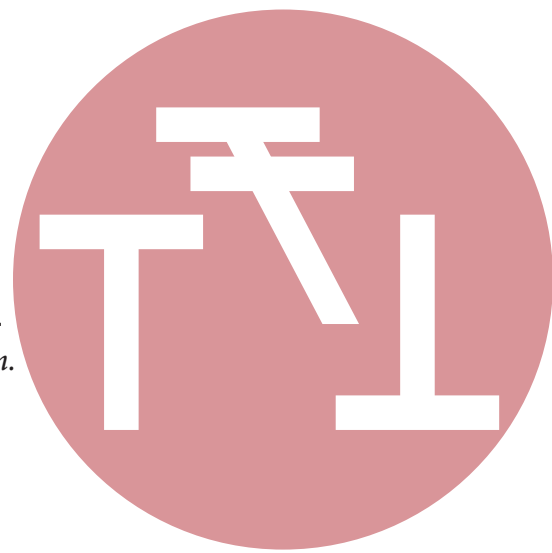


PASSAGES

Officer Resource Manual

PHI SIGMA KAPPA

Timeless. Truth. Tradition.



PURPOSE OF THE PASSAGES

To plan an effective program, the Inductor must first examine the purpose of the Passages. The purpose of any good associate education program is to develop qualified, participating members of your chapter, not to make good “pledges” or to build class unity.

The Passages program was designed to teach the fundamentals of being an effective member of Phi Sigma Kappa, so that the chapter might enjoy the future leadership and involvement of their newest members. The program will give the associates the skills; put them into practice to be successful Fraternity men on your campus while embodying Phi Sigma Kappa’s Cardinal Principles.

Each week of Passages will be dedicated to the development of each Cardinal Principles in the associate member. On a rotating basis, and by implementing various activities and workshops, the Cardinal Principles will be instrumental in creating better men through adherence to the outline of the program.

The Inductor should read the section on purpose and objectives to better understand the framework of this program. Although the Inductor has a certain level of freedom to develop a program that is targeted toward his particular chapter, he should adhere to the general outlines and objectives determined for each week of the process.

RESPONSIBILITIES AND RESOURCES

The responsibility of the Inductor is to implement this program. This is a time-consuming task, requiring dedication, good planning and preparation. Do not think, however, that the Inductor must execute this program alone.

Being a good leader requires a keen understanding of delegating tasks. The Big Brothers, Passages Education Committee, chapter officers and even the associates can assist in preparing all aspects of the program.

The Inductor's basic responsibilities include:

1. Plan and prepare the program
2. Chair the Passages Committee
3. Sit on the Archon (disciplinary committee)
4. Monitor and report to the chapter regarding the associate's progress
5. Assist in the planning and execution of initiation

Remember, there are many people who can assist in the planning and execution of this program. But, the Inductor should do as much of the planning and execution of the program as possible. It will help them learn more about leadership and organization.

In order to accomplish the goals of this program, the Inductor must learn to delegate tasks, manage time effectively, trust others' abilities and motivate people to work together. He must also be able to assess available resources and capitalize on them. Some of the assets available include:

The Passages Committee: the planning board. The committee should have five members, including the Inductor as chairman. Other suggested members are the housing chairman, historian, scholarship chairman and other members-at-large.

Committee Responsibilities:

- Organizing the Ritual of Association
- Sending a letter to all parents of associate members
- Administrating and evaluating the Big Brother program
- Organizing the Associate Retreat
- Grading tests on the Hills and a Star
- Preparing for the initiation ceremony

The Archon: follows the progress of the Inductor and recommends them to the chapter for initiation. The Fraternity does not condone hazing or any other forms of physically or mentally abusive behavior, but will have to deal with disciplinary situations as they arise. There may be times when an associate's conduct or his lack of performance call for some type of confrontation. The Archon is designed to deal with these situations in a positive and constructive manner. The committee will help take the burden of disciplinary responsibility from the Inductor and the Big Brothers.

Passages Assistant: helps execute the program and ensures an adequately trained and experienced brother will continue the program successfully in the future. The assistant is responsible for planning and preparing associate activities while monitoring the progress of the associates. He is an aide and a protégé.

Staff at IHQ: can assist in executing the program in several ways. Ideas for creative activities, planning, associate discipline, scholarship and a variety of other topics regarding The Passages Program can be obtained through the staff.

Big Brothers: can be the biggest resource or the biggest management disaster for an Inductor. The Passages committee should place only the most reliable and committed members as Big Brothers. Doing so will make the Inductor's job much easier and the associate's experience more worthwhile. Big Brothers can assist in many associate activities, as well as provide the associates with wisdom, support, counseling and encouragement. Although the Inductor may be the first person the associates come to know and trust, their Big Brother will become a closer friend and confidant.

Greek Adviser (the institution more than likely has one or an administrator in charge of student activities): They will have countless resources available for the chapter. Besides advice, ideas and suggestions, this administrator will probably have several educational tools available for the chapter's use. These resources will include videos, printed materials and programs on a variety of campus topics from date rape to alcohol education to scholarship.

The Associates: they are an eager group of men at the disposal of the Inductor. The Inductor should have the associate class officers schedule events, speakers, photocopy materials and do other tasks during the program. It will teach the associates responsibility and give them a sense of ownership in their own program.

