarters in Indianapolis.

Nieman and Founder Leland Hoback, who chaired the committee that wrote the constitution, traveled to Kirksville, Missouri in 1921 to charter the second chapter.

Nieman was an advocate for the growth of Sigma Tau Gamma, serving as its first extension chairman. Sadly, he suffered from tuberculosis and was the first Founder to pass on to Chapter Eternal.

| SECTION: PREP WORK, WEEK 3   SESSION 1   |  | TOTAL TIME:<br>2 HR 15 MINUTES                                      |
|--|--|---|
| <b>PREP WORK FOR THE DIRECTOR OF RECRUITMENT</b> <ul style="list-style-type: none"> <li>▪ Meet with the director of recruitment at least two to three weeks in advance of this meeting.</li> <li>▪ Share with him the length of time he has and that you would like for him to cover several bullet points</li> <li>▪ The director of recruitment should: <ul style="list-style-type: none"> <li>▪ Provide a general introduction including who they are and what their role entails.</li> <li>▪ Discuss all the coordinator roles that “report” to them in their role as director of recruitment and share a few of the responsibilities of each coordinator.</li> <li>▪ Describe how and when the new members can be appointed into a coordinator role if a role interests them and how to do that.</li> <li>▪ Specifically, regarding recruitment, the director of recruitment should recap the recruitment process the new members recently experienced to share some of the “behind the scenes” planning and preparation pieces.</li> <li>▪ Highlight Sigma Tau Gamma’s philosophy on recruitment, reminding new members that we’re always recruiting, and if they meet a potential new member at any time, to refer them to the director of recruitment.</li> </ul> </li> <li>▪ Remind the director of recruitment to come prepared, to act professionally, and to be ready to answer questions from the group.</li> </ul> |  | Meet with the director of recruitment at least two weeks in advance |
| <b>PREP WORK   VIDEO</b> <ul style="list-style-type: none"> <li>▪ Find the video that is associated with this session.</li> <li>▪ Play it in full before the session so you can preview the video before you play it during this session.</li> <li>▪ Anticipate potential questions that will come after. <ul style="list-style-type: none"> <li>▪ In this session, there is one video, <b>Video #4 - Big Picture: The Fraternal Experience</b>, from Sigma Tau Gamma, about <b>fraternal experiences and Greek life</b>.</li> </ul> </li> </ul>   |  | Watch the video at least three days in advance.                     |



# Week Three

## SESSION One

Know that the goals of this meeting are to:

- » Answer follow-up questions from the previous week.
- » Participate in brotherhood-building activities.
- » Meet a leader from the larger fraternity/sorority community.
- » Meet the director of recruitment.
- » Summarize the Principle of Excellence.
- » Explore notable Sig Taus.
- » Discuss the Chapter Standards.



| SECTION: WELCOME & INTRODUCTIONS  |  | TOTAL TIME:<br>20 MINUTES  |
|---|--|--|
| <b>BEFORE YOU BEGIN</b> <ul style="list-style-type: none"> <li>▪ <b>Arrive</b> before the scheduled meeting time to set up the room, including any necessary materials.</li> <li>▪ <b>Be ready</b> to welcome participants and guests at the door and have upbeat music playing.</li> <li>▪ <b>Be ready</b> to offer a high energy welcome and introduce any guests once everyone is ready to begin.</li> <li>▪ <b>Know</b> that the goals of this meeting are to: <ul style="list-style-type: none"> <li>▪ <b>Welcome</b> the participants to their third week.</li> <li>▪ <b>Answer</b> follow-up questions from the previous week.</li> <li>▪ <b>Participate</b> in brotherhood-building activities.</li> <li>▪ <b>Meet</b> a leader from the larger fraternity/sorority community.</li> <li>▪ <b>Meet</b> the director of recruitment.</li> <li>▪ <b>Summarize</b> the Principle of Excellence.</li> <li>▪ <b>Explore</b> notable Sig Taus.</li> <li>▪ <b>Discuss</b> the Chapter Standards.</li> </ul> </li> </ul> |  |  |
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ Welcome to your third week of new member education.</li> <li>▪ I'm happy to be here with you all. I hope that you have all seen success in your endeavors since our last meeting.</li> <li>▪ Today, we are going to focus on the bigger picture of <b>Greek life, recruitment</b> for our chapter, and the <b>Principle of Excellence</b>. Also, we will cover <b>notable Sig Taus</b> and our <b>18 Chapter Standards</b>.</li> </ul>   |  | TIME: 1 MIN  |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>▪ What was your biggest take-away from our last meeting?</li> <li>▪ What questions or comments do you still have since our last meeting?</li> <li>▪ What are you doing as it relates to your wellness plan?</li> <li>▪ What are you doing as it relates to your academic plan?</li> </ul>   |  | TIME: 5 MINUTES  |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Before we get started, let's do a quick warm-up together.</li> </ul>   |  | TIME: 1 MINUTE   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ Have participants number off to get into groups of two or three depending on the size of your new member class.</li> <li>▪ This activity is called the 5 C's.</li> <li>▪ Once in their small group, ask the participants to think about and share with their small group one of each of the following C's that best describes who they are and why: <ul style="list-style-type: none"> <li>▪ A candy.</li> <li>▪ A company.</li> <li>▪ A color.</li> <li>▪ A cartoon character.</li> <li>▪ A cuisine (food).</li> </ul> </li> <li>▪ Ask the men to take notes in their guide.</li> </ul>  |  | TIME: 7 MINUTES<br><br><b>GUIDE MATCH: A CANDY, A COLOR, AND A CARTOON</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>▪ What did you share that was interesting about yourself?</li> <li>▪ What is something fun that you know now that you did not know before about a brother?</li> </ul>   |  | TIME: 5 MINUTES  |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Next, we're going to hear from a few different individuals who demonstrate excellence and leadership in our larger Greek community.</li> </ul>   |  | TIME: 1 MINUTE   |

## A CANDY, A COLOR, AND A CARTOON



A CANDY



A COMPANY



A COLOR



A CARTOON CHARACTER



A CUISINE (FOOD)

| SECTION: CAMPUS LEADER AND FRATERNAL EXPERIENCES   |  | TOTAL TIME:<br>30 MINUTES   |
|--|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>To help us kick this off, we're going to watch a video, and then we will hear from a leader from the larger fraternity and sorority community, and another Executive Cabinet member from our chapter.</li> </ul>  |  | TIME: 2 MINUTES   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>First, show Video #4 - Big Picture: The Fraternal Experience.</li> <li>Then, introduce the representative from the larger fraternity and sorority community and share they will learn more about Greek life as it relates to this campus. This could be someone from the Interfraternity Council, InterGreek Council, your Fraternity and Sorority Life Advisor, etc.</li> <li>Ask the representative to speak on:               <ul style="list-style-type: none"> <li>Their council/office and what their council/office does or provides to the larger fraternity and sorority community.</li> <li>Their specific role in that council/office and what they do in their role.</li> <li>How they and/or their council or office can be a resource or tool for members of the fraternity and sorority community.</li> <li>Any other important ideas, facts, or concepts related to their role that would be relevant to the associate member class.</li> </ul> </li> <li>Provide the opportunity for associate members to ask questions.</li> <li>Thank the representative for their time.</li> </ul> |  | TIME: 22 MINUTES<br><br><b>VIDEO: #4</b><br><br><b>GUIDE MATCH: FRATERNAL EXPERIENCES NOTES</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What did you learn from the video that you did not consider before?</li> <li>What did you learn from the speaker that you did not know before?</li> <li>How can we stay focused on the strengths of Greek life?</li> <li>How can we promote the work of Greek life?</li> </ul>   |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, meet with this week's Executive Cabinet member - someone who is here to talk to us about how we can continue to help build our Greek community.</li> </ul>  |  | TIME: 1 MINUTE  |





| SECTION: DIRECTOR OF RECRUITMENT  |  | TOTAL TIME:<br>23 MINUTES   |
|---|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>It's exhausting, a full-time job, requires a ton of attention, and is the most important work we do here in our chapter and at every other Sig Tau chapter. It's all about recruitment.</li> <li>This may feel a bit overwhelming to you, but along the way, this will be one of the most important tools you get to practice as a brother and likely one of the most important tools you use for the rest of your life.</li> <li>Our job is keep this chapter growing with incredible members and we need your help doing this work.</li> <li>Today, we will share some information about the recruitment work we do here.</li> </ul>   |  | TIME: 2 MINUTES   |
| <b>NOTES</b> <ul style="list-style-type: none"> <li>While discussing Sig Tau's recruitment philosophies, it is critical for either the new member education coordinator or director of recruitment to talk about the type of potential new members we're looking for as a chapter, and how we determine who should be considered for membership. You can ask the associate members, "How do you think this became the group of men who we extended bids to?"</li> <li>Answer: All chapters of Sigma Tau Gamma are dedicated to a values-based recruitment process that uses a set of measurable, objective guidelines for identifying potential new members. The Six Principles of Sig Tau serve as the guidelines for recruitment expectations. <b>New members of Sig Tau are only evaluated based upon their qualities of Learning, Integrity, Excellence, Leadership, Citizenship, and Brotherhood.</b></li> <li>Membership in Sig Tau is open to all regularly enrolled male students of this university. Any qualified man of character without regard to race, color, genetic information, physical or mental disability, national origin, sexual orientation, religion, marital status, gender identity, or status as a U.S. Veteran is a candidate for our organization.</li> <li>This is the opportunity to remind the associate members that they received a bid because chapter members believed each of them exhibited the Six Principles.</li> </ul> |  | REMINDER  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Introduce the director of recruitment.</li> <li>Share his name and any information you have about him that is pertinent to his role and his success.</li> <li>The director of recruitment should: <ul style="list-style-type: none"> <li>Provide a general introduction including who they are and what their role entails.</li> <li>Discuss all the coordinator roles that "report" to them in their role as director of recruitment and share a few of the responsibilities of each coordinator.</li> <li>Describe how and when the new members can be appointed into a coordinator role if a role interests them and how to do that.</li> <li>Specifically, regarding recruitment, the director of recruitment should recap the recruitment process the new members recently experienced to share some of the "behind the scenes" planning and preparation pieces.</li> <li>Highlight Sigma Tau Gamma's philosophy on recruitment, reminding new members that we're always recruiting, and if they meet a potential new member at any time, to refer them to the director of recruitment.</li> <li>Provide the opportunity for associate members to ask questions.</li> </ul> </li> </ul>  |  | TIME: 15 MINUTES<br><br><b>GUIDE MATCH: DIRECTOR OF RECRUITMENT</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What did you learn from the director of recruitment that you did not know before?</li> <li>How can we stay focused on the "always recruiting" way of life?</li> <li>Who are men that you think would be a great fit for this organization?</li> </ul>   |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, let's cover the Principle of Excellence.</li> </ul>  |  | TIME: 1 MINUTE  |

## DIRECTOR OF RECRUITMENT

## NOTES



| SECTION: PRINCIPLE OF EXCELLENCE  |  | TOTAL TIME:<br>19 MINUTES   |
|---|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Members of Sigma Tau Gamma set an example for others to follow and practice loyalty, discipline, and resiliency.</li> <li>We don't adhere to bare minimums; we push ourselves and our brothers to be the best versions of ourselves, and never pass up an opportunity to better ourselves.</li> </ul>  |  | TIME: 1 MINUTE  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Ask one person to read the definition of the Principle of Excellence to the other men. <ul style="list-style-type: none"> <li><b>EXCELLENCE:</b> He consistently strives for superior performance and does not shrink from adversity or lofty goals. He is a man who is dedicated and purposeful who carries an unblemished reputation among men. His actions serve as an example and standard bearer for others. He is curious and bold.</li> </ul> </li> <li>Ask the associate members to get back into their four small groups or pairs from the Learning and Integrity activities they participated in during the previous meetings.</li> <li>Tell the small groups they will - once again - have five minutes to answer the following questions related to their topic. They should designate one person to write down their list and be prepared to share it with the large group. <ul style="list-style-type: none"> <li>Group 1: List 10 or more habits of an individual who exemplifies excellence and pursues greatness. What do they do?</li> <li>Group 2: List 10 or more habits of an individual who doesn't exemplify excellence - someone who is okay with being good instead of great.</li> <li>Group 3: List 10 or more habits of a chapter who exemplifies excellence and pursues greatness. What do they do?</li> <li>Group 4: List 10 or more habits of a chapter who does not exemplify excellence - a chapter who is okay with being good instead of great.</li> </ul> </li> <li>Then have each group share their lists and discuss their points as a large group.</li> </ul> |  | TIME: 12 MINUTES<br><br><b>GUIDE MATCH:<br/>PRINCIPLE OF EXCELLENCE</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>Why is living with excellence so challenging? (It takes a ton of discipline and requires a conscious mind around daily decisions.)</li> <li>How do we make living with excellence a focus?</li> <li>How do we support each other in this endeavor? Most importantly, how do we really hold one another accountable to this high standard?</li> </ul>  |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, let's talk about excellent Sig Taus.</li> </ul>  |  | TIME: 1 MINUTE  |

| SECTION: EXCELLENT SIG TAUS  |  | TOTAL TIME:<br>23 MINUTES |
|--|--|---------------------------|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>There are a significant amount of excellent Sig Taus that have been, and continue to be, part of our organization.</li> <li>We've already been introduced to the history of our 17 Founders, now let's look at three other groups of notable Sig Taus you should be familiar with: <ul style="list-style-type: none"> <li>Famous Sig Taus.</li> <li>The three boards. (Board of Directors, Board of Trustees, Board of Managers)</li> <li>The Society of the Seventeen.</li> </ul> </li> <li>We are going to spend some time getting to know these three groups.</li> </ul> |  | TIME: 2 MINUTES           |

## PRINCIPLE OF EXCELLENCE

### EXCELLENCE

He consistently strives for superior performance and does not shrink from adversity or lofty goals. He is a man who is dedicated and purposeful who carries an unblemished reputation among men. His actions serve as an example and standard bearer for others. He is curious and bold.



## SECTION: EXCELLENT SIG TAUS, CONTINUED

### ACTIVITY INSTRUCTIONS

- Separate the new members into three groups.
- Once in their small group, assign each of the groups one of the following groups of individuals to research for 5-6 minutes to answer these questions and share with the large group.
  - **Group 1 - Famous Sig Taus:** Share 3-4 famous Sig Taus and why they are “famous”.
  - **Group 2 - The three boards (Board of Directors, Board of Trustees, Board of Managers):** Share what the difference is between the three boards and what each board does.
  - **Group 3 - The Society of the Seventeen:** Share why this group is important/notable.
- Share with the men that they can find all of these groups of individuals on the sigtau.org website by using the SEARCH feature.
- Remind participants they don't necessarily need to list the names of the individuals of each group. For example, they can gather information about the three boards without naming each current member.
- When they are done, have each group report out what they learned.
  
