



ASSOCIATE MEMBER EDUCATION DURING COVID-19

ASSOCIATION

- Grand Council has approved a virtual Ritual of Association for chapters who cannot conduct it in person. You should reach out to your International Headquarters (IHQ) chapter coach for more information if you are unsure how to hold this virtually.
- 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 are conducting the virtual Ritual of Association, you should still report associate members on Officer Portal within one week of bid day and they do not need to go through the in-person ritual at a later date.
- All associate member fees should be collected prior to reporting them as associated.

ASSOCIATE MEMBER EDUCATION

General tips:

- Chapters are expected to comply with all campus guidelines and policies regarding associate member education.
- 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). If you experience any issues meeting this timeline, contact your IHQ chapter 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.
 - 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 spring 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

- **If you have associate members from spring 2020/fall 2020:**
 - It is beneficial to your brotherhood to initiate any associate members from previous semesters as soon as possible if you haven't already, given they have completed their associate member education process.
 - If they have not completed their associate member education process, the chapter should continue that process as soon as possible.
- The Grand Council has approved a virtual initiation option that should be used if you cannot hold an in-person Ritual for the Initiation of New Members. This virtual option is meant to transition brothers into initiated status.
 - **This means that all chapters should still follow the six-week initiation policy, regardless of the nature of their associate member experience (virtual or in person).**
 - **If you do not know how to do the virtual initiation option, please reach out to your IHQ chapter coach who can provide more information.**
 - After they are initiated (virtually or in-person), they should be reported as such on Officer Portal within 24 hours of their respective ceremony.
 - As soon as it is safe to do so, any brothers who were initiated via the virtual ceremony, should go through the in-person ritual so they may have that experience.
- If your chapter can hold in person initiation ceremonies, please see above safety guidelines from the Association section for in person rituals.

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.
 - As soon as associate members validate their account, they will receive an email from EVERFI entitled “GreekLifeEdu Assigned to you by Phi Sigma Kappa.”
 - They should click their individual, unique link in that email to set up their account with GreekLifeEdu.
 - After they set up the account, they can access GreekLifeEdu through myPhiSig.
 - The **Final Examination** should be completed prior to being initiated.
 - Chapters should use the [online Final Examination](#) that sends associate members their results automatically. Inductors can have associate members forward their answers to them for grading.
 - You do not need to contact any IHQ professional staff member for the results.
 - No other local exams should be used.
- 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.