GETTING ORGANIZED

The Inductor should buy a daily planner as soon as possible. Using it will help coordinate the many events, activities and meetings the chapter and associate class will have during the program and beyond. Pencil in the days and times each event will occur and be sure to check it before scheduling other things. The first events that should be scheduled are the dates of the Ritual of Associate and Ritual of Initiation.

A weekly planner is provided in this workbook. The Passages Committee plans the dates of all the associate events and activities during the eight-week program. Once this is done, the Inductor lists these important dates in the program planner. The completed planner should be photocopied for every new member.

The Inductor should keep a manila file on each Associate, containing his personal information, scholarship evaluations, attendance record, Big Brother reports, Archon evaluations and test results. This will be used later by the Passages Committee to assess each associate's performance in the program.

SCHEDULING SPEAKERS

The Inductor will schedule several speakers during the program, sometimes more than one per associate meeting. It is essential that the Inductor be sensitive to the speakers' time constraints. Schedule each speaker at least two weeks in advance and schedule them at a time when the regular business of the meeting is concluded. If the meeting is still going on, interrupt it for your guest and then resume business after the presentation. Every item on the meeting agenda is assigned an approximate time period to assist in scheduling.

Be sure to review the schedule with the chapter as early as possible. Identify which events are mandatory attendance for members and those that are strictly for associates. Community service events should be finalized with the appropriate service organization well in advance.

PLANNING WORKSHOPS

The Grand Chapter has workshops on many different areas and are available for your use, including academic orientation, risk management and membership recruitment. They are easy to plan and implement. The Inductor may wish to schedule more workshops on other subjects for the remaining weeks of the program.

To create a workshop, a facilitator should determine the following:

1. Subject of the workshop
2. Date and location
3. Time needed
4. Materials needed
5. Who should attend
6. Program outline

There are many topics which are important to stress to new members including: alcohol education, study skills, leadership, time management and etiquette. The Passages Committee should choose material that is important and interesting to the associates.

THE ASSOCIATE RETREAT

The Passages Committee must meet as soon as possible before the beginning of the Passages program to plan the associate retreat. The retreat will build friendships between the associates and will assist the Inductor in developing a sense of brotherhood among the new members (see Associate Retreat page ##).

ASSOCIATE MEETINGS

The Inductor establishes a regular time and place for weekly meetings of the associate class at the first meeting. The meetings should not last longer than two hours, so the Inductor must keep things moving at a steady pace. The weekly agendas have time allotments which give an estimate of the time necessary for each item.

A list of materials the Inductor will need at each meeting is also given in the agendas. The Inductor and associate president review the items, speakers and materials needed before the meetings. They should also think of additional items needed which are not included in the agendas.

1. Roll Call
2. Fraternity announcements
3. Scholarship review
4. Old business
5. New business
6. General announcements
7. Tests on assigned Hills and a Star chapters
8. Education on new material
9. Speaker
10. Pass the gavel/candle

See the enclosed weekly agendas for more details.

PASSAGES OUTLINE

This outline was designed to help your associates grow in each of the Cardinal Principles throughout the 8-week process. The intentional order and placement of the three Principles will allow for mutual growth and understanding of all three without a strong focus on a specific one.

Week One: The Fraternity Man Today

Cardinal Principle: Character

Focus: A Fraternity is a group of men who take an oath to be better than the average man. Instilling acts of character and courage in our associates through meaningful interactions with members and non-members will allow them to see what being a man of character looks like on a daily basis.

Week Two: Welcome to College

Cardinal Principle: Scholarship

Focus: Assist associates in acclimating to college. Discuss time management, study habits, academic models for success, resources available on campus and best practices for your universities.

Week Three: Seeing the Bigger Picture

Cardinal Principle: Brotherhood

Focus: Fraternity is bigger than one person, introducing associate members to the concept of this core value and how to live it out daily. Associate retreat should take place during this week as well as activities to enhance the brotherhood of the chapter.

Week Four: Do Unto Others...

Cardinal Principle: Character

Focus: Developing character through service and random acts of kindness will teach associates the benefits of helping others, preparing them to continue service throughout their lifetime as a Phi Sigma Kappa. It is our conduct that will determine if we become men of character.

Week Five: Value Brotherhood Above Self

Cardinal Principle: Brotherhood

Focus: Creating relationships with older brothers to further the growth and advancement of associates through strong relationships and meaningful experiences.

Week Six: You can't major in fraternity

Cardinal Principle: Scholarship

Focus: Revisit topics discussed in, "Welcome to College: Week Two" meeting. Discuss midterms and finals, collect midterm grades and further improve associate success rate in the classroom. Also focus on long term success, such as resume building, career focus and interview skills.

Week Seven: Men of Character

Cardinal Principle: Character

Focus: Continuing to build our members up as men of character is essential to ensure the success and growth of Phi Sigma Kappa. By focusing on developing good habits in all our associate members, they will be set up for a lifetime of honor and representing Phi Sigma Kappa for everything she stands for.

Week Eight: Welcome to the Brotherhood

Cardinal Principle: Brotherhood

Focus: Final preparations for associate members to become initiated brothers of Phi Sigma Kappa.