- NOTE: Here are some results for you to have as you debrief the activity:
- Famous Sig Taus (could include, but are not limited to):
  - **John (Jack) Link**, UW – Stout – Founder of Jack Link's Jerky.
  - **William H. Byler**, Central Missouri – Inventor of Black Light.
  - **Robert A. Libby**, Truman State – Inventor of Pringles Potato Chips.
  - **Robert “Red” Miller**, Western Illinois – Super Bowl Winning NFL Head Coach
  - **Stan “the Man” Musial**, Cal U – Major League Baseball Hall of Fame, Presidential Medal of Freedom recipient
  - **Captain James A. Graham**, Frostburg State – United States Navy Presidential Medal of Honor and Purple Heart recipient.
- The three boards (Board of Directors, Board of Trustees, Board of Managers) each oversee one of each of the three companies within Sigma Tau Gamma.
  - The **Board of Directors** care for the Fraternity, and include the President, President-elect, four Members at Large, and the two immediate Past Presidents of the Fraternity. Board members are chosen by delegates of the Grand Conclave at the biennial meeting and serve a two-year term.
  - The **Board of Trustees** govern the Sigma Tau Gamma Foundation and are responsible for the management and oversight of the Foundation. They actively serve on committees, manage Foundation assets, and financially support the vision of the Foundation.
  - The **Board of Managers** helps govern the WPN National Housing Company. Managers have a working knowledge of the management of housing operations including governance, financial management, property management, and knowledge of Sigma Tau Gamma Fraternity.
- **The Society of the Seventeen:**
  - The highest honor bestowed by the Fraternity.
  - It recognizes continuous and distinguished service and leadership to Sigma Tau Gamma.
  - Society of the Seventeen commemorates the number of founders by limiting the membership to 17 living persons.
  - The Board of Directors selected the first 17 inductees with future inductees being nominated by members of the Society for approval by the Board of Directors.

TIME: 15 MINUTES

**GUIDE MATCH:  
EXCELLENT SIG  
TAUS**

### DEBRIEF

- What other questions do you still have about these groups of individuals?
- What is your favorite fact that you know now that you did not know before?
- Why do we feel like this activity is important?
- NOTE: There are additional readings, photos, and information surrounding excellent Sig Taus that associate members can explore! These can be found on the sigtau website in the same location where their weekly guidebooks are located.

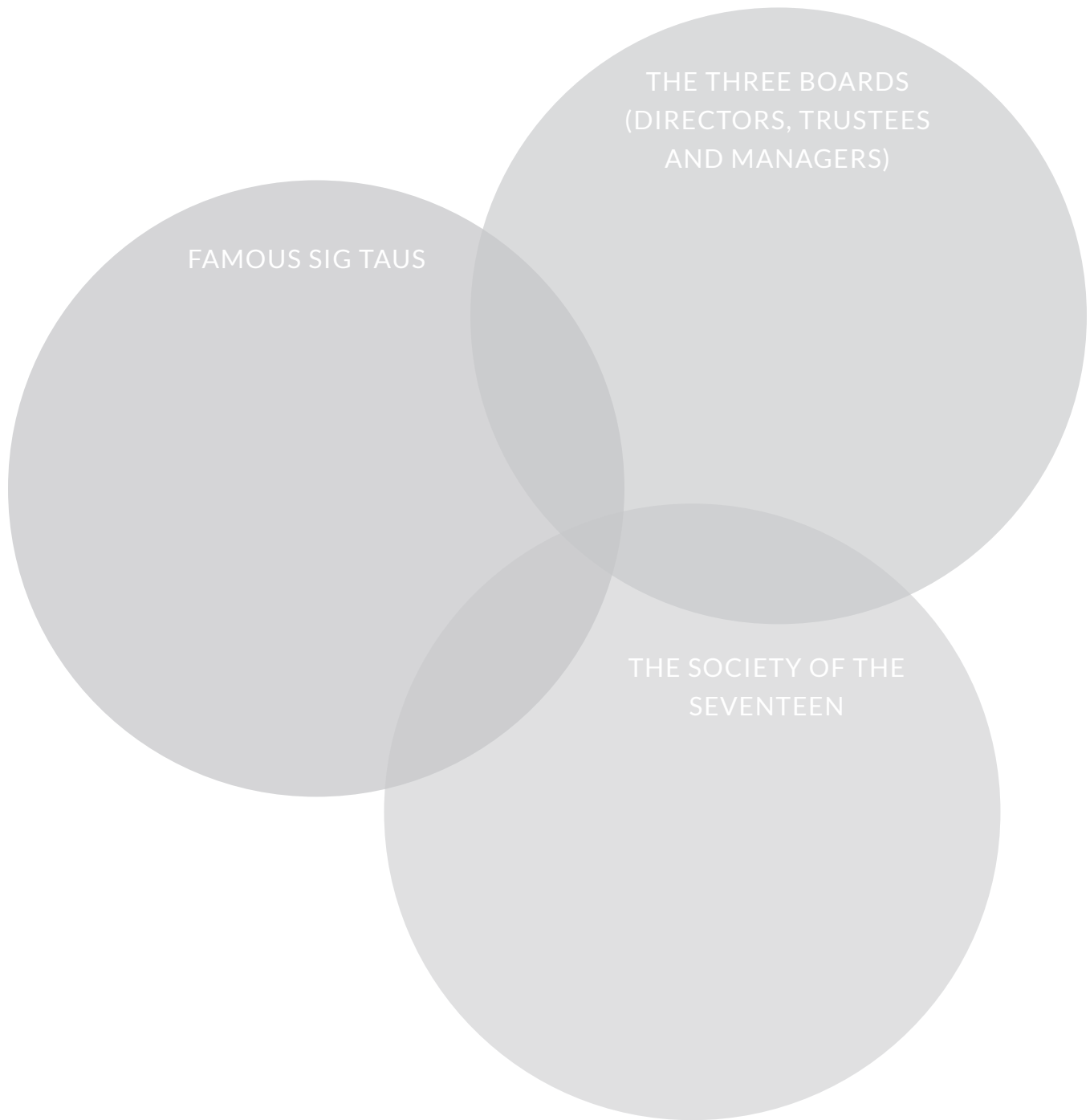
TIME: 5 MINUTES

### TRANSITION

- Next on the agenda, we will cover Chapter Standards.

TIME: 1 MINUTE

## EXCELLENT SIG TAUS



| SECTION: EXCELLENCE THROUGH CHAPTER STANDARDS  |  | TOTAL TIME:<br>16 MINUTES                                     |
|--|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ Now that we've talked about some individuals, let's talk about chapters of Sigma Tau Gamma, and how we can achieve excellence as a chapter.</li> <li>▪ As you know, there are more than 70 chapters of Sigma Tau Gamma all across the country, and while we have slightly different chapter experiences, we are united by things like our shared Vision, Mission, Principles, and Creed.</li> <li>▪ Another factor that unites us is that we all strive to meet the same 18 operational standards each year – these are called the Chapter Standards.</li> <li>▪ When we plan and goal-set as a chapter, we look at these standards to help guide what our priority areas should be for the upcoming year. We look at which standards we are meeting, and where we need to put in some extra work.</li> <li>▪ On April 15 each year, we submit a Chapter Standards Report to summarize our efforts to meet these standards. This report, along with data that Headquarters collects, makes us eligible to win national awards which we'll discuss more next week.</li> <li>▪ While our Executive Cabinet is ultimately responsible for creating the plan to help the chapter meet each of these 18 standards, it's every chapter member's job to contribute and help make it possible.</li> <li>▪ Let's take a look at the 18 Chapter Standards now.</li> </ul> |  | TIME: 5 MINUTES   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ In the guide, reference the 18 Chapter Standards for new members to read and consider.</li> <li>▪ Discuss those standards the chapter regularly meets and share a few of the standards that the chapter is working on improving.</li> <li>▪ Ask new members to circle or note one or two of the standards that are of particular interest to them (either standards they want to help the chapter meet, or areas that sound interesting that they may want to one day lead the charge on completing).</li> <li>▪ Ask for a few volunteers to share the one or two chapter standards that interest them and why.</li> <li>▪ Let the new members know we will be coming back to these in our next meeting to help set some individual goals!</li> </ul> <b>NOTE</b> <ul style="list-style-type: none"> <li>▪ If your campus has a set of annual standards that each chapter works toward completing, or has an awards program such as Standards of Excellence, Chapter Cup, etc., you can also talk about these during this time.</li> </ul>   |  | TIME: 10 MINUTES<br><br><b>GUIDE MATCH: CHAPTER STANDARDS</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Finally, let's close out our session with a conversation around your big take-aways.</li> </ul>   |  | TIME: 1 MINUTE  |

## CHAPTER STANDARDS

### Academics

1. Chapter recruits potential new members who have at or above a 2.5 cumulative high school GPA, or, if established, collegiate GPA.
2. Chapter achieves a minimum, semesterly, chapter GPA at or above the campus All Men's Average GPA or achieves a 2.7 semesterly GPA for campuses who do not provide an All-Men's Average GPA.

### Education and Programming

3. Chapter sends the required officers - no substitute officers - to attend Webb Academy in its entirety.
4. Chapter sends 50% of new members to attend Noble Man Institute in its entirety.
5. Chapter sends the required delegates to attend Grand Conclave in its entirety.
6. Chapter executes Path of Principles in its entirety with associate members.

### Finance and Administration

7. Chapter meets all administrative and financial deadlines each semester as outlined in the Important Dates and Deadlines Document.
8. Chapter is current on all academic year finances, having a \$0 balance in their National Dues and Fees, Conferences, Member Safety Fee, and housing registers by December 31 and May 31.
9. Chapter elects new officers in November and updates contact information for all officers in Vault by December 1.

### Member Safety and Wellness

10. Chapter abides by the Fraternity's Member Safety and Wellness Policy.
11. All member education, recruitment, and ritual events are alcohol-free.

## FACILITATOR

## NOTES



# CHAPTER STANDARDS

(CONT.)

## Recruitment and Retention

12. Chapter size is equal to or greater than the IFC average chapter size or 28 members – whichever is higher.
13. Chapter retains 85% of total associate members from association to initiation.
14. Chapter supports “student choice” or 365 recruitment.

## Ritual

15. Chapter performs association and initiation ceremonies, as instructed by the Sigma Tau Gamma ritual book, for every academic semester in which a chapter extends bids to potential new members.
16. Initiation of associate members takes place in the same semester in which bids are extended.

## Service and Philanthropy

17. Chapter averages at least 12 hours of service per member per semester.
18. Chapter hosts at least one fundraiser a year through CrowdChange to raise funds for Special Olympics.

| SECTION: CLOSING  |  | TOTAL TIME:<br>4 MINUTES |
|---|--|--------------------------|
| DEBRIEF   |  | TIME: 3 MINUTES          |
| <ul style="list-style-type: none"> <li>What is your biggest take-away from this meeting?</li> <li>What are you going to start or stop doing now?</li> <li>What are your final thoughts?</li> </ul>              |  |                          |
| TRANSITION  |  | TIME: 1 MINUTE           |
| <ul style="list-style-type: none"> <li>Thank the associate members for their time and attention.</li> <li>Share any reminders about the next steps, upcoming events, or the next new member meeting.</li> </ul> |  |                          |



## FAST FACT

DR. MAURINE ACHAUER



Elected in 1973 as a Board of Trustees member for the Sigma Tau Gamma Foundation, Dr. Maurine Achauer was the first woman in history to be elected to a Board of a national men's fraternity. Maurine was a business owner, a wife and mother, a Doctor of Educational Psychology, and a mentor to many of the men in Sigma Tau Gamma. Maurine's kitchen in her home at 314 South Holden Street in Warrensburg, Missouri – and famously, her kitchen table – served as the location for arguably some of the most important conversations in the Fraternity's history. Dr. Achauer served as a trustee of the Sigma Tau Gamma Foundation for 35 years. She passed at the age of 94 in 2009.

# FACILITATOR TO DO

## PREP WORK CHECKLIST: Week Three Session Two

### SUPPLIES AND NOTES for Director Finance and Operations

- ☐ Prep the director of finance and operations for his speaking role at least two to three weeks in advance.

### SUPPLIES AND NOTES for Sig Tau Educational Programs

- ☐ A laptop or means of showing the video for this meeting. (The video associated with this session is **Video #5 – Education 101: Sig Tau Leadership Opportunities**).
- ☐ Watch the video associated with this meeting at [sigtau.org](http://sigtau.org) and anticipate potential questions that will come from new members.



## FAST FACT

W.T. "BILL" HEMBREE



The chapter award for leadership is named for Bill Hembree who was initiated at Pittsburg State University in 1942; he exemplified leadership in the chapter and on a national level. Hembree led drives to create the first housing and scholarship funds at Epsilon Chapter. He was chairman of the first capital campaign for the national Fraternity and a leading donor.

During his more than 60 years of service and leadership, Bill Hembree has served in every top leadership post, including national president of the Fraternity and president of the Sigma Tau Gamma Foundation.

The Hembree Guild honors those who make planned gifts to the Sigma Tau Gamma Foundation in their will or through a trust. Brother Hembree entered Chapter Eternal in 2020.

| SECTION: PREP WORK, WEEK 3, SESSION 2  |  | TOTAL TIME:<br>1 HR 50 MINUTES  |
|--|--|---|
| <b>PREP WORK FOR THE DIRECTOR OF FINANCE AND OPERATIONS</b> <ul style="list-style-type: none"> <li>Meet with the director of finance and operations at least two to three weeks in advance of this meeting.</li> <li>Share with him the length of time he has and that you would like for him to cover several bullet points as well as the Dues Breakdown and Talking Points.</li> <li>The director of finance and operations should: <ul style="list-style-type: none"> <li>Provide a general introduction including who they are and what their role entails.</li> <li>Discuss all the coordinator roles that “report” to them in their role as director of finance and operations and share a few of the responsibilities of each coordinator.</li> <li>Describe how and when the new members can be appointed into a coordinator role if a role interests them and how to do that.</li> </ul> </li> <li>The director of finance and operations should make it a point to discuss the Dues Breakdown and Talking Points document.</li> <li>Remind the director of finance and operations to come prepared, to act professionally, and to be ready to answer questions from the group.</li> </ul> |  | Meet with the director of finance and operations at least two weeks in advance. |
| <b>PREP WORK   VIDEO</b> <ul style="list-style-type: none"> <li>Find the videos that are associated with this session.</li> <li>Play them in full before the session so you can preview the video before you play in during this session and anticipate potential questions that will come after. <ul style="list-style-type: none"> <li>In this session, there is one video, <b>Video #5 – Education 101: Sig Tau Leadership Opportunities</b>.</li> </ul> </li> </ul>  |  | Watch the video at least three days in advance.                                 |

| SECTION: WELCOME & INSTRUCTIONS  |  | TOTAL TIME:<br>9 MINUTES |
|--|--|--------------------------|
| <b>BEFORE YOU BEGIN</b> <ul style="list-style-type: none"> <li><b>Arrive</b> before the scheduled meeting time to set up the room, including any necessary materials.</li> <li><b>Be ready</b> to welcome participants and guests at the door and have upbeat music playing.</li> <li><b>Be ready</b> to offer a high energy welcome and introduce any guests once everyone is ready to begin.</li> <li><b>Know</b> that the goals of this meeting are to: <ul style="list-style-type: none"> <li><b>Summarize</b> the Principle of Leadership.</li> <li><b>Explore</b> leadership programming in Sigma Tau Gamma.</li> <li><b>Meet</b> the director of finance &amp; operations.</li> <li><b>Create</b> an individual chapter action plan.</li> <li><b>Plan</b> a community service event.</li> </ul> </li> </ul> |  |                          |
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Welcome to the second session of the third week of the Path of Principles.</li> <li>I’m happy to be here with you all. I hope that you have all seen success in your endeavors since our last meeting.</li> <li>Today we are continuing in the <b>Principle of Leadership</b> and we want to share with you a ton of great information about <b>leadership programming</b> that is available to you.</li> <li>Also, we will get to meet the director of finance and operations.</li> <li>Finally, we will end by having you work on your <b>individual chapter plan</b>.</li> <li>First, let’s do a quick warm-up activity.</li> </ul>  |  | TIME: 1 MINUTE           |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Ask the men to get into groups of three and share their best day ever with their small groups.</li> <li>Ask one or two men to share their best day ever with the large group.</li> </ul>   |  | TIME: 7 MINUTES          |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Now, let’s move to the Principle of Leadership.</li> </ul>  |  | TIME: 1 MINUTE           |

