



MEMBER SAFETY PROGRAMMING INSTRUCTION GUIDE

Phi Sigma Kappa strives to create a safe environment for its members and community. As such, local chapters are expected to complete regular risk management and member safety trainings each academic year.

In previous years, chapters were expected to complete these training during the course of one week each semester, termed Risk Awareness Week. Starting in fall 2020, Phi Sigma Kappa has updated and rebranded this process as Member Safety Programming. This process and associated programs have been simplified and streamlined for chapters.

Chapters will be able to complete the Member Safety Programming requirements in a variety of ways. The International Headquarters (IHQ) professional staff has created presentation materials that chapters can facilitate with their members. Chapters can also utilize external resources, such as guest speakers from campus or the local community to facilitate programming around topics listed below. Campus-based speakers or programs can also count as Member Safety Programming requirements if the subject matter matches.

PRESENTATION OVERVIEW AND EXPECTATIONS

- Chapters are expected to complete the four (4) Priority Topics and encouraged to complete at least two (2) Supplementary Topics throughout each academic year.
- Chapters can use presentation and discussion materials provided by IHQ, arrange a speaker through campus or local community resources, or attend a related campus educational program.
- Chapters can complete these programs at any time during the academic year, in any order.
 - Chapters are encouraged to start the academic year with the Phi Sigma Kappa Risk Management Policy presentation.
- Program completion will be reported through Officer Portal, under the Forms section.
 - Chapters are encouraged to report completed programs right away, though they can be reported at any time during the academic year, before the final deadline to report of June 15th.
- Chapters should have at least 75% of all undergraduate members (including associate and initiated members) attend the presentation. A record of attendance will be required to report the session, including pictures of physical sign-in sheets or screenshots of Zoom participants or Zoom chats.
- Programs can be held in person, virtually, or in a hybrid setting
- Insurance discounts and additions:
 - Chapters are expected to complete all four (4) of the Priority Topics in each academic year. Failure to do so will result in a 10% insurance premium increase for the next academic year.
 - Chapters that complete Supplementary Topic programs will be eligible for a 2% insurance premium discount for the next academic year. Chapters can only achieve this discount if they have also completed the four (4) Priority Topics. Chapters are eligible to receive discounts on up to two (2) Supplementary Topics, resulting in a maximum discount of 4%.

USING IHQ PROVIDED MATERIALS

- IHQ has developed presentation materials and discussion guides for the Priority Topics and Supplementary Topics. These materials may be added or updated regularly, so make sure to check that you have the most up-to-date materials.
- You can find them in the Officer Portal and myPhiSig Document Libraries.
- They are designed to be led by a member of the chapter, alumnus, or Chapter Adviser. A chapter could also have a campus professional lead the session.
- The materials should be reviewed beforehand, as some of the sessions may require pre-work or specific materials for activities in the session.

MEMBER SAFETY PROGRAMMING TOPICS

As previously described, each chapter is expected to complete the four (4) Priority Topics and encouraged to complete at least two (2) Supplementary Topics. Materials for all topics listed below are provided on Officer Portal and myPhiSig. The list of Priority and Supplementary Topics are listed below:

Priority Topics

- **Risk Management Policies Review**
 - It is important for all members of Phi Sigma Kappa to be knowledgeable of, and to follow, all risk management policies of the Fraternity and host college/university. The presentation and distribution of the [Phi Sigma Kappa Risk Management Policies](#) is a basic expectation and should be conducted at the beginning of each academic year.
- **Protective Alcohol Strategies**
 - Alcohol plays a big part of the social scene on many campuses across the country. It is important members better understand the effects of alcohol so they can make informed decisions and know how to support someone who is experiencing a negative outcome. Based on the chapter's culture, programs should focus on risk reduction and knowledge building to help avoid negative outcomes associated with alcohol use.
- **Healthy Relationships/Sexual Violence Prevention**
 - Sexual violence is a major issue on college campuses, and in some cases, even more so in the fraternity community. Programs can go in one of two directions:
 - Campus policy and understanding what sexual violence or misconduct is and developing risk reduction and bystander intervention strategies.
 - Healthy relationships, effective communication skills, boundary development and communication such as the IHQ-provided discussion guide.
- **Healthy Brotherhood/Hazing Prevention**
 - Hazing is a serious issue in the fraternity and sorority community that can lead to negative outcomes including physical and mental trauma, long term or permanent disability or scarring, or even death of a student. Programs can go in one of two directions:
 - Explore and examine what hazing is and looks like, be able to identify activities or components of activities that could be considered hazing, and/or place activities along a hazing/harm continuum.
 - Explore concepts of healthy brotherhood and belonging, looking at why members join, how brothers develop connections and how the chapter

can become a support system for members, such as the IHQ-provided discussion guide.

Supplementary Topics

- **Diversity, Equity, and Inclusion**

- A diverse and welcoming organization is usually more successful and better able to adapt to changing times and campus cultures. DEI programs should either focus on:
 - Basic concepts of DEI, understanding what these concepts mean, how diversity can build a better fraternity experience.
 - Explore concepts like power/privilege, implicit bias, and “-isms” and how members can counter or avoid the negative impacts they can create.
 - Participate in a training or program that focuses on a specific minority or non-privileged community to develop better understanding of that community and how their cultural experience interacts with the fraternity experience.

- **Mental Health and Wellbeing**

- While there is still a stigma around mental health, especially with men, this generation of college students are more open about issues related to mental health and wellbeing than previous generations. Programs should focus on core concepts of mental health and wellness, reduce stigma of mental illness, explore effective coping strategies, and/or build skills for supporting a brother or friend who may be struggling.

- **Healthy Masculinity**

- The concept of masculinity plays an important role in the development of our members and success of fraternity organizations. Programs should focus on exploring the concept of masculinity, what healthy and unhealthy aspects of hegemonic masculinity can look like, how hegemonic masculinity can negatively impact men, and/or how men can live according to their own versions of masculinity and how to make the chapter more welcoming to different versions of masculinity.

- **Housing and Fire Safety (if applicable)**

- Housing and Fire Safety programs should be conducted annually for chapters whose facilities fit the criteria of a chapter house. The program should include but is not limited to tips to keep your residence safe, evacuation plans, and location(s) of fire extinguishers. This presentation can be conducted by the local fire department or by a member of the housing corporation or alumni association who own the chapter facility