PROGRAM OBJECTIVES

Preparing associates for active membership in Phi Sig

The purpose of the Passages program is to develop good members who will contribute positively to the chapter. The program will help to accustom the associates to the college environment and successfully introduce them to the complexities of Greek life. This program will teach the principles and history of the Fraternity, foster friendship and brotherhood, introduce chapter operations, teach leadership skills and cultivate good habits regarding scholarship. The program will also educate the associate on a variety of issues found on the modern campus.

By far the most important objective of the Passage program, however, is to successfully prepare new members for initiation and assimilate them into the participating chapter membership.

Scholarship

The scholarship program's purpose is to encourage and develop proper habits and attitudes regarding class work. This program encourages class attendance and active participation in the educational process.

It also teaches good study habits and scholarship skills. The program includes:

1. An evaluation of attendance, attitude and participation in classes
2. Submission of all papers, tests and exams to the scholarship chairman
3. Awards for academic achievement
4. Discussion of classes at weekly meetings
5. Study skills workshops
6. Mandatory study hall 10 hours per week

Brotherhood

The Passages program develops group cohesiveness by encouraging the new members to participate in chapter activities. Many associate activities can include the chapter to promote this essential objective of the Passages program.

Other brotherhood building activities include:

1. Big Brother program
2. Chapter participation in associate activities
3. An associate retreat with Big Brothers
4. Chapter-Associate social functions

Leadership Development

To develop the future leaders of the chapter, this program will focus on teaching leadership through experience.

The Passages program will:

1. Assigns associates to chapter committees
2. Encourages associates to participate in campus activities
3. Teaches parliamentary procedure
4. Has associates organize a function and a service project
5. Hosts speakers on leadership

Personal Development

To be a positive contributor to the chapter, the associates must learn the fundamental basis of good character, personal responsibility and integrity. This program emphasizes discussion of personal values and social responsibility and teaches the Fraternity's principles and their application within the chapter.

Other activities in this area include:

1. Workshops on risk management, alcohol education and etiquette
2. Discussion of the principles of the Fraternity
3. Participation in community service projects
4. Case studies on a variety of ethical issues

Appreciation of Fraternity

The Passages program fosters a sense of loyalty to the chapter and the Fraternity as an national organization. It cultivates an understanding of the Fraternity's history, its rituals and principles and its place in the Greek community.

For this section of the program:

1. Weekly review of the Hills and a Star
2. The chapter history and bylaws
3. Presentations by IFC, chapter alumnus, chapter adviser, regional adviser and Greek adviser
4. Participation in chapter activities

Appreciation of Institution

Greeks are often accused of offering nothing to its host institution except a social life. This program seeks to instill respect and loyalty to the college or university by teaching its history, its customs and encouraging participation in campus organizations.

The program can include:

1. Associates hosting an all-campus lecture by a professor
2. Attending sporting events
3. Learning the institutions history
4. Participation in a campus organization
5. Presentations by Greek adviser or other University and student officials

INITIATION OF ASSOCIATES

The final purpose of any new member education program is to prepare the new member for initiation. It is unfortunate to have any new member drop out of the program or fail to qualify for initiation. Therefore, the program is geared to prepare and retain every associate for initiation.

This section of the program includes:

1. An Archon committee to monitor each associate's progress
2. Clearly defined requirements and expectations of each associate to fulfill before initiation
3. Initiating the associate class at the end of eight weeks

Since the program's objectives include integrating the associate into the chapter, new members will be asked to participate in all non-ritualistic chapter activities. The associates are not regarded as second-class citizens, but are readily accepted by the Brothers as the men who will carry on the tradition and success of the chapter.

The Brothers, on several occasions, will be asked to participate in Passages activities. The men should recognize their role as mentors, pass on their knowledge and experience to the associates and be reminded that their role carries a burden of responsibility.

Adding New Activities

This program allows a certain amount of latitude to the Passages Committee in its planning, organization, and execution. The committee can be creative in thinking of positive new ways to accomplish the goals outlined in this program. The Inductor must be careful to avoid undermining the integrity and purpose of the program by adding unconstructive or superfluous activities. All activities should focus on instilling one of Phi Sigma Kappa's Cardinal Principles in the associate members.

Some ideas to consider include:

1. Outward Bound expedition
2. Ropes courses (high or low)
3. Sunday morning worship at a local church
4. Additional community service activities
5. Create an Associate class photo album/history

These are just some ideas that may be added to the current program. Additional activities should fall under one of the objectives listed above. If you have any questions or want more suggestions, feel free to contact your regional leadership coordinator or the Grand Chapter.

ARCHON COMMITTEE

ARCHON: Incentive and progress review program for associates

The Archon Committee is a structured body responsible for reviewing the progress and performance of the associates. While serving as a board which administers discipline for inappropriate behavior, the committee will also commend individual achievement, reinforce positive behavior, establish performance incentives and determine fulfillment of initiation requirements. If used properly, the Archon Committee can enhance the success of the education process by objectively assessing an associate's development and growth.

Committee Members

The first step in implementing the Archon Committee is to identify the brothers who will serve on the committee. It's best to include upstanding and respected officers and non-officers. The members best suited for the post include:

1. Committee chairman: [should not be a Big Brother] oversees the committee, comments on the associate's chapter involvement, chapter committee participation, etc.
2. Inductor: addresses participation in associate class activities, Fraternity exam scores, attitude, etc.
3. Scholarship chairman: reports on the classroom work of the associate, attendance at study skills seminars, etc.
4. Junior or senior brother: offers older member perspective.
5. Alumnus (chapter adviser or house corporation officer): provides alumni adviser supervision and input.

