

## ROLE OF THE INDUCTOR

### Cardinal Journey Overview

Cardinal Journey is Phi Sigma Kappa's comprehensive member development program that begins when brothers join the Fraternity and ends during the final year of their undergraduate experience.

The goal of *Brotherhood in Phi Sigma Kappa*, the first phase in the Cardinal Journey program, is to integrate associate members into the chapter's brotherhood through a focus on personal growth, genuine conversation and an exploration of individual and organizational values. This is achieved by educating associate members on the purpose and history of the Fraternity and discussing important topics and life skills relevant to college men. The program includes associate member meetings led by you, the Inductor, as well as informal opportunities for connection, such as an associate member retreat and group service project. Upon conclusion of the program, associate members should feel confident as brothers of the Fraternity, leaders on their campus, and members of society.

### Expectations of the Inductor

- Lead the chapter as an Executive Board officer
- Serve as a role model for associate members
- Oversee a committee or an assistant (whichever works best for your chapter) to assist with the *Brotherhood in Phi Sigma Kappa* program
- Develop and submit the Associate Member Education Plan on Officer Portal two weeks prior to beginning the associate member program (see page 16)
- Facilitate all associate member meetings, or identify an appropriate facilitator
- Coordinate associate member class activity/retreat (see page 13)
- Oversee completion of GreekLifeEdu (see page 29)
- Oversee big brother application, training and matching process (see page 35)
- Hold big brothers accountable to their role as a mentor
- Assist in the planning and execution of rituals associate members participate in (see page 31)
- Oversee associate members and their big brothers in the planning and execution of the Good Samaritan service project (see page 21)

### Program Expectations

This *Inductor's Guide* is exactly that—a guide. However, this program has been carefully crafted by members of Grand Council, Phi Sigma Kappa alumni volunteers, and International Headquarters professional staff to provide a first-class experience for the Grand Chapter's newest associate members. While this program is customizable, the following is expected of you:

- All meeting facilitator guides are led by the Inductor, another officer of the chapter, or a designated outside facilitator such as college/university employee or local alumnus. It is expected that facilitator guides are generally followed as written, completing the meeting outcomes as indicated on each meeting's facilitator guide. See page 43 for all meeting facilitator guides.

- Any additional associate member education outside of the *Brotherhood in Phi Sigma Kappa* program does not include hazing of associate members and is approved by International Headquarters (IHQ) professional staff or the Chapter Adviser.
- Each chapter holds 9-11 meetings over the course of a **maximum** of eight weeks, with the Ritual for the Initiation of New Members being held during the sixth week at the latest. It's okay to combine meetings or hold multiple meetings per week. If your campus policies do not align with our model and require initiation to be held prior to the sixth week, please include this information in your Associate Member Education Plan, as described below.
- Every chapter's Inductor is required to submit an Associate Member Education Plan on Officer Portal two weeks prior to beginning their program. In this plan, you need to include a schedule of meetings and other associate member events and rituals. Be specific about what meetings and events are being held on what dates and what you plan on doing for the associate member class activity, big brother reveal/retreat, and Good Samaritan service project. The Inductor should wait until receiving approval from the Chapter Consultant before beginning the associate member process (see page 16 for more information).

### Using this *Inductor's Guide*

This *Inductor's Guide* includes information for all aspects of the *Brotherhood in Phi Sigma Kappa* program. Sections included are:

- Role of the Inductor
- Building your Program
- Good Samaritan service project
- Initiating Associate Members
- Big Brother Program
- Meeting Guides
- Resources

For more details about what is in each section, you can visit the master Table of Contents on page 1.

### Meeting Facilitator Guides

Meeting facilitator guides are provided in the Meeting Guides section on page 43 in this *Inductor's Guide*. Each meeting facilitator guide contains several elements that will help you lead a successful and productive meeting. However, it could be confusing or overwhelming at first glance. Use the key below to better understand how to read the guide; after the first few meetings it will become second-nature.