# Week Three

## SESSION TWO

Know that the goals of this meeting are to:

- » Summarize the Principle of Leadership.
- » Explore leadership programming in Sigma Tau Gamma.
- » Meet the director of finance & operations.
- » Create an individual chapter action plan.
- » Plan a community service event.





| SECTION: PRINCIPLE OF LEADERSHIP   |  | TOTAL TIME:<br>18 MINUTES   |
|--|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Members of Sigma Tau Gamma are leaders – both on and off campus.</li> <li>We leave things better than we found them and encourage other members to find their passions and pursue them relentlessly.</li> <li>Brothers of Sig Tau know that leadership is not a title, but a skill that is cultivated through hard work and diligence.</li> </ul>   |  | TIME: 2 MINUTES   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Ask one person to read the definition of the Principle of Leadership to the other men: <ul style="list-style-type: none"> <li><b>LEADERSHIP:</b> He is compelled by a sacred trust and duty to develop good leaders for the world. He is a man who is humble and makes others feel like they are truly part of something special. He is the defender of good from evil. He is always prepared to lend assistance to a Brother in need. He is courageous, innovative, and strategic.</li> </ul> </li> <li>Break the associate members into <b>two small groups</b>.</li> <li>Tell the two groups they will have five minutes to answer the following question related to their topic. They should designate one person to write down their list and be prepared to share it with the large group. <ul style="list-style-type: none"> <li>Group 1: List 10 or more ways members of this new member class can get involved in the chapter, on campus, or in the community to demonstrate their willingness to be leaders.</li> <li>Group 2: Leadership is more than “being the person in charge” - we’re all leaders with or without an official title. List 10 or more ways to demonstrate leadership in your day-to-day life, without having an appointed position or being a title-holder.</li> </ul> </li> <li>Then have each group share their lists and discuss their points as a large group.</li> </ul> |  | TIME: 10 MINUTES<br><br><b>GUIDE MATCH:<br/>PRINCIPLE OF<br/>LEADERSHIP</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>How can we become better leaders and follow the Principle of Leadership?</li> <li>How can we make this a priority both individually and as a new member class?</li> </ul>  |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Sigma Tau Gamma is here to help you continuously work on becoming a better leader. Next, we will talk about all of the leadership programming that is available through Sig Tau.</li> </ul>   |  | TIME: 1 MINUTE  |

# PRINCIPLE OF LEADERSHIP

## LEADERSHIP

He is compelled by a sacred trust and duty to develop good leaders for the world. He is a man who is humble and makes others feel like they are truly part of something special. He is the defender of good from evil. He is always prepared to lend assistance to a Brother in need. He is courageous, innovative, and strategic.



| SECTION: SIG TAU EDUCATIONAL PROGRAMS  |  | TOTAL TIME:<br>22 MINUTES   |
|--|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ Sigma Tau Gamma provides four unique opportunities to engage in leadership development at a national level – meaning conferences that you can attend with other members, alumni, and volunteers from all across the country.</li> <li>▪ We will watch a short video that talks about these four programs so you know what's available to you.</li> </ul>  |  | TIME: 1 MINUTE  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ Show video #5 – Education 101: Sig Tau Leadership Opportunities .</li> <li>▪ Then, ask the men if they have any questions about the four programs referenced in the video. Below, you will find additional information about each program.</li> <li>▪ <b>GRAND CONCLAVE</b> <ul style="list-style-type: none"> <li>▪ <b>WHAT:</b> Grand Conclave is a conference for the fraternity's supreme governing body, the House of Delegates, to come together to determine and vote on the future direction of the fraternity. Think of it like a huge business meeting, but it's not all work. In addition, there are dozens of opportunities to enjoy fraternal brotherhood through speakers, workshops, banquets, ritual, and recognition ceremonies for individuals and chapters.</li> <li>▪ <b>WHO:</b> Each chapter is required by the National Constitution to send at least two delegates to vote as part of the House of Delegates. However, anyone and everyone from the chapter can come. In attendance are also alumni, advisors, Board members, HQ staff, and friends of Sig Tau.</li> <li>▪ <b>WHEN:</b> This conference takes place every OTHER summer at the end of June. The program is about 2-3 days long and is usually scheduled close to Founder's Day.</li> <li>▪ <b>WHERE:</b> The location varies each year. We've had Conclave everywhere from Phoenix and New Orleans to Orlando and Kansas City.</li> <li>▪ <b>WHY:</b> It's where some of the biggest decisions within Sigma Tau Gamma take place, and it's only held every other summer. Delegates consider and vote on national legislation and amendments to the Constitution and Laws and elect the new Board of Directors and National President. For those who are attending but are NOT part of the House of Delegates, it's also an INCREDIBLE opportunity to meet brothers and alumni from all over the country.</li> </ul> </li> <li>▪ <b>ENDEAVOR</b> <ul style="list-style-type: none"> <li>▪ <b>WHAT:</b> Endeavor is a conference all about building noble men. This conference focuses not on Fraternity operations, but on building the individual members' leadership abilities, character, and other skills. Think of this as a personal development and growth opportunity just for members of Sig Tau to participate in. Like Conclave, there are also opportunities to network with active and alumni members of Sig Tau, attend educational sessions and workshops, enjoy social events, and win some awards.</li> <li>▪ <b>WHEN:</b> Endeavor is Sig Tau's OTHER summer conference. So it takes place opposite of Grand Conclave, during non-conclave years. They alternate summers, but, like Grand Conclave, Endeavor always happens at the end of June. The program is about 2-3 days long.</li> <li>▪ <b>WHO:</b> Any member of Sig Tau can attend! We highly recommend each chapter sends at least two members, as these individuals are usually the ones who go on to take leadership roles within the fraternity.</li> <li>▪ <b>WHERE:</b> Again, the location varies each year. But Endeavor's been hosted in Atlanta, Chicago, Washington DC, and San Antonio to name a few places.</li> <li>▪ <b>WHY:</b> Building noble generations of men means focusing on building noble individual men first. Endeavor is an opportunity to focus on making you the best version of yourself, so that you can become the leader your chapter needs. Attending Endeavor should leave you feeling more confident in yourself and the skills you need to be the kind of leader you want to be.</li> </ul> </li> </ul> |  | TIME: 15 MINUTES<br><br>VIDEO: #5<br><br>GUIDE MATCH:<br>SIG TAU<br>EDUCATIONAL<br>PROGRAMS |

## SIG TAU EDUCATIONAL PROGRAMS

### GRAND CONCLAVE

What  
Who  
When  
Where  
Why

### ENDEAVOR

What  
Who  
When  
Where  
Why

### WEBB ACADEMY

What  
Who  
When  
Where  
Why

### NOBLE MAN INSTITUTE

What  
Who  
When  
Where  
Why



## SECTION: SIG TAU EDUCATIONAL PROGRAMS, CONTINUED

### ACTIVITY INSTRUCTIONS (cont.)

#### ▪ WEBB ACADEMY

- **WHAT:** Webb Academy is an annual program specifically focused on training chapter officers on their roles, so they're prepared to lead your chapter to success year after year.
- **WHO:** Several Executive Cabinet officers and other chapter leaders typically attend. Presidents, directors of finance, and directors of recruitment are always in attendance. Over the past few years, a fourth, and even fifth officer has been in attendance. This has included the standards board chairman, director of member and community engagement, and director of education and wellness. We'll let you know ahead of time which officers should attend Webb each year.
- **WHEN:** This program happens annually, usually over the first or second weekend of January. The program is about 2-3 days long.
- **WHERE:** Again, the location of Webb Academy changes. In recent years, it's been held in Indianapolis, where the National Headquarters is also located, and some officer tracks have even been held virtually.
- **WHY:** Attendance is mandatory for required officers each year. Without training on their position, officers may struggle to help the chapter reach its full potential.

#### ▪ NOBLE MAN INSTITUTE

- **WHAT:** Noble Man Institute is an exciting, retreat-based leadership program specifically for newly initiated members of Sigma Tau Gamma. This program is designed to develop leadership skills, expand knowledge of the fraternity, and facilitate team building between new members of chapters from across the country.
- **WHEN:** Noble Man Institute takes place every year over the course of a weekend in mid to late November.
- **WHO:** This program is strictly for members initiated in the calendar year, although Headquarters Staff and a few initiated members help facilitate the program. We recommend every single one of you attend.
- **WHERE:** The locations each year vary, but typically these are held at campsites and remote locations across the country, which makes it a unique experience. Typically, sites have space for campfires, ropes courses and climbing walls, and other outdoor activities.
- **WHY:** As a new member, we want you to have the opportunity to engage in personal development and help show you the scope of Sigma Tau Gamma. This program is not only incredibly fun but will broaden your circle of brotherhood and deepen your knowledge of the fraternity. New members who attend Noble Man are usually the first to jump at leadership opportunities when they return back to their chapter. Noble Man Institute is the capstone to the new member program, and we hope you will all be able to attend.

### DEBRIEF

- What other questions do you still have about these programs?
- What is something that you know now that you did not know before?
- Which of these programs sounds most interesting to you and why?

TIME: 5 MINUTES

### TRANSITION

- Next, we are going to have an important conversation about dues money with our chapter's director of finance and operations.

TIME: 1 MINUTE





## FAST FACT

### CONCLAVE

The eighth Grand Conclave held December 27-29, 1936, at the famed Arlington Hotel in Hot Springs, Arkansas, was among the most significant in the Fraternity's history. At this meeting, Ellsworth C. Dent, Emporia State '22, who served as National President for nine years, passed the gavel to D. Kenneth Winebrenner, IU Pennsylvania '33, marking the transfer of leadership from the Fraternity's first to second generation. It was at this meeting that the delegates dared to break free of the constraints of the Great Depression and set the stage for a new era of growth and vitality. Note that in those days, the national convention was held over the winter holidays.



Banquet 8th Grand Conclave  
Sigma Tau Gamma  
Arlington Hotel Dec. 28-29, 1936  
Hot Springs, Arkansas.

| SECTION: DIRECTOR OF FINANCE & OPERATIONS  |  | TOTAL TIME:<br>23 MINUTES  |
|--|--|--|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Today, we have the director of finance and operations joining our session. He will cover his role and the role of his team.</li> <li>Finally, he will cover all of your questions about dues and the breakdown of where each member's money goes.</li> </ul>  |  | TIME: 2 MINUTES  |
| <b>NOTES</b> <ul style="list-style-type: none"> <li>The <b>director of finance and operations</b> should lead this group discussion.</li> <li>The purpose of the discussion is to describe the responsibilities of the director of finance and operations and coordinator roles, and to discuss member dues and financial obligations for the semester or year.</li> </ul> <b>FACILITATOR TALKING POINTS   DIRECTOR OF FINANCE AND OPERATIONS</b> <ul style="list-style-type: none"> <li><b>The director of finance and operations should:</b> <ul style="list-style-type: none"> <li>Provide a general introduction including who they are and what their role entails.</li> <li>Discuss all the coordinator roles that "report" to them in their role as director of finance and operations and share a few of the responsibilities of each coordinator.</li> <li>Describe how and when the new members can be appointed into a coordinator role if a role interests them and how to do that.</li> <li>The director of finance and operations should make it a point to discuss the Dues Breakdown and Talking Points document.</li> </ul> </li> </ul> |  | TIME: 15 MINUTES<br><br><b>GUIDE MATCH:<br/>DIRECTOR OF<br/>FINANCE AND<br/>OPERATIONS</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What did you learn from the director of finance and operations that you did not know before?</li> <li>What concerns do you have that you want to cover in the large group?</li> </ul>  |  | TIME: 5 MINUTES  |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, it's time to look at the Individual Chapter Action Plans.</li> </ul>  |  | TIME: 1 MINUTE   |



**FAST FACT**

D. KENNETH WINEBRENNER



D. Kenneth Winebrenner, IU Pennsylvania '33, became the third national president in 1936. In 1938, he succeeded Tom Hutsell in the office of Executive Secretary and served until 1953. Like Hutsell, he served on a part time basis, but under Winebrenner, the Fraternity employed its first full-time clerical and field staff. Winebrenner was a professor of art at Buffalo State Teachers College in New York. He also published School Arts Magazine, authored several books on the art of jewelry making, and hosted an early television show that demonstrated jewelry making. The Sigma Tau Gamma coat of arms, membership badge, and associate pin, (modified from the original designs by the Founders) were designed and adopted under his leadership.

| SECTION: INDIVIDUAL CHAPTER ACTION PLANS   |  | TOTAL TIME:<br>18 MINUTES   |
|--|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Over the last two meetings, we've been focusing on the Principles of Excellence and Leadership.</li> <li>Now, we're going to take the first step in putting together your plan for achieving excellence as an individual member, a leader, and as a critical competent of this chapter.</li> </ul>  |  | TIME: 2 MINUTES   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Ask associate members to access their individual chapter action plans in their guides.</li> <li>Associate members should locate their <b>academic plan, wellness plan</b>, and their notes on which of the 18 Chapter Standards they feel most interested in. These can be found in earlier sessions.</li> <li>The men should use these resources and previous thoughts to begin filling out the individual chapter action plan through week three. Week four will be completed next week.</li> </ul> <b>NOTES</b> <ul style="list-style-type: none"> <li>The individual chapter action plan is designed so that the associate members can set a goal related to the Chapter Standards and <b>individual</b> goals for themselves as members and men.</li> <li>If associate members are stuck on how to set a goal related to a specific principle, offer these questions and prompts: <ul style="list-style-type: none"> <li><b>Learning</b> – Consider your current GPA and what you want your GPA to be when you graduate. Consider life skills you want to learn. Have you committed to learning about emotional intelligence, or more about yourself? Have you considered furthering your education after you graduate?</li> <li><b>Integrity</b> – Where in your life do you struggle to do what you say you will do? Ethically, is there an area you could develop within yourself? How can you contribute to your personal wellness and others' wellness? What cause can you further?</li> <li><b>Excellence</b> – How will you push yourself and the chapter during your time here? What are goals that seem “too big” or “scary”? Are there individual awards or scholarships you can explore?</li> <li><b>Leadership</b> – Where can you see yourself in chapter leadership? In leadership positions of other clubs and organizations? What skills do leaders who you admire have that you want to develop? What Sig Tau leadership programs could you attend?</li> </ul> </li> </ul> |  | TIME: 10 MINUTES<br><br><b>GUIDE MATCH: INDIVIDUAL CHAPTER ACTION PLAN (IN THE BACK OF THE GUIDE)</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What are your goals? How did you pick them?</li> <li>What is at the top of your priority list?</li> <li>How can we best support each other through this?</li> <li>How can you hold yourself accountable?</li> </ul>  |  | TIME: 5 MINUTES   |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Finally, let's work on your community service project.</li> </ul>   |  | TIME: 1 MINUTE  |



## FAST FACT

EARL A. WEBB



Earl A. Webb (left) with Dr. Emmett Ellis (right)  
Life-long dedication to Sigma Tau Gamma was personified in no person more than in Earl A. Webb, Central Missouri '40 (Alpha Chapter).