The chairman and junior or senior brother who sits on the Archon Committee can be determined in one of two ways. First, since the committee is an extension of the Passages Committee, the committee members can appoint them. The other option is to have the Executive Board appoint the chairman and junior or senior member. In either case, the chapter membership must approve the appointments at a regular chapter meeting. Copy this section and give it to the new committee members.

Committee Meetings

Once the committee membership is determined, the group should establish a time and location for their first meeting. This first meeting of the Archon Committee is very critical. This will be the first chance for each member to discuss his role on the committee, review the Archon Committee's function and establish the format for the sessions. The initial meeting will also allow the committee to affirm the specific requirements for initiation. It is the Archon Committee's responsibility to monitor these requirements, ensuring that each associate and Brother understands them. At the same time, the committee's charge is to help the associate achieve initiation by informing them of the expectations they are not fulfilling and how their behavior must change to do so. Once the committee members have solidified the requirements for initiation, they must be communicated to the chapter.

Requirements for Initiation

- 75% on all quizzes and 75% on the final exam
- Payment of financial obligations before respective ceremonies - Associate and Initiation fees)
- Involvement in one chapter committee
- Attendance at all associate events
- Participation in one other student organization/campus activity
- Attendance at all academic classes
- Submission of all academic grades to scholarship chairman
- Observe associate rules

Reasons for Discipline

It is advised that the chairman of the Archon Committee review the requirements and expectations of The Passages Program with the associates during the first associate meeting. This will serve as a good opportunity to introduce the purpose and function of the Archon Committee to the chapter's new associate. The chairman should discuss the objectives of the committee, ensuring to relate its positive goals.

This first meeting with the associates will also serve to address what types of behavior are unacceptable, including:

1. Financial delinquency
2. Poor participation
3. Poor class work
4. Negative attitudes
5. Poor Passages exam performance

The goal in clarifying what behaviors will not be tolerated is to “nip the problem in the bud” before it becomes a greater concern. After responding to any questions at the first meeting of the associates, the chairman should reinforce that the Archon committee is there to aid the associates and instill a level of accountability for the new members.

Confrontation

There are two basic methods a chapter can employ to address an associate's poor behavior. In both methods, the key is to focus on the behavior, and not the individual's character or personality—condemn the sin, not the sinner.

The Big Brother can develop a positive relationship with his Little Brother through regular interaction. This relationship is one of trust, communication and mentorship. Thus, when an associate demonstrates poor or negative behavior, the Big Brother can educate our future member as to why his actions are not appropriate. At the same time, we need to understand that an associate may not be fully aware that the behavior he is exhibiting is inappropriate. Seeking to understand the motive behind an associate's actions or inactions will ensure that the Big Brother successfully confronts the associate and helps to modify his behavior.

The Passages Program provides for one predetermined Archon Committee session in week five and week eight. If the need arises, conducting additional individual sessions is appropriate. Each session should be structured according to the agreed upon format, conducted with a serious tone, and void of an abusive or intimidating atmosphere. Again, the goal of the Archon Committee is to positively assess the progress and performance of the associate, not to berate him.

By addressing the associate during the sessions in an uplifting, deliberate, and yet firm manner, the committee members can better inform the associate of his development, areas in which he needs to improve and the achievements he has made thus far in the program.

It is important that the format for an Archon Committee session is agreed upon well in advance. An initial meeting of the committee, well before the first Archon Committee session, will ensure the procedure and agenda for the sessions are familiar to the members. The committee members must understand their roles and stick to them. Deviation will create a possibly confusing outcome. The session should be held in a closed, private room within the chapter house or in a facility on campus. The amount of time the committee should block off will depend on the size of the associate class. Generally, a meeting with one Associate takes 10–20 minutes, depending on the items which need to be reviewed with each individual.

Meeting Preparation

The committee and the associate should sit around the same table or sit in chairs in a round-table fashion. Avoid a courtroom appearance. Try to create a comfortable and relaxed environment. The goal is to address good and bad behavior in a positive manner.

The associate will be accompanied by his Big Brother. This permits the Big Brother to be actively involved in charting and monitoring his Little Brother's progress. It will also allow the Big Brother to gain first-hand information on the problems his Little Brother may be experiencing. The Big Brother's role during the session is not to defend the associate. The Archon Committee is charged to provide constructive criticism, and in some cases may discipline the associate. A defensive posture by the Big Brother on behalf of the associate may serve to undermine the effectiveness of the Archon Committee. Instead, the Big Brother must support the analysis of the committee members and work to assist the associate in meeting the chapter's expectations and requirements.

Before a session starts, the committee members should take time to talk about the associate with whom they will meet next. Knowing in advance what concerns or problems they need to address will ensure the effectiveness of the session. Each committee member should make note of the points he wishes to express, keeping them consistent with his predetermined role during the session.

This type of preparation beforehand will move the session along and help avoid confusion. Again, it's important to be prepared and to stick to the agenda.

Once the first session begins, the Archon Committee chairman should thank the associate and his Big Brother for their attendance. Next, revisit the purpose of the meeting and encourage the associate to ask questions, if necessary. The chairman should then direct the committee members to review the associate's performance, consistent with the areas for which they are responsible.