- **Meeting Outcomes:** These are the goals for the meeting. It is the Inductor's responsibility to strive to achieve all meeting outcomes in order to maximize the experience for associate members.
- **Materials/Preparation:** It is beneficial for the Inductor or facilitator of the meeting to look at this list prior to the meeting to ensure all materials are available and prepared.

- **Time:** Each meeting is designed to last about an hour to an hour and a half. Conversation could cause it to run shorter or longer. For bigger associate member classes, plan more time for discussions and activities.
- **Font Styles:**
  - **Bolded fonts:** Indicate a header or title
  - *Italic fonts:* Indicate notes to the facilitator
  - Regular fonts: Indicate items to be said aloud
- **Facilitator tips:** In some meeting facilitator guides, you will notice facilitator tips, that are red, bolded, and italicized. These are to help you handle potentially challenging scenarios or conversations, include tips on how to make it personalized or relevant or with how to adapt that activity for a smaller associate member class.

### Associate Member Worksheets

Almost every meeting has an accompanying worksheet that associate members will need to complete activities and take notes. Each worksheet is located directly after the facilitator guide in the Meeting Guides section on page 43 of this *Inductor's Guide* and you can also access them online via the Phi Sigma Kappa website or on Officer Portal.

It is suggested that you print all worksheets at the beginning of the associate member process and place in a folder or binder and ask associate members to bring that to each meeting. Another option is to print the worksheets or handouts before each meeting and distribute them to each associate member at the beginning of each meeting. It is up to you to decide what works best for you and the associate members.

### **Retaining Associate Members**

On average in Phi Sigma Kappa, about 60-70% of associate members become initiated brothers. Looking at this positively, this means the majority of our associate members are initiated. Some of the associate members who are not initiated may have been at the choice of the chapter, but some associate members may choose to leave Phi Sig for a variety of reasons. It's your role as Inductor to prevent losing associate members who are a good fit, but for one reason or another are unengaged or don't see the value or benefit of the Fraternity. You can help prevent these losses in a number of ways:

- Reach out to individual associate members who are unengaged in meetings, do not show up to other Phi Sig events, and do not seem to be making a lot of friends.
- Rearrange seating or assign partners/groups at associate member meetings, to encourage brothers to meet new people, especially in the first few weeks.
- Ensure associate member retreats and activities are scheduled when the majority of brothers can attend and are structured so that associate members can truly get to know one another.
- Train big brothers to serve as a mentor and emphasize that their role is to help get their little brother acclimated to the Fraternity. Encourage big brothers to introduce their little brothers to their friends in Phi Sig as well as other organizations on campus.

For associate members who are in their first year of school or transferred to your college or university, remember they are also getting acclimated to campus. Ask them how they're doing in their classes, if they're navigating campus okay, and make sure to encourage them to attend campus events.

## Hazing Guidelines

It is the responsibility of every member to see that Phi Sigma Kappa's policy on hazing is not violated. But what is hazing? What some might think is a harmless activity to "educate" the associate members may be viewed by others as an act of hazing that can be criminal.

Phi Sigma Kappa's Policy Manual includes the following policy on hazing:

No chapter, colony, student, or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue, physical and psychological shocks; quests, treasure hunts; scavenger hunts; road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

When determining whether an activity could be considered hazing or not, consider the following:

1. Is alcohol involved?
2. Will initiated members of the chapter refuse to participate with the associate members and do exactly what they're being asked to do?
3. Does the activity risk emotional or physical abuse?
4. Is there risk of injury or a question of safety?
5. Do you have any reservation describing the activity to your parents, to a professor or university official?
6. Would you object to the activity being photographed or filmed?

If the answer to any of these is "yes," the activity is probably hazing.

Cardinal Journey or the *Brotherhood in Phi Sigma Kappa* associate member program does not include any elements of hazing and chapters, expansion groups, or individual brothers who are found to have hazed new members or members will be held accountable for their actions.