Webb served as president of the Alpha Chapter, and as an undergraduate, served as chairman of the 20th Anniversary Conclave in 1940 in Kansas City, Missouri. Ten years later, at the 30th Anniversary Conclave in Warrensburg, Webb was elected National President. Thus, he began a record of unprecedented service and leadership. At the time, the Fraternity was without a field staff (or traveling staff members). As President, Brother Webb used his days off work to travel to chapters and help grow the Fraternity. He eventually established seven new chapters. In 1966, he was one of three incorporators of the Foundation, and later served as its President.

For more than 60 years, Earl A. Webb actively gave leadership and service to Sigma Tau Gamma, even while raising a family and building a most successful business. Webb's two sons, E.A. Jr. and Mike are also brothers of Sigma Tau Gamma.

| SECTION: COMMUNITY SERVICE PROJECT  |  | TOTAL TIME:<br>16 MINUTES   |
|---|--|---|
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Review the list of logistical details of the community service project that was created at the previous meeting. These included: <ul style="list-style-type: none"> <li>Who will take the lead for organizing the event?</li> <li>When will the event take place?</li> <li>Where will the event take place?</li> <li>What resources are needed to complete the event?</li> <li>How long will the event last?</li> <li>How many chapter members will be able to participate?</li> <li>Who do you need to communicate with, and by when?</li> </ul> </li> <li>Discuss anything that has been completed, and any additional items that need to be added to the list.</li> <li>Determine who will take each of the remaining logistical pieces, and what each person needs to have done by the next meeting.</li> </ul> |  | TIME: 15 MINUTES<br><br><b>GUIDE MATCH:<br/>COMMUNITY<br/>SERVICE PROJECT</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Finally, let's close out our session with a conversation around your big take-aways.</li> </ul>  |  | TIME: 1 MINUTE  |

| SECTION: CLOSING  |  | TOTAL TIME:<br>4 MINUTES |
|---|--|--------------------------|
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What is your biggest take-away from this meeting?</li> <li>What are you going to start or stop doing now?</li> <li>What are your final thoughts?</li> </ul>                 |  | TIME: 3 MINUTES          |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Thank the associate members for their time and attention.</li> <li>Share any reminders about the next steps, upcoming events, or the next new member meeting.</li> </ul> |  | TIME: 1 MINUTE           |

# COMMUNITY SERVICE PROJECT

## LOGISTICAL DETAILS

|   |  |
|---|--|
| Who will take the lead for organizing the event?      |  |
| When will the event take place?                       |  |
| Where will the event take place?                      |  |
| What resources are needed to complete the event?      |  |
| How long will the event last?                         |  |
| How many chapter members will be able to participate? |  |
| Who do you need to communicate with and by when?      |  |

# FACILITATOR TO DO

## PREP WORK CHECKLIST: Week Four Session One

### SUPPLIES AND NOTES for Community Service Leader

- ☐ Prep the community leader for their speaking role at least two to three weeks in advance.

### SUPPLIES AND NOTES for Director of Member & Community Engagement

- ☐ Prep the director of member and community engagement for his speaking role at least two to three weeks in advance.

### SUPPLIES AND NOTES for Standards Board Chairman

- ☐ Prep the standards board chairman for his speaking role at least two to three weeks in advance.

### SUPPLIES AND NOTES for The Sigma Tau Gamma Foundation Section

- ☐ A laptop or means of showing the video for this meeting. (The video associated with this session is **Video #6 – The Sig Tau Foundation**).
- ☐ Watch the video associated with this meeting at [sigtau.org](http://sigtau.org) and anticipate potential questions that will come from new members.

### REMINDER

- ☐ Remind associate members that immediately after this session (or prior to initiation) they must have their initiation fee paid in full.



## FAST FACT

### RITUAL SYMBOLS OF SIGMA TAU GAMMA



- The Coat of Arms was adopted in 1927 and modified in 1954 and 2016. The colors are blue, silver, red, and yellow. The symbolism of the coat of arms is explained in the Ritual of Initiation.
- The first badge of Sigma Tau Gamma signifies membership. It is worn over the heart, about two fingers above the left breast shirt pocket. The badge of the Fraternity should be worn only on a collared shirt, a sweater, or a vest; it should at no time be worn on a t-shirt or coat lapel. The symbolism of the badge is explained in the Ritual.
- The first National White Rose of Sigma Tau Gamma was chosen in 1940 and became an annual award in 1952. Now, the National White Rose Scholarship is given annually to one chapter's White Rose: an individual outside the chapter who has made positive contributions to the chapter and best embodies the Principles of Sigma Tau Gamma.



| SECTION: PREP WORK, WEEK 4   SESSION 1   |  | TOTAL TIME:<br>2 HR 50 MINUTES   |
|--|--|--|
| <b>PREP WORK FOR COMMUNITY SERVICE LEADER</b> <ul style="list-style-type: none"> <li>Meet with a community leader who focuses on the civic engagement and community service at least two to three weeks in advance of this meeting.</li> <li>Share with them the length of time they have and that you would like for them to cover: <ul style="list-style-type: none"> <li>The biggest projects going on in the community or campus right now and the biggest needs of the campus or community.</li> <li>Their specific role in their organization. What their organization/office and what their organization/office does or provides to the larger community.</li> <li>A review of projects that other groups are currently working on. How they and/or their organization/office can be a resource or tool for members of the chapter.</li> <li>Their best advice for how to run a successful community service project.</li> </ul> </li> </ul>  |  | Meet with the community service leader at least two weeks in advance.                    |
| <b>PREP WORK FOR THE DIRECTOR OF MEMBER AND COMMUNITY ENGAGEMENT</b> <ul style="list-style-type: none"> <li>Meet with the director member and community engagement at least two to three weeks in advance of this meeting.</li> <li>Share with him the length of time he has and that you would like for him to cover several bullet points.</li> <li><b>The director of member and community engagement should:</b> <ul style="list-style-type: none"> <li>Describe the difference between service and philanthropy. Provide a general introduction including who they are and what their role entails.</li> <li>Discuss all the coordinator roles that “report” to them in their role as director of member and community engagement and share a few of the responsibilities of each coordinator.</li> <li>Describe how and when the new members can be appointed into a coordinator role if a role interests them and how to do that.</li> <li>The director of member and community engagement should make it a point to discuss the purpose of the White Rose and how the chapter annually selects their White Rose: the first National Rose of Sigma Tau Gamma was chosen in 1940 and became an annual award in 1952. This award is given by the chapter to one non-member, friend of Sig Tau, annually. This individual is someone who has made positive contributions to the chapter and best embodies the ideals and Principles of Sigma Tau Gamma. Chapters can nominate their White Rose to be considered for the \$500 National White Rose Scholarship, which is given to one chapter’s current White Rose at the summer conference each year.</li> <li>Make it a point to discuss the events, fundraisers, and other service and philanthropy events the chapter participates in for Special Olympics and/or local causes.</li> </ul> </li> </ul>  |  | Meet with the director of member and community engagement at least two weeks in advance. |
| <b>PREP WORK FOR STANDARDS BOARD CHAIRMAN</b> <ul style="list-style-type: none"> <li>Meet with the standards board chairman least two to three weeks in advance of this meeting.</li> <li>Share with him the length of time he has and that you would like for him to cover several bullet points.</li> <li><b>The standards board chairman should:</b> <ul style="list-style-type: none"> <li>Provide a general introduction including who they are and what their role entails. Describe how and when the new members can be appointed to a Standards Board position, if and when they are interested.</li> <li>Provide a general overview of the standards board process, what a hearing looks like, and some potential sanctions. Make sure to highlight where these items are in the standards board manual.</li> <li>The standards board chairman should make it a point to discuss the two-fold purpose of the standards board.</li> <li>The Standards Board is in place to hold members accountable to the commitments we make to the Fraternity whether those be related to conduct, finances, academics, or something else entirely. The goal of the Standards Board is not to “punish” members, but to change a behavior to help better the individual member and hold them accountable to their commitments. The standards board chairman and other members are there to help members become the best version of themselves.</li> <li>The standards board chairman should make it point to tell associate members that any initiated member of the active chapter can refer any other active member of the chapter to the standards board if they feel a violation has occurred. This includes Executive Cabinet members as well.</li> <li>The form to fill out to refer another member to the Standards Board is always available online, or the member can consult with the standards board chairman if they have questions about how to fill out a referral.</li> </ul> </li> </ul> |  | Meet with the standards board chair at least two weeks in advance.                       |
| <b>PREP WORK   VIDEO</b> <ul style="list-style-type: none"> <li>Find the video that is associated with this session.</li> <li>Play it in full before the session so you can preview the video before you play it during this session.</li> <li>Anticipate potential questions that will come after. <ul style="list-style-type: none"> <li>In this session, there is <b>one video, Video #6 – The Sig Tau Foundation.</b></li> </ul> </li> </ul>   |  | Watch the video at least three days in advance.  |

# PARTICIPANT

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| SECTION: WELCOME & INTRODUCTIONS  |  | TOTAL TIME:<br>23 MINUTES |
|---|--|---------------------------|
| <b>BEFORE YOU BEGIN</b> <ul style="list-style-type: none"> <li>▪ <b>Arrive</b> before the scheduled meeting time to set up the room, including any necessary materials.</li> <li>▪ <b>Be ready</b> to welcome participants and guests at the door and have upbeat music playing.</li> <li>▪ <b>Be ready</b> to offer a high energy welcome and introduce any guests once everyone is ready to begin.</li> <li>▪ <b>Know</b> that the goals of this meeting are to:             <ul style="list-style-type: none"> <li>▪ <b>Welcome</b> the participants to their fourth week.</li> <li>▪ <b>Answer</b> follow-up questions from the previous week.</li> <li>▪ <b>Participate</b> in brotherhood-building activities.</li> <li>▪ <b>Meet</b> a leader in the area of community service and engagement.</li> <li>▪ <b>Meet</b> the director of member and community engagement.</li> <li>▪ <b>Summarize</b> the Principle of Citizenship.</li> <li>▪ <b>Discuss</b> the Sigma Tau Gamma Foundation.</li> <li>▪ <b>Explore</b> awards and scholarships.</li> <li>▪ <b>Summarize</b> the Principle of Brotherhood.</li> <li>▪ <b>Meet</b> the standards board chairman.</li> <li>▪ <b>Add</b> to your individual chapter action plan.</li> <li>▪ <b>Plan</b> a community service event.</li> <li>▪ <b>Discuss</b> the upcoming Initiation Ritual Ceremony.</li> </ul> </li> </ul>   |  |                           |
| <b>NOTE</b> <ul style="list-style-type: none"> <li>▪ Welcome your guests at least 30 minutes in advance. Ask them if they need water or any A/V supplies to get started. Make sure you can introduce them to the rest of the group by asking some details about their bio.</li> </ul> <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ Welcome to your fourth week of the new member education meetings.</li> <li>▪ I'm happy to be here with you all. I hope that you have all seen success in your endeavors since our last meeting.</li> <li>▪ Today we are going to focus on our <b>Principles of Citizenship and Brotherhood</b>. To help us kick this off, we're going to meet a <b>leader from the larger community</b> and another <b>Executive Cabinet member</b> from our chapter.</li> </ul>   |  | TIME: 4 MINUTES           |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>▪ What was your biggest take-away from our last meeting?</li> <li>▪ What questions or comments do you still have since our last meeting?</li> </ul>   |  | TIME: 5 MINUTES           |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ Have participants pair up with someone in the room they have not yet been partnered with for a previous brotherhood activity.</li> <li>▪ Once in their pair, let them know that you're going to periodically give them random topics to discuss over the next eight minutes. However, they'll only have one minute to discuss each topic – so remind them to answer quickly with the first thing that comes to mind.</li> <li>▪ The objective of this activity is to get to know unique things about your partner that may not typically come up in regular conversation.</li> <li>▪ Begin with the first topic and work your way down the list, shouting out the next question or topic every 60 seconds or as long as time allows.             <ul style="list-style-type: none"> <li>▪ What's your favorite room in your childhood home and why?</li> <li>▪ Which part of a big parade would you like to be and why?</li> <li>▪ When's the last time you had a good scare?</li> <li>▪ What's the indisputable best breakfast food?</li> <li>▪ If you could hang a motto in every house in the world, what would it say?</li> <li>▪ What's something you are, honestly, really bad at?</li> <li>▪ What kind of people are the luckiest people in the world and why?</li> <li>▪ What things make your life complicated?</li> </ul> </li> </ul> |  | TIME: 8 MINUTES           |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>▪ What did you share that we would be surprised by?</li> <li>▪ What did someone else share that you were surprised by?</li> </ul>   |  | TIME: 5 MINUTES           |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Next, we will get some information from an expert in community engagement.</li> </ul>  |  | TIME: 1 MINUTE            |



# Week Four

## SESSION One

Know that the goals of this meeting are to:

- » Answer follow-up questions from the previous week.
- » Participate in brotherhood-building activities.
- » Meet a leader in the area of community service and engagement.
- » Meet the director of member and community engagement.
- » Summarize the Principle of Citizenship.
- » Discuss the Sigma Tau Gamma Foundation.
- » Explore awards and scholarships.
- » Summarize the Principle of Brotherhood.
- » Meet the standards board chairman.
- » Add to your individual chapter action plan.
- » Plan a community service event.
- » Discuss the upcoming Initiation Ritual Ceremony.