Appropriate Discipline

In those instances where discipline must be administered, the specific punishment needs to be fair, relevant to the disagreeable behavior and educational in intent. An example of an appropriate punishment would include the loss of social privileges for an associate who acted poorly at a social event or strict study hall requirements for an associate who chronically misses classes.

The following list includes sanctions and discipline the Archon Committee may administer:

1. Loss of social privileges
2. Loss of intramural privileges
3. Required hours at study hall
4. A formal written apology to the chapter, associate class, etc.
5. Formal written reprimand by the chapter
6. Monetary fine
7. Required coordination of an educational seminar
8. Service to an area community organization
9. Restitution for any property damages
10. Revoking his bid

When issuing any form of discipline, the goal is to illustrate why and how the associate's behavior is undesirable. If the "punishment fits the crime," the new member can learn from his mistakes and overcome these challenges.

If discipline is the route taken, the Archon Committee must clearly explain the related expectation, identifying how the associate's behavior was inappropriate, communicate the discipline and establish a timeline for its completion. If an associate has repeated problems, the Archon Committee must strongly consider recommending to the chapter the associate's removal from the Passages program

Recommendations for Initiation

After the last session, the chairman will again report the results to the chapter membership. While the decision to initiate an associate ultimately rests with the chapter membership, the Archon Committee will deliver its recommendation for all candidates in Ritual number order. This recommendation, again, will focus on the committee's observations of the development and fulfillment of the initiation requirements including test scores, participation and involvement in the brotherhood. The chapter will have a chance to challenge the order process however must have good reason to challenge the recommendation.

EXPECTATIONS AND REQUIREMENTS

Copy and distribute to all associate members

Requirements for Initiation

All associates have certain requirements for initiation. The requirements are not difficult to fulfill, and the chapter wants all the new members to succeed. If the associates experience any difficulty, they should not hesitate to talk to the Inductor or their Big Brother.

Associates will be evaluated during the program by the Archon Committee. The committee will recommend to the chapter who should be initiated and in what order. These are the minimum requirements for initiation:

1. Attend all classes
2. Attend all associate meetings
3. Score 80% or better on all tests from the manual (including the final)
4. Participate in one community service project
5. Meet with the Archon Committee
6. Participate in a campus extracurricular activity or campus organization
7. Attend the associate retreat
8. Attend other associate events or projects as indicated
9. Payment of the associate fee and initiation fee
10. Observe the associate class rules (listed below)

Expectations for Associates

In addition, violation of any of the following expectations may result in discipline from the Archon Committee. Associates are expected to adhere to the following rules:

Character

Every associate is expected to uphold the integrity of Phi Sigma Kappa. This means associates must:

1. Fulfill all financial obligations
2. Be polite
3. Be truthful at all times
4. Earn recognition and achievement through hard work

Appearance

You should dress appropriately for all occasions. At meetings, you are expected to wear slacks, coat and tie with your associate pin. The pin should be worn over the heart on a collared shirt or sweater, never on a lapel, vest, tie, etc.

Attitude

Associates are expected to participate in all Associate activities and many chapter activities. You should be enthusiastic, thoughtful, self-assured and willing to do your part in making the chapter a better organization. You should regard the brothers and your fellow associates as your friends. In addition, you are expected to:

1. Meet all members and associates
2. Keep Fraternity business within the Fraternity

3. Follow the rules and policies of the chapter and the Grand Chapter

Scholarship

The reason students attend college is to learn. Therefore, the chapter emphasizes scholarship achievement. Associates are expected to:

1. Participate actively in all classes
2. Prepare adequately for all classes
3. Uphold academic integrity
5. Notify the Inductor if the associate has a scholarship-related conflict with a chapter activity
6. Turn in midterm grades to Scholarship Chair and Inductor
7. Meet with your professors outside of class
8. Study with your Big Brother
9. Earn at least a 2.5 GPA each term as a member of the chapter
10. Notify the Inductor or Big Brother if you are having difficulty in class

Suggestions

In order to help make the Passages Program the most positive educational experience it can be, associates should follow these suggestions:

1. Buy a three-ring binder for the materials which will be collected throughout the program
2. Always bring your Hills and a Star, a binder, a pen and paper to the weekly meetings
3. Be on time
4. Try to do more than is expected
5. Go out of the way to introduce yourself, not just to the brothers, but to other students and professors
6. Continually seek out ways to get involved in the chapter

BIG BROTHERS

Choosing mentors for your new members

The traditional part of the Passages Program, Big Brothers are also very useful to the Inductor in establishing meaningful ties between the chapter and its newest members: the associates. Big Brothers provide a closer, less intimidating relationship for the associates. The Big Brother serves as a mentor, counselor, adviser and, most importantly, as a friend. He can make the difficult transition to college life easier for the associate. Not only can he transmit his knowledge of the campus, he can also introduce the associate to people, new campus activities and resources.

The Big Brother-Little Brother relationship can be a very close and promising one, but Big Brothers must also realize that it is an important responsibility.

Purpose

The purpose of the Big Brother is to help the associate make the difficult transition to college life. The Big Brothers can remember what it was like when they first joined the Fraternity. With a new group of friends, a new environment and rigorous study schedule, adjusting to college life is intimidating. The Big Brother should answer the associate's questions, help him meet the demands of the Passages program, introduce him to the campus and make him feel at ease.

