

EXPECTATIONS OF PHI SIGMA KAPPA

FACILITATOR GUIDE

Notes to the Inductor:

- This meeting is required to be held as written and should be held first in the associate member program and promptly after the Ritual of Association.
- Inductor should have already submitted and received approval on the Associate Member Education Plan and be ready to provide those dates to associate members.
- Inductors should prepare to share about the big brother interview and selection process including due dates and the date of the reveal itself.
- Consider making binders for each associate member that contain the calendar of events, meetings and due dates for associate members, all associate member worksheets, risk management policies, chapter bylaws, completed “Campus Resources Sheet,” copies of “Good Samaritan Service Project Guidelines,” and other chapter-specific items such as a list of chapter officers and committees or a member contact list.

Total Time: 45 - 55 minutes

Meeting Outcomes:

- Reflect upon the Ritual of Association.
- Identify expectations of membership, including risk management policies and chapter bylaws.
- Review *Brotherhood in Phi Sigma Kappa* program and schedule.
- Learn about chapter officer structure.
- Learn about big brother program.
- Discuss Good Samaritan service project.

Materials & Preparation:

- Associate member binders with resources listed above in “Notes to the Inductor”
- Inductors should have available to review the following documents:
 - *Phi Sigma Kappa's Risk Management policy which can be found on Officer Portal*
 - *Fees and Dues Schedule, distributed via email to all officers at the beginning of each academic year and can also be found on Officer Portal*
 - *Member Accident Protection Program, which can be found on Officer Portal*
- Associate members should bring a pen or writing utensil

Introductions: 10 minutes

- *Welcome everyone to Phi Sigma Kappa and indicate how excited you are they have chosen to join Phi Sig.*
- *Introduce yourself including: name, hometown, major, year in school and anything else you'd like to share.*

- *Have all associate members introduce themselves to the group and ask them to share something additional such as a “fun fact” about themselves or why they joined Phi Sig.*
- *Share:*
 - *During the next ___ weeks, you will be participating in a variety of meetings, events, and activities that are related to your associate member experience that together, make up the *Brotherhood in Phi Sigma Kappa* program.*
 - *The purpose of the meetings is to educate you about Phi Sigma Kappa as a national Fraternity and about our local chapter. They are also designed to help you grow as an individual but also to bond with your associate member class. Our intent is to teach you about the values of our Fraternity and to hold you accountable to our expectations and your individual goals.*
- *Share a personal story of a favorite memory of your associate member experience and how it's shaped you as a brother. Be sure the story is appropriate and meaningful.*

Expectations: 15- 20 minutes

- *Share:*
 - *As I mentioned earlier, we do have expectations of you as an associate member and as an initiated brother.*
 - *Fully participating in the *Brotherhood in Phi Sigma Kappa* program is our biggest expectation of you. This combines meetings, ritual and activities that will help prepare you for membership in Phi Sigma Kappa.*
- *Distribute or share the dates you submitted on Officer Portal as the Associate Member Education Plan. Be sure to review the following dates:*
 - *All associate member meetings*
 - *Big brother reveal*
 - *Associate member class activity/retreat*
 - *GreekLifeEdu due dates (2 parts)*
 - *Initiation fee due date*
 - *Ritual for the Initiation of New Members dates*
 - *Any other Fraternity or campus obligations, such as chapter meetings or campus requirements such as events for all fraternity or sorority new members*
- *Ask if anyone has any questions about the deadlines and explain some of these events/due dates will be discussed more in-depth throughout their associate member experience.*
- *Share there are also expectations of all brothers that come in the form of bylaws and Fraternity policies. Be sure and share the following policies and elements of your bylaws, in full detail, so that they understand what is expected of them.*
 - *Phi Sigma Kappa's Risk Management policy which can be found on Officer Portal*
 - *Fees and Dues Schedule, distributed via email to all officers at the beginning of each academic year and can also be found on Officer Portal*

- *Member Accident Protection Program, which can be found on Officer Portal*
- *Share:*
 - We have these policies not only for our safety and the safety of others, but also because we want to uphold the values of Phi Sigma Kappa.
 - This is why we expect you to represent Phi Sig well and showcase the best that our Fraternity has to offer. We want to stand out amongst other fraternities on campus in a positive way.
- *Share a personal story about why you believe Phi Sig can provide them the best fraternity experience on campus and how that relates to the values of the Fraternity.*
- *Ask if anybody has any questions related to the bylaws and policies you just shared.*

Chapter Officers, Committees, and Big Brothers: 10-15 minutes

- *Share:*
 - Phi Sigma Kappa's tagline is "A Family of Leaders." This refers to all of us, but also to the brothers in officer roles that serve our chapter and help our Fraternity.
 - Our hope is that one day, you too, will be interested in serving in one of these officer positions as an initiated brother.
- *Share the chapter's officer structure, including a general description of what each position does, what other officers/chairmen they oversee, and brothers in positions they may need to work with during their associate member experience, such as the Inductor (you), President, and Treasurer.*
- *Share the chapter committee structure and that in the next associate member meeting they will get the chance to select which committee they'd like to join.*
- **Facilitator tip:** *Plan out how you will implement the big brother application, selection, interview and reveal process ahead of time. Then share that information with the information below.*
- *Share:*
 - Additionally, within Phi Sig, you'll receive a big brother who will serve as a mentor for you during your associate member experience but also, hopefully as a friend for life.
 - Big brothers and associate members are paired based on interests and personalities, but also based on shared goals within Phi Sig.
 - You will have the opportunity to get to know them better through an interview process, which will take place _____.
 - During our ____ meeting, you'll be given the opportunity to rank specific older members who you'd like to be your big brother.
 - Big brothers have to go through an application process and must be in good standing with the chapter in order to serve as a big brother. It's important to remember that all will be qualified and will serve as great mentors to you during your associate member experience.
- *Ask if anyone has any questions related to the chapter officers, committees, or big brothers.*

Good Samaritan Service Project: 5 minutes

- *Pass out the “Good Samaritan Service Project Guidelines” handout.*
- *Review with associate members the information on the handout and your expectations of the service project. Ask if anyone has any questions.*

Closing: 5 minutes

- *Ask if anyone has questions regarding today’s meeting.*
- *Share information about the next meeting, **Founding** of Phi Sigma Kappa, when and where it will take place, as well as the focus is the founding and history of Phi Sig.*
- *Share any additional Phi Sigma Kappa or university announcements.*
- *Ask if anyone has additional questions, thank them for their participation, and dismiss.*