| SECTION: CAMPUS LEADER   LOCAL COMMUNITY ENGAGEMENT   |  | TOTAL TIME:<br>26 MINUTES                                  |
|---|--|--|
| <b>NOTE</b> <ul style="list-style-type: none"> <li>It may be difficult to schedule a representative to attend the new member education meeting. If so, you should be prepared to discuss, outline, and share resources about your campus or community civic engagement office and service opportunities.</li> </ul>   |  | TIME: 20 MINUTES   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>First, introduce the representative from the larger community. This could be someone from the campus civic engagement office, a community philanthropic organization, or the Special Olympics to speak to the associate member class about resources and opportunities to give back.</li> <li><b>Ask the representative to speak on:</b> <ul style="list-style-type: none"> <li>The biggest projects going on in the community or campus right now and the biggest needs of the campus or community.</li> <li>Their specific role in their organization. What their organization/office does or provides to the larger community.</li> <li>A review of projects that other groups are currently working on. How they and/or their organization/office can be a resource or tool for members of the chapter.</li> <li>Their best advice for how to run a successful community service project.</li> </ul> </li> <li>Provide the opportunity for associate members to ask questions.</li> <li>Thank the representative for their time.</li> </ul> |  | <b>GUIDE MATCH:<br/>LOCAL<br/>COMMUNITY<br/>ENGAGEMENT</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What did you learn from the speaker that you did not know before?</li> <li>What are some of the biggest needs in this college town?</li> <li>How can we be of better service to this community of ours?</li> </ul>  |  | TIME: 5 MINUTES  |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, we will chat with our director of member and community engagement.</li> </ul>  |  | TIME: 1 MINUTE   |

## LOCAL COMMUNITY ENGAGEMENT

NOTES

| SECTION: DIRECTOR OF MEMBER & COMMUNITY ENGAGEMENT   |  | TOTAL TIME:<br>16 MINUTES  |
|--|--|--|
| <p><b>NOTE</b></p> <ul style="list-style-type: none"> <li>▪ The director of member and community engagement should lead this group discussion.</li> <li>▪ If your chapter has a director of member engagement AND a director of community engagement, they can lead this piece together – each covering their specific roles and responsibilities.</li> <li>▪ The purpose of the discussion is to describe the responsibilities of the director of member and community engagement and coordinator roles, and to discuss Sig Tau’s national philanthropy – Special Olympics, along with any local charitable organizations the chapter supports.</li> </ul> <p><b>FACILITATOR TALKING POINTS   DIRECTOR OF MEMBER AND COMMUNITY ENGAGEMENT</b></p> <ul style="list-style-type: none"> <li>▪ Sometimes, service and philanthropy are used interchangeably although they are very different. Before we give you any of the incredible details about our community work and our partners, I want to share the difference between service and philanthropy. <ul style="list-style-type: none"> <li>▪ Philanthropy involves raising money, goods, or other physical items to donate to or otherwise financially support an organization or cause (e.g. raising money for your Polar Plunge team, collecting canned goods to donate to a food bank, etc.).</li> <li>▪ Service involves doing a physical or hands-on activity to further a cause for an organization, your campus, or community (e.g. shoveling driveways in the community, walking dogs at the humane society, coaching a Special Olympics team, etc.).</li> <li>▪ <b>Ask the men to share at least five things that they’ve done in high school that were philanthropy related. Then, ask them to brainstorm and share at least five things they’ve done in high school that were service related.</b></li> </ul> </li> <li>▪ <b>The director of member and community engagement should:</b> <ul style="list-style-type: none"> <li>▪ Describe the difference between service and philanthropy.</li> <li>▪ Provide a general introduction including who they are and what their role entails.</li> <li>▪ Discuss all the coordinator roles that “report” to them in their role as director of member and community engagement and share a few of the responsibilities of each coordinator.</li> <li>▪ Describe how and when the new members can be appointed into a coordinator role if a role interests them and how to do that.</li> <li>▪ The director of member and community engagement should make it a point to discuss the purpose of the White Rose and how the chapter annually selects their White Rose: the first National Rose of Sigma Tau Gamma was chosen in 1940 and became an annual award in 1952. This award is given by the chapter to one non-member, friend of Sig Tau, annually. This individual is someone who has made positive contributions to the chapter and best embodies the ideals and Principles of Sigma Tau Gamma. Chapters can nominate their White Rose to be considered for the \$500 National White Rose Scholarship, which is given to one chapter’s current White Rose at the summer conference each year.</li> <li>▪ The director of member and community engagement should make it a point to discuss the events, fundraisers, and other service and philanthropy events the chapter participates in for Special Olympics and/or local causes.</li> </ul> </li> </ul> |  | <p>TIME: 10 MINUTES</p> <p><b>GUIDE MATCH:<br/>DIRECTOR OF<br/>MEMBER AND<br/>COMMUNITY<br/>ENGAGEMENT</b></p> |
| <p><b>DEBRIEF</b></p> <ul style="list-style-type: none"> <li>▪ What kind of questions do you have for the director of member and community engagement?</li> <li>▪ What was most interesting to you from this discussion? What did you learn that you did not know before?</li> </ul>   |  | TIME: 5 MINUTES  |
| <p><b>TRANSITION</b></p> <ul style="list-style-type: none"> <li>▪ Next, we will cover the Principle of Citizenship.</li> </ul>   |  | TIME: 1 MINUTE   |



## DIRECTOR OF MEMBER AND COMMUNITY ENGAGEMENT

**Philanthropy** involves raising money, goods, or other physical items to donate to or otherwise financially support an organization or cause (e.g. raising money for your Polar Plunge team, collecting canned goods to donate to a food bank, etc.).

**Service** involves doing a physical or hands-on activity to further a cause for an organization, your campus, or community (e.g. shoveling driveways in the community, walking dogs at the humane society, coaching a Special Olympics team, etc.)

### NOTES

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| SECTION: PRINCIPLE OF CITIZENSHIP  |  | TOTAL TIME:<br>22 MINUTES  |
|--|--|--|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ The men of Sigma Tau Gamma take pride in being good citizens of the community.</li> <li>▪ Working together for an unselfish goal is a hallmark for chapter members, and giving back to others through service and philanthropy is a way of life.</li> <li>▪ We practice service with a humble heart and compassion for others.</li> </ul>   |  | TIME: 1 MINUTE   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ Ask one person to read the definition of the Principle of Citizenship to the other men: <ul style="list-style-type: none"> <li>▪ CITIZENSHIP: He is an outward defender of the common man and cares about more than just himself, demonstrating an unwavering commitment to serving his fraternity, college, and country. He is charitable in the broadest sense of the word, knowing those so richly blessed have an obligation to serve those less fortunate. He is generous and kind.</li> </ul> </li> <li>▪ Break the associate members into <b>two small groups</b>.</li> <li>▪ Ask one team to work together to create a list of 10 to 12 habits of someone who exemplifies a <b>unwavering commitment to service</b>.</li> <li>▪ Have the second group work together to create a list of 10 to 12 habits of someone who exemplifies a <b>man who takes more than he gives</b>.</li> <li>▪ Then have each group share the pros and cons of each and discuss their points as a large group. (Men might share that someone with an unwavering commitment to service is always looking for what the family needs or even what the community needs. Conversely, they might share that a man who takes more than he gives is often seeing the world in a deficit.)</li> </ul> |  | TIME: 10 MINUTES<br><br><b>GUIDE MATCH:<br/>THE PRINCIPLE<br/>OF CITIZENSHIP</b>   |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>▪ How can we become a defender of the common man and demonstrate commitment while following the Principle of Citizenship?</li> <li>▪ How do we become more charitable?</li> <li>▪ How can we make this a priority both individually and as a member class?</li> </ul>  |  | TIME: 5 MINUTES  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ After your discussion, ask associate members to access their individual chapter action plans that they started last week.</li> <li>▪ Give the associate members a few minutes to consider a new individual goal for themselves as it relates to the <b>Principle of Citizenship</b>.</li> <li>▪ Associate members should fill out the section of their individual chapter action plan related to the Principle of Citizenship.</li> <li>▪ If time allows, ask a few members to share their Principle of Citizenship goal.</li> </ul>   |  | TIME: 5 MINUTES<br><br><b>GUIDE MATCH:<br/>INDIVIDUAL<br/>CHAPTER<br/>ACTION PLANS<br/>(IN THE BACK OF<br/>THE GUIDE.)</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Next, we will cover the Sigma Tau Gamma Foundation.</li> </ul>  |  | TIME: 1 MINUTE   |

# THE PRINCIPLE OF CITIZENSHIP

## CITIZENSHIP

He is an outward defender of the common man and cares about more than just himself, demonstrating an unwavering commitment to serving his fraternity, college, and country. He is charitable in the broadest sense of the word, knowing those so richly blessed have an obligation to serve those less fortunate. He is generous and kind.



| SECTION: THE SIGMA TAU GAMMA FOUNDATION  |  | TOTAL TIME:<br>19 MINUTES  |
|--|--|--|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>One of the ways active members, alumni, and even friends of Sigma Tau Gamma demonstrate the Principle of Citizenship, is by continuing to give back to the fraternity to further support chapters and current members. They do this by volunteering time and serving as advisors, facilitators at national programs, and on committees that support chapter operations.</li> <li>Another way to show this support is by giving back through the Sigma Tau Gamma Foundation.</li> <li>The Sigma Tau Gamma Foundation is a separate company from the Fraternity, but its mission is to make possible the use of tax-deductible charitable gift dollars for the development of scholarship, leadership, and citizenship in chapters of Sigma Tau Gamma Fraternity.</li> <li>The Sigma Tau Gamma Foundation is operated by Headquarters Staff members and the Board of Trustees.</li> </ul> |  | TIME: 3 MINUTE<br><br><b>GUIDE MATCH:<br/>SIGMA TAU<br/>GAMMA<br/>FOUNDATION</b> |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Play Video #6 - The Sig Tau Foundation.</li> </ul>   |  | TIME: 10 MINUTES<br><br><b>VIDEO: #6</b>   |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What about the video that we just watched is most intriguing to you?</li> <li>What is something that you know now that you did not know before?</li> <li>What other questions do you still have about the Sigma Tau Gamma Foundation?</li> </ul>   |  | TIME: 5 MINUTES  |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, we will cover our favorite topic which is the Principle of Brotherhood.</li> </ul>  |  | TIME: 1 MINUTE   |



| SECTION: PRINCIPLE OF BROTHERHOOD   |  | TOTAL TIME:<br>24 MINUTES  |
|---|--|--|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>We know that the bonds of brotherhood forged within Sigma Tau Gamma are for life.</li> <li>Brotherhood is deeper than friendship – it’s a commitment to one another to be a confidant and companion, holding one another to the Principles and highest ideals of the Fraternity – even when it’s hard.</li> </ul>  |  | TIME: 1 MINUTE   |
| <b>NOTE</b> <ul style="list-style-type: none"> <li>Brotherhood can be a difficult concept to convey. Consider incorporating some of these ideas into your conversation for a deeper discussion of what brotherhood means.</li> <li>Have a few influential alumni members or chapter members share a story about brotherhood and what it means to them or find brotherhood stories at sigtau.org to share with associate members.</li> <li>Then, describe the circumstances by which Sigma Tau Gamma was founded: four of our 17 founders had returned from war, and just two years later founded Sigma Tau Gamma with the goal of recreating those bonds they’d made during the war – a bond deeper than friendship.</li> <li>Ask associate members how brotherhood is similar to and different from friendship.               <ul style="list-style-type: none"> <li>Brotherhood is for life: once initiated into the Fraternity, the Board of Directors is the only entity who can release a member from membership.</li> <li>Brotherhood is a richer and deeper bond between diverse men who share common ideals and principles “without consideration of ethnicity, race, religion, sexual orientation, physical ability, national origin, age, family status, or cultural background.” Our members can grow into better men by interacting with a diversity of Fraternity brothers.</li> <li>Brotherhood is a commitment to ideals and to each other to build noble generations of men. We support and challenge one another to be the best version of ourselves – even when that means having hard conversations.</li> </ul> </li> </ul> <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Ask one person to read the definition of the Principle of Brotherhood to the other men:               <ul style="list-style-type: none"> <li><b>BROTHERHOOD:</b> He loves his fraternity and seeks to enhance the worth of belonging for others. His actions are emblematic of our shield, a protector of our secrets and our life-long commitment to one another. He holds our ideals in high regard and is forever bonded within the Chain of Honor. He is respectful and dignified and proudly represents the fraternity in all his affairs. He is loyal and proud.</li> </ul> </li> <li>Break the associate members into <b>pairs</b>.</li> <li>Ask each person in the pair to <b>share a story about a family member or friend who showed a deep commitment to them personally</b>. Ask them to share with their partner how it impacted their life.</li> <li>Then ask them <b>individually to write down at least five things</b> they can do to show a <b>deep commitment to their new brotherhood</b> in their guide.</li> <li>Then have a few volunteers <b>share their points to the large group</b>.</li> </ul> |  | TIME: 12 MINUTES<br><br><b>GUIDE MATCH:<br/>THE PRINCIPLE OF<br/>BROTHERHOOD</b>   |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>How can we enhance the worth of belonging for others while following the Principle of Brotherhood? How can we keep our life-long commitments to one another?</li> <li>How can we be respectful and dignified and proudly represent the fraternity in all our affairs?</li> <li>How can we make this a priority both individually and as a member class?</li> </ul>  |  | TIME: 5 MINUTES  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>After your discussion, ask associate members to access their individual chapter action plans that they started last week.</li> <li>Give the associate members a few minutes to consider a new individual goal for themselves as it relates to the <b>Principle of Brotherhood</b>.</li> <li>Associate members should fill out the section of their individual chapter action plan related to the Principle of Brotherhood.</li> <li>If time allows, ask a few members to share their Principle of Brotherhood goal.</li> </ul>  |  | TIME: 5 MINUTES<br><br><b>GUIDE MATCH:<br/>INDIVIDUAL<br/>CHAPTER ACTION<br/>PLANS (IN THE<br/>BACK OF THE<br/>GUIDE.)</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, we will cover brotherhood as it relates to care and accountability.</li> </ul>   |  | TIME: 1 MINUTE   |



## THE PRINCIPLE OF BROTHERHOOD

### BROTHERHOOD

He loves his fraternity and seeks to enhance the worth of belonging for others. His actions are emblematic of our shield, a protector of our secrets and our life-long commitment to one another. He holds our ideals in high regard and is forever bonded within the Chain of Honor. He is respectful and dignified and proudly represents the fraternity in all his affairs. He is loyal and proud.