Assignment of Big Brothers

Selecting members as Big Brothers is a task that warrants thoughtful consideration. Having involved, responsive and enthusiastic Big Brothers can make the job of the associate educator much easier, and they can make an associate's experience much more rewarding. The following factors should be considered in selecting and assigning a Big Brother:

1. ***Members in good standing:*** Do not select any brothers who are financially delinquent to the chapter nor who earned a deficient GPA in the previous term.
2. ***Members who want to participate:*** Ask the member if he wants the responsibility of being a Big Brother. Show him the expectations and the benefits and ask him to make a commitment to the program for eight weeks. Big Brothers should be enthusiastic about the program, and they should also realize that their commitment lasts after the Little Brother's initiation.
3. ***Personality and Leadership:*** Personality conflicts should be avoided if they can be predicted. Members with outstanding leadership ability should be encouraged to participate. A leader will often be more able to schedule the time demands of a Big Brother and will be responsible enough to be a good role model.

Once the Passages Committee has compiled a list of members eligible to be Big Brothers, the associate, at their fourth formal meeting, should write their name and the names of their top three preferences for a Big Brother on a piece of paper. Limit the associate to the list of members previously established as eligible to be a Big Brother.

After you collect the preferences, the Passages Committee has the task of matching the associates with their Big Brothers. The Big Brothers may be involved in the selection process, but it is not necessary. If a Big Brother and the associate have similar interests they will ordinarily work better together. Men with similar majors are good combinations, because the Big Brother can better assist the associate in his studies.

Big Brother Orientation

After the Big Brothers are selected, the associate educator should meet with them to review the Passages Program and discuss the expectations of a Big Brother. Schedule this meeting right after the Big Brother Ceremony.

You should make copies of this section as well as the schedule of the Passages Program for each of them. Suggest that they each get a daily planner to mark all the scheduled associate events they will need to attend.

1. Hand out and review the Passages Program schedule (10 min.)
2. Hand out copies of this section and discuss responsibilities of Big Brothers (15 min.)
3. Hand out copies of the associate requirements for initiation and discuss them (10 min.)
4. Have the Archon Committee chairman discuss the committee and disciplinary procedures (15 min.)
5. Discuss ideas for Big Brother/Little Brother activities (20 min.)
6. Review the Little Brother Report (5 min.)
7. Have the scholarship chairman review the associate scholarship program (5 min.)
8. Discuss the Statement of Position on Hazing (Phi Sigma Kappa, NIC, institution) (10 min.)
9. Questions and wrap-up

Removing Big Brothers

Do not be adverse to reassigning or switching Big Brothers. Be mindful that the associates are our most important asset. The associates are the future of our organization and they deserve attention, time and effort. If a Big Brother is not meeting the required expectations, you should have him meet with the Archon Committee to discuss his performance. If the committee agrees that the member is not performing up to expectations, he should be removed. The associate should be asked for his input regarding a replacement.

Being a Big Brother

Being a Big Brother is an exciting part of fraternity life, but it is also an important responsibility. The Big Brother serves as a mentor, counselor, adviser and friend to the associate. It is not a relationship for the freshman year alone. It is a special friendship that lasts throughout the undergraduate years and beyond. Big Brothers have the following responsibilities:

1. Attend an orientation meeting with the Inductor
2. Attend the Big Brother ceremony
3. Attend all scheduled Big Brother activities
4. Meet with the associate's professors once during the associate period (if this is possible)
5. Attend Archon Committee with your Little Brother
6. Ensure the associate is fulfilling his financial obligations
7. Monitor the associate's progress in his studies and encourage him
8. Spend time one-on-one with your Little Brother at least once a week
9. Ensure that the associate is meeting the requirements of the Passages Program so that he may be initiated

Remember: Being a Big Brother is a great responsibility and honor. They are vital roles in the retention of new members and the experience that each associate will have. Do not take the position lightly and do not assign it to brother you are not confident will help you be successful with your new member class.

Suggested Activities

There are many scheduled Big Brother-Little Brother group activities. At least one of them is a community service project, but Big Brothers are encouraged to organize other activities, including some of the following:

1. The Big Brothers take their Little Brother to at least one other student organizational meeting during the program
2. Have a Big Brother-Little Brother camp-out overnight
3. Have an annual Big Brother-associate dinner
4. Organize a Big Brother-associate class trip to another Phi Sigma Kappa chapter
5. Have a Big Brother-Little Brother football, basketball, softball or volleyball match
6. Big Brother-Little Brother barbecue
7. Have a Big Brother-associate class social function
8. Hold a pool, ping pong or pinball tournament between Big Brother-Little Brother pairs
9. Attend a worship service together on or off campus
10. Have a Big Brother-Little Brother blind date night. Each Little Brother arranges a date for his Big Brother and vice versa
12. A house renovation or beautification project. Be sure that the Big Brothers are doing as much work as the associate
13. A community service project
14. A fund-raising project for a local charity
15. Attending a varsity sports event
16. Join a campus organization together
17. Play on the same intramural team
18. Study together

