



ASSOCIATE MEMBER EDUCATION DURING COVID-19

ASSOCIATION

- The Fraternity is currently exploring virtual Ritual of Association options; please stay tuned for more information.
- In the meantime, you should only hold Ritual of Association **in person** if it follows campus, local, and state guidelines and policies. Suggestions for in person Ritual of Association's include:
 - Wearing a mask
 - Staying 6 ft. apart
 - Conducting the ritual in smaller groups for larger associate member classes
 - Only inviting necessary initiated brothers
- As a reminder, Ritual of Association should be held within the first week of receiving a bid and should be reported as associate members on Officer Portal immediately following.
- If you **cannot hold in person** Ritual of Association, you can still report associate members on Officer Portal within one week of bid day and wait for further instructions on conducting the ritual virtually.
- All associate member fees should be collected prior to reporting them as associated.

ASSOCIATE MEMBER EDUCATION

General tips:

- It is still an expectation that chapters who take an associate member class will use the *Brotherhood in Phi Sigma Kappa* program.
- The meetings are flexible enough to work around your schedule and adapt to hybrid and virtual meetings.
- All *Brotherhood in Phi Sigma Kappa* program materials can be found in [Officer Portal](#) in the Document Library.
- Ensure you are referencing the [Building your Program](#) resource in Officer Portal, that will help guide you through required topics and how to build out your schedule.
- Associate Member Education Plans are still expected to be submitted in Officer Portal on the Calendar two weeks prior to beginning your associate member education.
- The **goal is to still initiate members within six weeks of their association** (which should be held at a maximum, one week after receiving a bid). However, we know that with many campuses conducting associate member education virtually, this may not be possible. If you need a longer deadline to initiate your members, please reach out to your chapter's International Headquarters coach to talk through options.
- If the chapter needs to condense the *Brotherhood in Phi Sigma Kappa* program timeline, they are expected to still complete the following pieces:
 - ***Expectations in Phi Sigma Kappa, Founding of Phi Sigma Kappa, and Solidarity in Phi Sigma Kappa*** sessions

- GreekLifeEdu Parts 1 and 2 (see below Initiation section below for more guidance)
- Final Examination (online already; see Initiation section below for more guidance)
- Pledge to Brotherhood (can be collected online in a Google Doc and then transferred to the official notepad upon return to campus)

Virtual/hybrid tips:

- If there is an activity or section of the meeting that is too difficult to do virtually, you may omit that part of the meeting. As long as the general concepts are discussed and the Brotherhood Circle, that can count towards that meeting's topic.
- **International Headquarters will be providing virtual sessions that associate members can attend that will cover topics that will count towards their associate member education.**
 - Consider having associate members login to their myPhiSig account and watch pre-recorded sessions of Phi Chats and from Shonk Undergraduate Leadership School to cover topics such as **Leadership, Lifelong Learning, and Inclusion.**
 - Stay tuned for more information about Phi Chats and other virtual sessions being held this fall that can also count towards associate member education.
- The goal of the Good Samaritan service project of hands-on direct service, can be difficult to accomplish during these times. Suggestions to still complete this project are:
 - Ask associate members to brainstorm virtual or socially distance service opportunities (this aligns with the project needing to stem from the associate members themselves).
 - Complete a project more focused on awareness (such as a social media campaign) that can be done virtually.
 - Have associate members do service on their own, or with smaller groups of associate/initiated brothers.
 - Conduct virtual races of blood drives that can still impact the community in a positive way.
- Chapters should be intentional with keeping associate members engaged and connected to their chapter through formal associate member meetings and informal touchpoints such as group messages and FaceTime.

In person tips:

- If your campus, local, and state policies and guidelines allow you to have in person meetings, your associate member process will likely look similar to previous semesters.
- Suggestions for in person associate member meetings:
 - Wearing a mask
 - Staying 6 ft. apart
 - Conducting the meetings in smaller groups for larger associate member classes
 - Some chapters have seen success with creating multiple associate members "squads" and having different brothers lead associate member education for each squad.
 - Only inviting necessary initiated brothers
 - Conduct some meetings/activities outside, if possible

INITIATION

Spring 2020 associate members:

- It is beneficial to your brotherhood to report any associate members from spring 2020 as initiated as soon as possible, given that they have completed their associate member education process.
 - If they have not completed their associate member education process, the chapter should continue that process virtually, beginning as soon as possible.
- The Fraternity is exploring virtual initiation ceremonies for those campuses who cannot meet in person at all.
 - Even if your chapter cannot hold an in person initiation ceremony, we encourage you to go ahead and report spring 2020 associate members as initiated on Officer Portal as soon as possible, so that they may remain engaged with the brotherhood and it is uncertain when you will be able to hold the in person ritual.
- **If your chapter can hold in person initiation ceremonies, it is expected the chapter conducts this as soon as possible**, instead of waiting to initiate spring associate members and fall associate members at the same time. Please see above safety guidelines from the Association section for in person rituals.

Fall 2020 associate members:

- The same guidelines should be followed above for fall 2020 associate members, whether your associate member education is occurring virtually or in person.
- The **goal is to initiate members within six weeks of their association** (which should be held at a maximum, one week after receiving a bid).

Reporting initiated members:

- Make sure to reference the [Initiating Associate Members](#) resource for information regarding requirements to initiate.
 - **GreekLifeEdu Parts 1 and 2** should still be completed prior to members being initiated.
 - Remember there is a three-week waiting period between Parts 1 and 2—so you need to plan accordingly.
 - However, if you are attempting to initiate members from the spring semester and they did not complete Part 2—have them complete Part 1 and work with your chapter's coach to get them initiated in the system to avoid waiting three extra weeks.
 - The **Final Examination** should be completed prior to being initiated.
 - There is a NEW [online Final Examination](#), that allows associate members to receive their results emailed to them. Inductors can have associate members forward their answers to them for grading.
 - You no longer need to contact any International Headquarters professional staff member for the results.
- All **initiation fees** should be collected prior to reporting associate members as initiated.
- The [Officer Portal User Guide](#) walks you through the Request Initiation and Reporting Initiates process on Officer Portal.
- Initiated members should be reported within 24 hours of the Ritual for the Initiation of New Members to avoid being charged late fees.