Write down at least five things you can do to show a deep commitment to your new brotherhood.





| SECTION: STANDARDS BOARD CHAIRMAN  |  | TOTAL TIME: 16 MINUTES   |
|--|--|--|
| <b>FACILITATOR TALKING POINTS   STANDARDS CHAIRMAN</b> <ul style="list-style-type: none"> <li>As we continue to discuss brotherhood, one of the most important things to note is that, as brothers, it's imperative we not only support one another, but that we know how to hold each other accountable as well. Growth cannot come without accountability.</li> <li>Accountability is one of the most difficult but most important skills we can develop – and it starts with you, our newest members. It's my hope you leave today with an understanding of how you can hold members accountable as you become an initiated member of the fraternity.</li> </ul> <p><b>The standards board chairman should:</b></p> <ul style="list-style-type: none"> <li>Provide a general introduction including who they are and what their role entails.</li> <li>Describe how and when the new members can be appointed to a Standards Board position, if and when they are interested.</li> <li>Provide a general overview of the standards board process, what a hearing looks like, and some potential sanctions. Make sure to highlight where these items are in the standards board manual.</li> <li>The standards board chairman should make it a point to discuss the two-fold purpose of the Standards Board.</li> <li>The Standards Board is in place to hold members accountable to the commitments we make to the Fraternity whether those be related to conduct, finances, academics, or something else entirely. The goal of the Standards Board is not to punish members, but to change a behavior to help better the individual member and hold them accountable to their commitments. The standards board chairman and other members are there to help members become the best version of themselves.</li> <li>The standards board chairman should make it point to tell associate members that any initiated member of the active chapter can refer any other active member of the chapter to the standards board if they feel a violation has occurred. This includes Executive Cabinet members as well.</li> <li>The form to fill out to refer another member to the Standards Board is always available online, or the member can consult with the standards board chairman if they have questions about how to fill out a referral.</li> </ul> |  | TIME: 10 MINUTES<br><br><b>GUIDE MATCH: STANDARDS BOARD CHAIRMAN</b> |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What questions do you have for the standards board chairman?</li> <li>How can we hold ourselves to a higher standards?</li> <li>How can we be more accountable to one another?</li> <li>What was most interesting to you from this discussion? What did you learn that you did not know before?</li> </ul>   |  | TIME: 5 MINUTES  |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Finally, let's review your community service project work.</li> </ul>   |  | TIME: 1 MINUTE   |

## STANDARDS BOARD CHAIRMAN

## NOTES

| SECTION: COMMUNITY SERVICE   |  | TOTAL TIME: 16 MINUTES  |
|--|--|---|
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Review the list of logistical items of the community service project and who was to have done each item prior to this meeting.</li> <li>Discuss anything that has been completed, and any additional items that need to be added to the list.</li> <li>Determine who will take each of the remaining logistical pieces, and what each person needs to have done by the next meeting. What other items are outstanding for the project?</li> <li>If a member has not followed through on their action item, now is a good time to discuss why an item is incomplete, what roadblocks they are facing, and how we can move forward through those issues together.</li> </ul> |  | TIME: 15 MINUTES<br><br><b>GUIDE MATCH: COMMUNITY SERVICE (REVIEW FROM THE LAST SESSION.)</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Finally, let's close out our session with a conversation around your big take-aways.</li> </ul>   |  | TIME: 1 MINUTE  |

| SECTION: CLOSING  |  | TOTAL TIME: 8 MINUTES |
|---|--|-----------------------|
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What is your biggest take-away from this meeting?</li> <li>What are you going to start or stop doing now?</li> <li>What are your final thoughts?</li> </ul>   |  | TIME: 3 MINUTES       |
| <b>TRANSITION AND FINAL NOTES</b> <ul style="list-style-type: none"> <li>Thank the associate members and guests for their time and attention.</li> <li>Remember to remind associate members about the <b>Initiation Ritual Ceremony</b>. Some things you may need to revisit: <ul style="list-style-type: none"> <li>Logistics of the ceremony: When, where, and what to be wearing for the ceremony.</li> <li>Comfortability check: Ensure that all associate members' concerns, worries, or preconceived notions about initiation are cleared up so they can attend and be confident and excited for the ceremony.</li> <li>Accountability check: Many of the conversations from this meeting centered around brotherhood and accountability. Remind associate members that part of being prepared for the Initiation Ritual Ceremony is having their association and initiation fees paid in full prior to the ceremony. Associates who do not have these two fees paid prior to the ceremony cannot be initiated.</li> <li>Your excitement! Initiation is a big deal, and this is a huge milestone in their membership; so, don't forget to inspire, motivate, and invigorate the associate members for this momentous occasion!</li> </ul> </li> </ul> |  | TIME: 5 MINUTES       |



## FAST FACT

STAN "THE MAN" MUSIAL



Stan "The Man" Musial of the St. Louis Cardinals played in 24 All-Star games, won three MVP Awards, and wears three World Series Rings. He was the Sports Illustrated Sportsman of the Year in 1957 and The Sporting News Sportsman of the Decade for 1946-1956. He was the NL Most Valuable Player of the Year in 1943, 1946, and 1948. Upon retirement, he held 17 Major League, 29 National League and nine All-Star game records. He had a .331 lifetime batting average with seven batting titles. An outfielder and at first base, Stan the Man was best known as a consistent hitter, with 1,850 career hits at home and 1,850 career hits on the road. He was elected to the Baseball Hall of Fame in 1969. Here he presents the first Sigma Tau Gamma Stan Musial & Eric Hillman Sportsmanship Award to Francis LaRoue of Chi Chapter (Western Michigan) in 1963.

# FACILITATOR TO DO

## PREP WORK CHECKLIST: Week Five Session One

### SUPPLIES AND NOTES for Lifelong Commitment Activity

Set up time for this activity is approximately 10 minutes.

- ☐ Flipchart paper and a marker for each small group.
- ☐ A laptop or means of showing the video for this meeting. (The video associated with this session is **Video #7 – Lifelong Brotherhood**).
- ☐ Watch the video associated with this meeting at [sigtau.org](http://sigtau.org) and anticipate potential questions that will come from new members.



## FAST FACT

THOMAS M. HUTSELL



Thomas M. Hutsell was elected executive secretary at the Third Conclave in 1927 at Emporia, Kansas. He was a charter member of Beta Chapter at Northeast Missouri State Teachers College (now Truman State University) and the chapter's delegate to the first two Grand Conclaves.

The Conclave delegates authorized him to set up the first Headquarters office.

Hutsell established a system to permanently record membership; published the constitution, laws and ritual; published the first issues of the SAGA of Sigma Tau Gamma; and organized a systematic means of extension to establish new chapters.

Hutsell served on a part-time basis from 1927 to 1938. At the time, he was also manager of the college bookstore in Kirksville. Later, he became an executive with the Western Auto Stores Company.

| SECTION: PREP WORK, WEEK 5   SESSION 1   |  | TOTAL TIME:<br>2 HR 25 MINUTES  |
|--|--|---|
| <b>PREP WORK   ACTIVITY</b> <ul style="list-style-type: none"> <li>Small groups will have five to six minutes to create the longest list of ways to engage as an alumnus.</li> <li>They will need one flip chart and one marker for each small group.</li> </ul>   |  | Pull the supplies at least three days in advance.<br><br>Set up time for this activity is approximately 10 minutes. |
| <b>PREP WORK   VIDEO</b> <ul style="list-style-type: none"> <li>Find the video that is associated with this session.</li> <li>Play it in full before the session so you can preview the video before you play it during this session.</li> <li>Anticipate potential questions that will come after.               <ul style="list-style-type: none"> <li>In this session, there is one video, <b>Video #7 – Lifelong Brotherhood</b>, from the <b>Society of the Seventeen</b> about <b>lifelong membership</b> and <b>lifelong commitment</b>.</li> </ul> </li> </ul> |  | Watch the video at least three days in advance.   |

| SECTION: WELCOME  |  | TOTAL TIME: 5 MINUTES |
|---|--|-----------------------|
| <b>BEFORE YOU BEGIN</b> <ul style="list-style-type: none"> <li><b>Arrive</b> before the scheduled meeting time to set up the room, including any necessary materials.</li> <li><b>Be ready</b> to welcome participants and guests at the door and have upbeat music playing.</li> <li><b>Be ready</b> to offer a high energy welcome and introduce any guests once everyone is ready to begin.</li> <li><b>Know</b> that the goals of this meeting are to:               <ul style="list-style-type: none"> <li><b>Welcome</b> the participants to their last meeting.</li> <li><b>Answer</b> follow-up questions from the previous week.</li> <li><b>Debrief</b> their Initiation Ritual Ceremony.</li> <li><b>Participate</b> in brotherhood-building activities.</li> <li><b>Discuss</b> life-long membership and involvement.</li> <li><b>Discuss</b> the Society of the Seventeen.</li> <li><b>Review</b> the Executive Cabinet Model.</li> <li><b>Finalize</b> their individual chapter action plan.</li> <li><b>Plan</b> a community service event.</li> </ul> </li> </ul> |  |                       |
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Welcome to your final new member education meeting.</li> <li>I am happy to be here with you all. I hope that you have all seen success in your endeavors since our last meeting.</li> <li>Today we are going to focus on our a debrief of our initiation ceremony, lifelong membership, membership dues, and your community service project.</li> </ul>  |  | TIME: 1 MINUTE        |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What was your biggest take-away from our last meeting?</li> <li>What questions or comments do you still have since our last meeting?</li> <li>How is your progress on the service project?</li> </ul>   |  | TIME: 3 MINUTES       |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, we will do a big debrief as it relates to the Initiation Ritual Ceremony..</li> </ul>  |  | TIME: 1 MINUTE        |



# Week Five

## SESSION One

Know that the goals of this meeting are to:

- » Answer follow-up questions from the previous week.
- » Debrief their Initiation Ritual Ceremony.
- » Participate in brotherhood-building activities.
- » Discuss life-long membership and involvement.
- » Discuss the Society of the Seventeen.
- » Review the Executive Cabinet Model.
- » Finalize their individual chapter action plan.
- » Plan a community service event.



| SECTION: INITIATION RITUAL CEREMONY DEBRIEF   |  | TOTAL TIME:<br>28 MINUTES  |
|---|--|--|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ We want to help you process the Initiation Ritual Ceremony and answer any questions you have.</li> <li>▪ To our knowledge, every fraternal group has some sort of initiation or ceremony to mark the beginning of membership. In the same way we hold ceremonies for weddings, baptisms, quinceañera or quinceaños for those turning 15 in the LatinX community, a bat or bar mitzvah for those coming of age in the Jewish community, or when we hold a funeral to mark the death of a friend or loved one, ceremonies not only mark occasions, they also give us comfort in consistency.</li> <li>▪ Our Initiation Ritual Ceremony was created to do the same.</li> </ul>  |  | TIME: 2 MINUTES  |
| <b>NOTE</b> <ul style="list-style-type: none"> <li>▪ Whomever leads this section of the program, it is critical to be intentional with this debrief. The tone you set when referring to ceremonies like Initiation Ritual Ceremony will stick with your new members. If we want our members to revere the sacredness of ceremonies like initiation, it begins here.</li> </ul>  |  | TIME: 25 MINUTES   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ Have the new members get into groups of two or three to debrief.</li> <li>▪ Tell new members that you will ask them a question, give them some time in their small group to discuss their thoughts, and then you will ask a few groups to share after each question.</li> <li>▪ Work through the debrief questions one by one, allowing a few minutes for small groups or pairs to answer the question before you invite them to share with the larger group. <ul style="list-style-type: none"> <li>▪ Think back on the creed. What is your favorite line or which line is most impactful for you and why? (Three minutes)</li> <li>▪ How did it feel to have your Big Brother there guiding you through the ceremony? Why do you think Big Brothers are included and invited to participate as a part of the ceremony? (Three minutes)</li> <li>▪ Which of the six treasures' meanings resonated most with you and why? (Three minutes)</li> <li>▪ At times, your eternal light might flicker. How can you or how will you rekindle that light throughout your life? Who can you go to for help rekindling that light if need be? (Three minutes)</li> <li>▪ How can we continue to honor and rededicate ourselves to the promises and oaths we made during initiation even long after we have participated in the ceremony? (Three minutes.)</li> </ul> </li> <li>▪ Next, get back into the <b>large group</b>. <ul style="list-style-type: none"> <li>▪ Take some time to discuss the significance of the 18 links in the Chain of Honor, what it symbolizes, and why it is important. (Five minutes)</li> <li>▪ Revisit and practice the grip and password again. As a reminder, we will use both to gain access into chapter meetings and we also use it when we shake hands with other members of Sig Tau. (Five minutes)</li> </ul> </li> </ul> |  | <b>GUIDE MATCH:<br/>DEBRIEFING<br/>THE INITIATION<br/>CEREMONY</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Next, we are going to have a discussion around lifelong commitment.</li> </ul>   |  | TIME: 1 MINUTE   |

## DEBRIEFING THE INITIATION RITUAL CEREMONY

- » Think back on the creed . What is your favorite line or which line is most impactful for you and why?
- » How did it feel to have your Big Brother there guiding you through the ceremony? Why do you think Big Brothers are included and invited to participate as a part of the ceremony?
- » Which of the six treasures' meanings resonated most with you and why?
- » At times, your eternal light might flicker. How can you or how will you rekindle that light throughout your life? Who can you go to for help rekindling that light if need be?
- » How can we continue to honor and rededicate ourselves to the promises and oaths we made during initiation even long after we have participated in the ceremony?





| SECTION: LIFELONG COMMITMENT  |  | TOTAL TIME:<br>40 MINUTES  |
|---|--|--|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Your journey with Sigma Tau Gamma has only just begun. During your undergraduate experience you will learn even more about yourself, our chapter, and the national organization. But as we have discussed many times before: When you graduate and become an alumni member of the organization, your experience does not end.</li> <li>In fact, during our weeks studying the Path of Principles, we have highlighted a variety of ways that alumni members can and do continue to engage with the Fraternity.</li> <li>Let's see if you can remember a few of the ways we discussed alumni can remain involved.</li> </ul>  |  | TIME: 3 MINUTES  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Divide the new members up into small groups of three to four.</li> <li>Inform new members that the purpose of this activity is to come up with the longest list of different ways alumni can engage with the Fraternity after graduation.</li> <li>They can use <b>their notes</b> and the <b>Sig Tau website</b> if they need a refresher.</li> <li>Small groups should flip chart their list, and when time is up, each small group will share their list with the large group.</li> <li>Give the small groups <b>five to six minutes to create the longest list</b> they can before bringing everyone back together to debrief.</li> <li>Potential answers could include, but are not limited to: <ul style="list-style-type: none"> <li>Serving in an advisory capacity as an advisor to a local chapter or as a regional coach, coordinator, or director.</li> <li>Donating to the Sigma Tau Gamma Foundation to support active members.</li> <li>Volunteering to facilitate at one of Sigma Tau Gamma's four national programs.</li> <li>Starting an alumni association.</li> <li>Attending national programs like Endeavor or Grand Conclave to reconnect with brothers and friends of Sig Tau.</li> <li>Running for a position on the Board of Directors, Foundation Board of Trustees, or WPN Board of Managers.</li> <li>Attending a local chapter's alumni event during Homecoming.</li> <li>Celebrating Founder's Day with brothers that live nearby.</li> <li>Engaging with Sigma Tau Gamma chapters and the national organization on social media.</li> </ul> </li> <li>Ask each small group to share their top three.</li> <li>Then, ask each man to share the one thing he wants to do after he graduates.</li> </ul> |  | TIME: 20 MINUTES<br><br><b>GUIDE MATCH: WAYS TO ENGAGE POST GRADUATION</b><br><br><b>SUPPLIES; FLIP CHARTS FOR EACH SMALL GROUP AND MARKERS FOR EACH SMALL GROUP</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, we are going to take a few minutes to watch a video from two Society of the Seventeen members and hear about what life-long commitment means to them.</li> </ul>   |  | TIME: 1 MINUTE   |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Show Video #7: Lifelong Brotherhood.</li> </ul>   |  | TIME: 10 MINUTES<br><b>VIDEO: #7</b>   |
| <b>DEBRIEF</b> <ul style="list-style-type: none"> <li>What about that video resonated with you?</li> <li>How can we learn from Buz Barlow's and Michael Schermer's experiences?</li> <li>What advice or nugget of wisdom will you continue to hold on to as you go through your undergraduate experience as a member of Sigma Tau Gamma?</li> </ul>   |  | TIME: 5 MINUTES  |