Tips for being a Big Brother

1. Avoid getting caught in the middle of situations where your Little Brother is being disciplined by the Archon Committee. It is too easy to take sides or to be seen as taking sides. Doing so will weaken the relationship. You should always be prepared to explain (in a nonjudgmental fashion) why an action was wrong and how it can be remedied.
2. Always be supportive of the chapter leadership even when you disagree with their actions. It is alright to correct misbehavior within the context of your relationship, but leave the disciplinary process to the Archon Committee.
3. You should make certain to spend “quality time” with your Little Brother. Try to avoid letting other members interrupt that time, since it may cause resentment on the part of the Little Brother, who values the special attention he gets from you.
4. You should not shower your Little Brother with gifts in order to win his friendship. By being a “mentor” and showing genuine fraternal caring, the relationship will grow strong.
5. Remember that it is not your responsibility to change your Little Brother’s personality, or to make him “be like me.” Your responsibility is to provide him with sound advice and knowledge, moral support and an open ear.
6. Do not leave your Little Brother “up in the air.” If you schedule a meeting, be there. If there is a change, let him know as soon as possible.
7. Don’t allow your personal mood or attitude to affect your friendly and fraternal demeanor around your Little Brother. Always exhibit a positive mood.
8. Don’t make promises you cannot keep.
9. You should not expect the Little Brother to “heap accolades” on you for your work. Such recognition is often shown through his enthusiasm during your time together, striving to reach goals, emulating your positive attributes, going out of his way to attend events and functions with you, etc.

ASSOCIATE SCHOLARSHIP

Good scholarship habits are learned, therefore it is essential that these habits are reinforced from the moment an associate enters the chapter. Being one of our Cardinal Principles it is essential to introduce the concept of excellent scholarship and instill it in every member. Adopting good scholarship patterns will require activities and programming which go beyond our traditional efforts. Implementing a scholarship program for the associates and members which teaches an individual how to study and how to learn self-discipline will be tremendously more effective than relying solely on forced study tables.

The goals of the scholarship program are:

1. Create an environment within the chapter which is conducive to good scholarship
2. Foster an attitude that sound scholarship is important for all brothers and associates
3. Facilitate educational sessions which teach good scholarship behavior
4. Reward scholarship achievement of the associates and brothers
5. Address poor scholarship performance by setting a chapter standard

Associate Scholarship Requirements

The associates do have a list of scholarship requirements they must fulfill to the chapter's satisfaction before the end of the program:

1. Attend all classes
2. Complete ten hours per week of study hall
3. Submit midterm grades to scholarship chairmen
4. Attend all academic workshops and seminars

If these expectations are met, the associates should have no difficulty in their academic performance. Once initiated, these expectations should continue throughout the brother's membership.

Chapter Tutors

Before the scholarship component of the Passages Program is implemented, the scholarship chairman should generate a list of those brothers willing to offer academic assistance to the associate and other members in specific curricular areas. This list should be distributed and posted in the chapter house to provide easy contact with those brothers available to offer their assistance.

Study Hall

Associates should be required to attend a properly monitored study hall 10 hours per week.

The study area should be a clean, warm, well-lighted area in the chapter facility or a comfortable room in the library or other academic building. Talk to your faculty adviser or dean to make arrangements for such a room.

Associates should not be the only ones required to attend study hall, however. As per the enclosed bylaw, academically deficient members should also be in attendance. Each study hall should be monitored by a member of the scholarship committee, who takes roll of those in attendance.

Resource File

A chapter scholarship resource file can be a valuable tool to your associates and brothers. The resources you include should aid them in their academic and/or career pursuits.

1. Reference publications: dictionaries, encyclopedia sets, thesaurus, specialized dictionaries (foreign language, literature, etc.), campus handbooks and catalogues, etc.
2. Textbooks
3. Periodicals: The Scroll, chapter newsletters, Passages materials, etc.
4. Test files
5. Career information: industry pamphlets, graduate school information, etc.

Weekly Scholarship Review

This weekly activity may be the most important part of the Passages scholarship program. Each week at the beginning of the associate meeting, the associate stand in turn and relate their scholarship performance over the past week. The group approval of positive accomplishments or disapproval of poor performance establishes an expectation to do well in scholarship. Those associates who attend all their classes, and who attended the mandatory study hall hours, will be publicly praised.

At the beginning of each meeting, the associate should each stand in turn and answer three questions:

1. Have you attended all your classes this past week?
2. How many hours did you study last week (including study hall)?
3. What academic accomplishment are you most proud of?

Tour of Campus Resources

The scholarship chairman should schedule and give the associates a tour of the campus' scholarship resources, including the library, the study/learning resource center, career planning office, the writing/math/science center and the computer center. The supervisor for each center/facility should be introduced to the associate and he/she should give an overview of the facility. A librarian should discuss basic skills in using the library. This should be done in week two of the Passages Program.

Awards

The scholarship chairman should devise ways to offer incentives and awards for good scholarship during the term. Weekly rewards for class attendance, Hills and a Star performance and extra study time should be considered. Examples of awards might include recognition applause from the entire chapter, Big Brother buys a meal for his Little Brother, Archon Committee awards points toward a lower Pin number or other recognition.

Dealing with Poor Scholarship

Changing the focus of scholarship programming from the associates to the entire membership will have a positive effect on the chapter's overall academic performance. Associates will see that scholarship is important not just in the first term, but throughout membership. They will see positive role models within the chapter and begin to set expectations for themselves. The brothers will also begin to feel responsibility towards scholarship.

There will be those select instances where a newly initiated brother, or even an older member, achieves sub-standard scholarship. This is where the transition in the chapter's approach to scholarship must occur. How the chapter responds to poor performance will determine the success or failure of the scholarship program.