## WAYS TO ENGAGE POST-GRADUATION

WAYS TO ENGAGE

WAYS TO ENGAGE

WAYS TO ENGAGE

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WAYS TO ENGAGE

| SECTION: COMMUNITY SERVICE PROJECT  |  | TOTAL TIME:<br>12 MINUTES   |
|---|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>Before we move into the final activity of the Sigma Phase of education, let's finalize all our plans for the community service project.</li> </ul>   |  | TIME: 1 MINUTE  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Remind new members that this is their final touch point before the community service project. Anything that needs wrapped up should be discussed during this meeting.               <ul style="list-style-type: none"> <li>Review the list of logistical items of the community service project and who was to have done each item prior to this meeting.</li> <li>Discuss anything that has been completed, and any additional items that need to be added to the list.</li> <li>Determine who will take each of the remaining logistical pieces, and what each person needs to have done by the next meeting. What other items are outstanding for the project?</li> </ul> </li> <li>If a member has not followed through on their action item, now is a good time to discuss why an item is incomplete, what roadblocks they are facing, and how we can move forward through those issues together.</li> </ul> |  | TIME: 10 MINUTES<br><br><b>GUIDE MATCH:<br/>COMMUNITY<br/>SERVICE PROJECT<br/>(Review notes<br/>from other<br/>sessions.)</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Next, we are going to do a quick review of our chapter model and the opportunities for you to get engaged.</li> </ul>  |  | TIME: 1 MINUTE  |

# COMMUNITY SERVICE PROJECT

## LOGISTICAL DETAILS

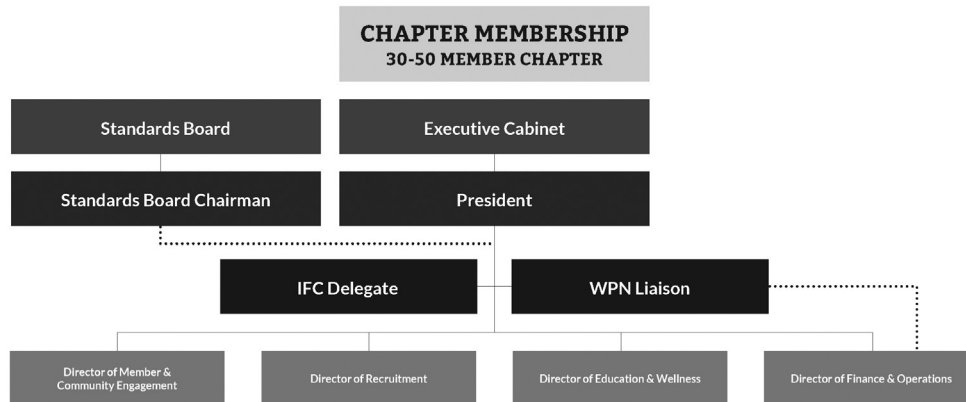
|   |  |
|---|--|
| Who will take the lead for organizing the event?      |  |
| When will the event take place?                       |  |
| Where will the event take place?                      |  |
| What resources are needed to complete the event?      |  |
| How long will the event last?                         |  |
| How many chapter members will be able to participate? |  |
| Who do you need to communicate with and by when?      |  |



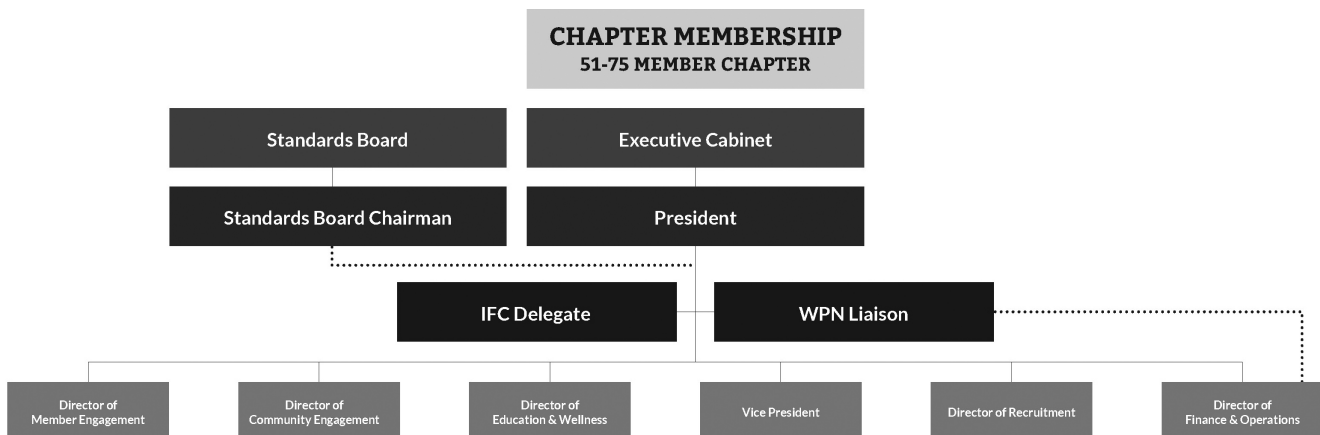
| SECTION: CHAPTER & ORGANIZATIONAL MODEL  |  | TOTAL TIME:<br>7 MINUTES  |
|--|--|---|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>If you remember, the chapter president originally covered the chapter's structure during our very first meeting. Let's revisit that one more time so it's fresh in your mind.</li> </ul>  |  | TIME: 1 MINUTE  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>Display the version of the Executive Cabinet model that your chapter currently uses.</li> <li>Talk through each position one-by-one with the new members, revisiting their core responsibilities, the coordinators who report to them, and which individual from the chapter is currently in that role.</li> <li>Don't forget to remind members that the standards board chairman is NOT part of the Executive Cabinet. The chairman and the Standards Board are separate entities and must remain separate in order to fairly conduct standards board hearings and follow the process as outlined in the standards board manual. The standards board chairman is still elected around the same time as the rest of the cabinet.</li> <li>Revisit the structure of the larger fraternity and sorority life community including any alumni or advisors, the university's Fraternity Sorority Life or Student Affairs professional, your IFC, etc.</li> <li>Before ending the recap, ask new members if they have any outstanding questions about the individuals we have met during the Path of Principles or their positions.</li> </ul> |  | TIME: 5 MINUTES<br><br><b>GUIDE MATCH:<br/>EXECUTIVE<br/>CABINET MODELS</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>Let's review your individual chapter action plans next.</li> </ul>  |  | TIME: 1 MINUTE  |

# EXECUTIVE CABINET MODELS

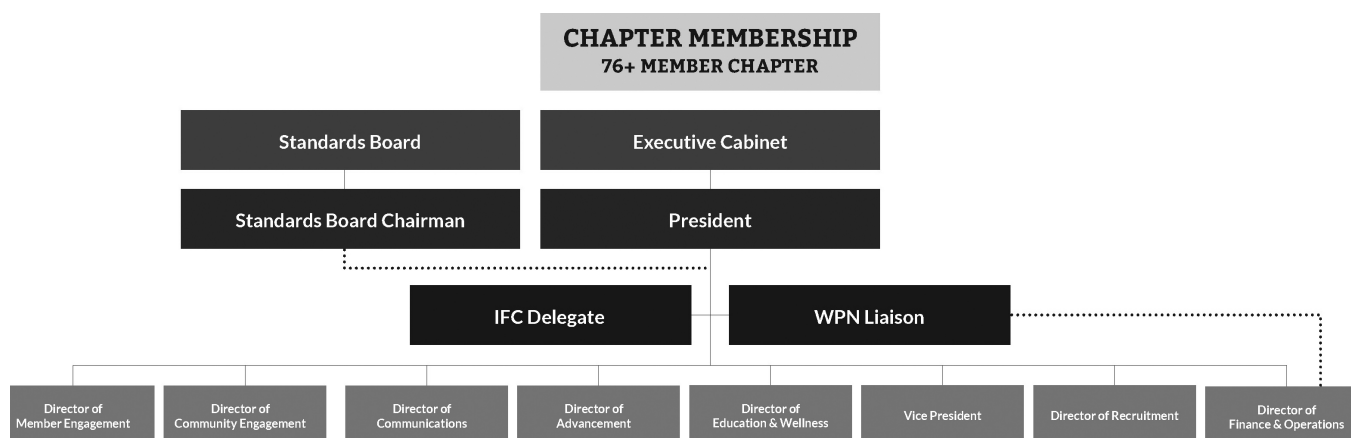
## FISHER CABINET MODEL



## HOFFMAN CABINET MODEL



## SALTER CABINET MODEL



| SECTION: FINALIZING THE INDIVIDUAL CHAPTER ACTION PLAN  |  | TOTAL TIME:<br>13 MINUTES  |
|---|--|--|
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ We've spent a ton of time these last five weeks covering information about Sigma Tau Gamma and how you and what you want to accomplish during your time in college fit into this brotherhood.</li> <li>▪ We've looked at the history of this organization and this chapter, we've met leaders from inside and outside our chapter, and we've discussed ritual, the Six Principles, and how to become noble generations of men.</li> <li>▪ Now is your chance to bring all this together to determine how you will continue to endeavor forward in this chapter and in your personal development as a brother and noble gentleman.</li> </ul>   |  | TIME: 2 MINUTES  |
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ Instruct the new members to pull out their individual chapter action plans one last time.</li> <li>▪ Give them a chance to re-read the chapter standards that they previously identified as being of interest to them.</li> <li>▪ Give them a few minutes to reflect on all their previous notes and goals as it relates to each of the Six Principles.</li> <li>▪ Remind them to consider all the officers who presented to them during their time in the new member program and to consider which officer or coordinator role or roles were of interest to them.</li> <li>▪ Ask them to turn to the last page of the individual chapter action plan.</li> <li>▪ Proceed to give them prompts to assist them in filling out the last three boxes on the final page: <ul style="list-style-type: none"> <li>▪ <b>What I'm feeling right now:</b> Ask members, "What have you learned about yourself over these last few weeks?, What have you learned about Sigma Tau Gamma? How has the way you thought about Sigma Tau Gamma changed since we began in week one? and, What are you feeling now that you were not feeling then?"</li> <li>▪ <b>What I want to have accomplished by the time I graduate:</b> Ask members, "Considering the 18 Chapter Standards, Six Principles, and Executive Cabinet Officers, what do you want your contributions to this chapter to be before you graduate?, What type of personal development do you want to work on during your time as an active member? and, How can you continue to remain dedicated to living by the Six Principles and as a noblemen gentleman?"</li> <li>▪ <b>A letter to my future self:</b> Ask members to consider everything they have learned over the past five weeks. Member should write a letter to themselves to read on the day they graduate. In the letter, they can answer the questions, "What type of man do I hope to be when I graduate?, What things within Sig Tau and outside of Sig Tau do I hope I have done?, What type of legacy am I hoping to leave within this chapter? and, What do I hope my brothers will say about me as a brother of this chapter?"</li> </ul> </li> </ul> |  | TIME: 10 MINUTES<br><br><b>GUIDE MATCH:<br/>INDIVIDUAL<br/>CHAPTER<br/>ACTION PLANS<br/>(IN THE BACK OF<br/>THE GUIDE)</b> |
| <b>TRANSITION</b> <ul style="list-style-type: none"> <li>▪ Finally, let's close as a group one last time.</li> </ul>  |  | TIME: 1 MINUTE   |

# Individual Chapter ACTION PLAN



| SECTION: CLOSING  |  | TOTAL TIME:<br>17 MINUTES |
|---|--|---------------------------|
| <b>ACTIVITY INSTRUCTIONS</b> <ul style="list-style-type: none"> <li>▪ As new members begin finishing their letters, ask them to form a circle.</li> <li>▪ One by one, ask new members to share some of their thoughts from this final activity.</li> <li>▪ How did they answer their questions? What type of man do they want to become as a result of being a member of Sigma Tau Gamma? What are their aspirations?</li> </ul><br><b>NOTE</b> <ul style="list-style-type: none"> <li>▪ Determine how you will collect these action plans to revisit annually with these members or, at minimum, at their graduation. Likely you will not be present when they graduate, but you can pass these on to the next director of education and wellness or new member education coordinator to share when the time comes.</li> </ul> |  | TIME: 12 MINUTES          |
| <b>FACILITATOR TALKING POINTS</b> <ul style="list-style-type: none"> <li>▪ Brothers, I am so grateful for our time together these last few weeks. I have seen tremendous growth from each of you, and I look forward to continuing working with you as active members of the chapter.</li> <li>▪ SHARE ANY CLOSING REMARKS YOU HAVE AS THEIR FACILITATOR.</li> </ul>  |  | TIME: 5 MINUTES           |



## INDIVIDUAL CHAPTER ACTION PLAN

How will you become the best version of yourself as a member of Sigma Tau Gamma? How will you continue to adhere to the Six Principles of the Fraternity? How will you act as a noble gentleman, and help the Fraternity to continue to endeavor forward? What will your legacy be?

The individual chapter action plan is designed to help you identify what you want to accomplish within the chapter and consider the type of man you want to become before you graduate. Use this resource to begin laying the foundation for your goals and aspirations as a member of Sigma Tau Gamma.



### CONTRIBUTING TO CHAPTER EXCELLENCE: CHAPTER STANDARDS

The Chapter Standards I am most interested in are:

I can begin contributing to those standards by:

I still have these questions about these standards:

I can talk to this person/people to get those questions answered and to discuss how to contribute:

# CONTRIBUTING TO CHAPTER EXCELLENCE

## INDIVIDUAL GOALS

As you fill out each section of your individual goals, consider using the SMART Goal format:

### S – Specific

When setting a goal, be specific about what you want to accomplish. Think about this as the mission statement for your goal. This isn't a detailed list of how you're going to meet a goal, but it should include an answer to the popular 'w' questions:

- » **Who** – Consider who needs to be involved to achieve the goal (this is especially important when you're working on a group project).
- » **What** – Think about exactly what you are trying to accomplish and don't be afraid to get very detailed.
- » **When** – You'll get more specific about this question under the "time-bound" section of defining S.M.A.R.T. goals, but you should at least set a time frame.
- » **Where** – This question may not always apply, especially if you're setting personal goals, but if there's a location or relevant event, identify it here.
- » **Why** – What is the reason for the goal? When it comes to using this method for employees, the answer will likely be along the lines of company advancement or career development.

### M – Measurable

What metrics are you going to use to determine if you meet the goal? This makes a goal more tangible because it provides a way to measure progress. If it's a project that's going to take a few months to complete, then set some milestones by considering specific tasks to accomplish.

### A – Achievable

This focuses on how important a goal is to you and what you can do to make it attainable and may require developing new skills and changing attitudes. The goal is meant to inspire motivation, not discouragement. Think about how to accomplish the goal and if you have the tools/skills needed. If you don't currently possess those tools/skills, consider what it would take to attain them.

### R – Relevant

Relevance refers focusing on something that makes sense with the broader business goals. For example, if the goal is to launch a new product, it should be something that's in alignment with the overall business objectives. Your team may be able to launch a new consumer product, but if your company is a B2B that is not expanding into the consumer market, then the goal wouldn't be relevant.

### T – Time-Bound

Anyone can set goals, but if it lacks realistic timing, chances are you're not going to succeed. Providing a target date for deliverables is imperative. Ask specific questions about the goal deadline and what can be accomplished within that time. If the goal will take three months to complete, it's useful to define what should be achieved half-way through the process. Providing time constraints also creates a sense of urgency.



## MY INDIVIDUAL ACTION PLAN | WEEK 2

### LEARNING

**Specific:** What exactly will you accomplish as it relates to this Principle?

**Measurable:** How will you know when you've reached this goal?

**Achievable:** Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?

**Relevant:** Why is this goal significant?

**Timely:** When will you achieve this goal?

### INTEGRITY

**Specific:** What exactly will you accomplish as it relates to this Principle?

**Measurable:** How will you know when you've reached this goal?

**Achievable:** Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?

**Relevant:** Why is this goal significant?

**Timely:** When will you achieve this goal?

## MY INDIVIDUAL ACTION PLAN | WEEK 3

### EXCELLENCE

**Specific:** What exactly will you accomplish as it relates to this Principle?

**Measurable:** How will you know when you've reached this goal?

**Achievable:** Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?

**Relevant:** Why is this goal significant?

**Timely:** When will you achieve this goal?

### LEADERSHIP

**Specific:** What exactly will you accomplish as it relates to this Principle?

**Measurable:** How will you know when you've reached this goal?

**Achievable:** Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?

**Relevant:** Why is this goal significant?

**Timely:** When will you achieve this goal?

## MY INDIVIDUAL ACTION PLAN | WEEK 4

### CITIZENSHIP

**Specific:** What exactly will you accomplish as it relates to this Principle?

**Measurable:** How will you know when you've reached this goal?

**Achievable:** Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?

**Relevant:** Why is this goal significant?

**Timely:** When will you achieve this goal?

### BROTHERHOOD

**Specific:** What exactly will you accomplish as it relates to this Principle?

**Measurable:** How will you know when you've reached this goal?

**Achievable:** Is achieving this goal realistic with effort and commitment? Have you got the resources to achieve this goal? If not, how will you get them?

**Relevant:** Why is this goal significant?

**Timely:** When will you achieve this goal?

## MY INDIVIDUAL ACTION PLAN | WEEK 5

What I'm feeling right now:

What I want to have accomplished by the time I graduate:

A letter to my future self:

# Appendix



# DIRECTOR OF FINANCE AND OPERATIONS

## FAQ LIST

### **How does billing work?**

- » Your individual bill for the semester can be found in OmegaFi. You will receive periodic statements with your balance and due date. If you have questions about billing, you can always connect with me.
- » It's important to know that your dues and fees come from a few different places: we have dues and fees from the national organization, from OmegaFi, and from the chapter. Some of these fees are fixed, meaning they do not change or we can anticipate them, and some are VARIABLE, meaning they will change based on a variety of factors.
- » One document you can always check out is the Schedule of Fees Policy. Many national dues and fees are a part of the national constitution and by-laws. They are scheduled several years in advance and voted on and approved by Delegation at Grand Conclave. You can find it at [sigtau.org](http://sigtau.org).

### **What happens if I don't or can't pay my bill on time?**

- » If you have concerns about paying your bill on time – be proactive and come talk to me about those concerns! We can usually work out payment plans so that you are able to pay your dues in a manner that works for both your deadlines, and the chapter's.
- » I am also happy to help you budget or find ways to help with your dues and connect you with local and national scholarships.
- » If you simply choose not to pay your dues and fees, as you know, our Standards Board is in place to help members follow-through on their commitments. Likely you'll be recommended to the chairman to have a conversation about what needs to happen so that you pay your dues on time.
- » Staying up to date on your billing is very important. Our goal as a chapter is to be completely caught up at the end of each semester. The last thing you want is to graduate with a balance that must be collected later. Any balance on your account does not simply, "go away" – it will stick with you and it is always collectible. This is why it is critical that you talk to me early on if you have concerns with paying your dues on time!

# DIRECTOR OF FINANCE AND OPERATIONS

## FAQ LIST

### So what can I expect my dues to be?

- » We recommend creating a hand-out or PowerPoint prior to this discussion to review and layout exactly what your chapter charges to members.

| Fee Title                       | Billed To   | Type   |
|---------------------------------|---|--|
| Association Fee                 | New members only  | Fixed (relatively). This is a one-time fee that can be found outlined in the Schedule of Fees Policy.  |
| Initiation Fee                  | New members only  | Fixed (relatively). This is a one-time fee that can be found outlined in the Schedule of Fees Policy.  |
| National Semester Dues and Fees | The chapter, based on the number of active members on the chapter roster at the beginning of the semester | Fixed (relatively). This is a semesterly fee that can be found outlined in the Schedule of Fees Policy.  |
| Member Safety (Insurance) Fee   | The chapter, based on the number of active members on the chapter roster at the beginning of the year     | Variable. This is an annual fee that is determined by industry trends and insurance claims filed. It covers the cost of insurance for the chapter.             |
| IRS Fee                         | The chapter, based on the number of members on the chapter roster at the beginning of the semester        | Fixed. This helps cover the cost of filing the chapter's taxes.  |
| Summer Conference Fee           | The chapter at the beginning of the semester  | Fixed. This is a semesterly fee that can be found outlined in the Schedule of Fees Policy. It helps to host programs like Grand Conclave and Endeavor for you. |
| Leadership Fee                  | The chapter at the beginning of the semester  | Fixed. This is a semesterly fee that helps to offset the cost of the Webb Academy experience.  |
| OmegaFi Fee                     | The chapter based on the number of members on the chapter roster at the beginning of a semester           | Fixed (relatively). This fee is set by OmegaFi for use of their management system and services.  |
| Chapter: Local Dues             | [Insert what is billed to associate members and active members here]                                      | [Insert what your chapter dues go to here]   |

### Notes

- » Don't forget to include housing fees if you are a housed chapter, and the chartering fee if you are part of an associate chapter!
- » Remember to note that the fees assessed to the chapter can be paid in a variety of ways. It's important that you can articulate how your chapter pays those fees (do you divide the cost up among members?, Fundraise it?, etc.).
- » It is important to mention national programming costs here as well. You should discuss whether your chapter covers all, part, or none of member attendance at programs like Noble Man Institute, Endeavor, or Grand Conclave (including registration and/or travel to and from the program).
- » Finally, it is recommended that you do give new members the total of their dues and fees this semester and next semester so they can begin planning accordingly.



# DIRECTOR OF FINANCE AND OPERATIONS

## FAQ LIST

### **Where do all my dues and fees go? What do they pay for?**

- » Programming costs for Noble Man Institute, Webb Academy, Grand Conclave and Endeavor. This includes materials, facilitator expenses, space rental, food, technology, activities, and more.
- » Staff salaries including:
  - Fraternity Operations including chapter visits, daily chapter questions/concerns/calls, and on-going support
  - Administration including everyday operations, records management, archive and history collection and storage
  - Sigma Tau Gamma Marketplace management
  - Alumni support and engagement
  - Communications support including marketing, public relations, and chapter resource creation
  - Recruitment and growth staff including recruitment coaching and expansion projects
- » Chapter materials including the Path of Principles, ritual materials, charting materials, membership certificates, and chapter awards
- » Programs and databases to assist in your chapter operations, including ChapterBuilder, OmegaFi/Vault, and SmarterSelect.
- » Financial management including documentation and record keeping, annual tax filings, and insurance
- » Communications including the Saga Magazine, Saga Monthly/Blog, SigTau Website and MyEmma database for emails
- » Operations including HQ building management and up-keep/operations
- » Chapter Dues including [insert what your dues go toward]

**Remember**, Sigma Tau Gamma is a non-profit organization - meaning all dues and fees are invested back into maintaining the national organization, chapters, and individual members!

# THE FOUNDING

## OF SIGMA TAU GAMMA

- » The history of Sigma Tau Gamma is long and full, and we cannot hope to learn all of it today.
- » Let your minds travel back to the first part of the 20th century. Today's society would be unrecognizable to those living at that time.
- » After years of turmoil and bloodshed, the world once again found peace – at the eleventh hour of the eleventh day of the eleventh month – the Armistice took effect at 11:00 AM on November 11, 1918, ending World War I.
- » Thousands of American men began returning home from the trenches of France. Many of them returned to school to finish their education, which had been disrupted by the war.
- » At Central Missouri State Teachers College in Warrensburg, MO, campus life was changing.
- » Some men were dissatisfied with the social groups present on campus, finding them not enough to satisfy the interests of those who had lived and fought together.
- » In fact, four of the founders were veterans of WWI, enlisted in Ambulance Corps 355, where they'd spent the last two years risking death to save the lives of their brothers in arms.
- » On June 28, 1920, at "an unusually early hour," a student named Emmett Ellis posted a notice on the campus bulletin board.
- » That notice contained a list of about thirty men and requested they meet that afternoon for what was, to them, an unknown purpose.
- » These men were some of the most outstanding men on campus, and many were members of rival literary societies.
- » The notice had the desired effect, and a good number of men gathered to learn why they had been assembled.
- » A future founder and one of the most popular students on campus, Allen R. Nieman, explained the purpose of the meeting was to form a social fraternity and told the men gathered what such an organization could mean for them.
- » According to the minutes of that meeting, "It was soon found that the proposed organization was just what the men wanted, and a temporary organization was made in order to perfect a permanent fraternity."
- » On that day, these men decided to form what would become Sigma Tau Gamma, and in doing so, inspire tens of thousands of men to follow in their footsteps.
- » Four days later, on July 2, 1920, the group met again to establish two committees, one to write the Constitution and another to write the By-Laws.
- » Five days later, the committees completed their work, and the group met again on July 7, 1920, and adopted a Constitution & By-Laws. The group appointed a committee to present a petition to the President and Faculty of the college to officially recognize the group.
- » The group's distinguished advisor, Dr. Wilson C. Morris, presented on behalf of the group, a petition, signed by the 17 Founders: Emmett Ellis, Leland Hoback, Edward G. Grannert, Edward H. McCune, B. W. McDaniel, William G. Parsons, A. B. Cott, Allen R. Nieman, W. E. Billings, Frank H. Gorman, Carl N. Chapman, C. Willard Salter, Edward Hoffman, Rodney E. Hernden, G. E. Hartrick, Dan Fisher, and A. O. Fisher.
- » On July 20, 1920, twenty-two days after that first momentous decision, the faculty voted to recognize the college's first fraternity.

# NATIONAL ORGANIZATIONAL STRUCTURE

## OF SIGMA TAU GAMMA

- » In the last century, Sigma Tau Gamma has become a national organization with a rich and lasting legacy.
- » You, as a new member, are a critical piece of that legacy.
- » We, the members, are the bedrock of our organization, as Sigma Tau Gamma is a democratic institution, governed through a representative democracy.
- » Each chapter has an equal voice in the government of the Fraternity, just as each of you will be entitled to the same privilege in this chapter, once you are initiated.
- » The Constitution, Laws, and Policies of Sigma Tau Gamma are available at [sigtau.org](http://sigtau.org). I encourage you to review them and become familiar with your rights.
- » Our chapter's constitution and by-laws are also available for you to review at any time.
- » Sometimes the term "national" is used to describe the Fraternity officers and Headquarters Staff. That is a bit of a misnomer. Each member and chapter are an equal part of an organization that is national in scope and democratic in structure.
- » Every two years, the Fraternity holds a Grand Conclave, where the House of Delegates is convened.
- » Delegates from every chapter meet to consider amendments to the Constitution, Laws, and Policies and elect the Fraternity's next President and Board of Directors.
- » The Fraternity President and Board of Directors govern the organization between meetings of the House of Delegates.
- » The Board of Directors employs a Chief Executive Officer, vesting that individual with the executive authority to manage the day-to-day operations of the Fraternity.
- » The Chief Executive Officer employs a professional Headquarters Staff who work to support the Vision and Purpose of a national organization with a presence across the country, thousands of undergraduate members, and tens of thousands of alumni.
- » The Fraternity is not the only component of the broader Sigma Tau Gamma organization.
- » The Sigma Tau Gamma Foundation supports the educational initiatives of the Fraternity and provides grants to chapters and scholarships to members.
- » The WPN National Housing Company owns or manages chapter facilities across the country. Not all chapters have facilities managed by WPN.
- » The newly built Sigma Tau Gamma Headquarters building was dedicated on May 5, 2018, in Indianapolis, IN at 8741 Founders Road. It is home to the Fraternity, Foundation, and WPN Housing Company.

# BROTHERHOOD BUSINESS RAPPORT CARDS

## HIGH RISK QUESTIONS

|  |   |
|--|---|
| Name three people (outside your immediate family) that you love (use your own definition of love).           | What would you do if you had one year left to live?   |
| Who is the person in your life that brings you happiness or joy, or makes you smile every time you see them? | Name the first person with whom you ever fell in love.  |
| What is the most challenging thing you've ever had to do?  | What is your greatest fear?   |
| What is your greatest regret?  | Name one time you experienced a great deal of peer pressure.  |
| What is something you need right now, but maybe can't or aren't asking people to help with?                  | During what year did you experience the greatest amount of personal growth; that is, what year was the most significant in terms of your development? |
| If you could do anything over again, how would you do it differently?  | What's an insecurity of yours that holds you back?  |



# BROTHERHOOD BUSINESS RAPPORT CARDS

## MEDIUM RISK QUESTIONS

|  |   |
|--|---|
| What is one thing you do really well?  | How did you choose your career path?                                |
| What is your most significant volunteer experience?  | What is your favorite quote/inspirational message?                  |
| Name a skill you wish you had. Why?  | What are three values you hold highest?                             |
| What's a toxic trait you have that you can admit to/ want to work on?  | Tell about a time when you felt you made a very important decision. |
| What are three words you would most like said about you?   | Who is the one individual who convinced you to join the fraternity? |
| Who is someone, whether living or dead, fictitious or real, met or unmet, that you really respect or admire? | What are you the most grateful for right now?                       |





# BROTHERHOOD BUSINESS RAPPORT CARDS

## LOW RISK QUESTIONS

|  |  |
|--|--|
| What's the name of the place where you spent the happiest days of your life? | Where do you most often go when you want to be alone?                                    |
| What activities do you do well?  | Where do you feel most at home? Why?   |
| Who is your best friend? Tell about one of your best memories with them.     | How do you relax?  |
| What is your favorite book? Why?   | What is your favorite food? Is there a particular memory you have attached to that food? |
| What is your favorite childhood memory?                                      | Tell when you had some type of adventure that was out of the ordinary.                   |
| What was the last letter you wrote about?                                    | What is the greatest success in your life?   |







# **SIG TAU**

## **FRATERNITY**

SINCE 1920