Before your chapter implements the various components of the scholarship program, you should first adopt a bylaw which establishes a minimum GPA to maintain good standing in the chapter. Should a member fail to achieve the standard, whether he is a new member or older member, the bylaw would detail the appropriate chapter action. A minimum 2.25 GPA is recommended and a series of penalties for lacking performance should be in effect. The Archon committee would be responsible for enforcement.

The strength in this approach, simply put, lies in the stress it places upon scholarship performance throughout the entire chapter membership not just within the associate class. It also creates a balance between the associates and brothers when dealing with poor performance. The suggested bylaw amendment is listed in this section. The scholarship chairman and the other executive committee members should meet before the start of the academic year to discuss the specific language, prior to presenting the bylaw revision to the chapter for approval.

ASSOCIATE RETREAT

Purpose: To provide team-building for the associate, to educate the associates on the expectations of membership, to get the members excited about the Fraternity and to set goals for the term.

When: A weekend within three weeks after the Ritual of Association

Who: Inductor, Passages Committee, Executive Committee and associates

Where: A lodge, cabin or other facility away from the chapter house.

Agenda

Friday

6 pm: Informal Dinner

All brothers, associates and the chapter adviser or other alumnus should attend this pre-retreat event. Welcome everyone, review the retreat agenda and have the president and alumnus speak briefly to the group.

8 pm: Team-Building Exercises

If it is possible, have the Greek adviser or a student personnel administrator facilitate some team-building exercises or use the examples enclosed.

10 pm: Brotherhood Exchange

Everyone sits in a circle. Go around the room and have each person (even brothers) share one experience that epitomizes his feelings about Phi Sigma Kappa.

11 pm: Associates Exchange

Associates should also share reasons they joined a fraternity, specifically Phi Sigma Kappa. This part will be associates and Inductor only.

12 am: Sleep

Saturday

8 am: Breakfast

9 am: Multiple Presentations

Brother gives a presentation on the chapter history; vice president leads a discussion on expectations of membership.

1. What makes a good Phi Sig?
2. Should we look for these things in a new member?
3. What should we expect of our brothers?
4. What should happen if these expectations are not met?

10 am: "The Line: Communication Exercise."

Discuss the positive and negative effects of peer pressure in the chapter.

12 noon: Lunch

1 pm: Teambuilding exercises

Do "Ropes Course" exercise.

3 pm: Brothers and Associates Separate

Associates discuss personal goals they have for the Passages Program and the current academic term. Inductor leads a discussion of agenda for next six weeks (designated associate should use a flipchart to record information.)

5 pm: Barbecue

Back at the chapter or at current location

Week One: The Fraternity Man Today

Cardinal Principle: Character

Focus: A Fraternity is a group of men who take an oath to be better than the average man. Instilling acts of character and courage in our associates through meaningful interactions with members and non-members will allow them to see what being a man of character looks like on a daily basis.

Week One tasks:

- First Passages meeting
- Choose firm weekly meeting place and time
- Fill out associate reporting on Officer Portal and collect dues
- All associates validate themselves with Officer Portal
- Study Hall (10 hours)
- Hills and a Star
- One outside associate group activity

For the Associate Meeting

- Associates should bring: a three-ring binder; paper, a pen and the Hills and a Star, if they have already received it. Dress should be coat and tie with the Associate Pin.
- Chapter rush chairman with rush evaluations
- List of chapter officers
- Secretary works with associates on member reporting (laptop and internet connection)
- Copies of the Passages Program schedule
- List of chapter committees
- Chapter president
- Chapter vice president
- Archon Committee chairman with copies of the requirements for initiation
- Treasurer

Meeting Agenda

Welcome (10 min)

Inductor should welcome associates to their first meeting. Chapter secretary will work with each associate to validate themselves on Officer Portal. Inductor will hand out Brotherhood packets containing: Hills and a Star, Creed, Cardinal Principles and important policy and anti-hazing information. Inductor will go through packet with members outlining the importance of each document.

Introduction/Icebreaker (10 min)

Associates will break into partners ask each other information about them. Name, major, hometown, hobbies and interesting fact should all be discussed. Each associate will then take turns introducing his partner to the rest of the room, mentioning answers to the questions above.

Chapter Finances (10 min)

Inductor introduces chapter treasurer to discuss financial obligations of associates, brothers and chapter expenses. Treasurer should explain Omega Financial and payment plan options. Treasurer will collect information and agreements to set up Omega Financial account for each associate.

Chapter Operations (10 min)

The Vice President should discuss the duties of each officer of the chapter in quick summary. A list of the chapter officers is provided to the associates. The VP should also discuss committee structures and the upcoming events for the semester.

Chapter President (10 min)

The President should discuss the value of leadership development within the Fraternity, using examples of involvement as a chapter officer, committee member and as an associate. The discussion should be concise, thorough and should instill a sense of enthusiasm about participation in the Passages Program.

Archon Committee (10 min)

The chairman of the Archon Committee should introduce himself, review the responsibilities of the committee, distribute copies of the requirements for initiation and review them.

Recruitment Evaluation (10 min)

Recruitment chair will distribute recruitment evaluation forms to all associates (included) and have them return to him before the next meeting.

Wrap-up (5 min)

Remind associates of upcoming events, study hours, assignments and any other activities for them.

Assignments

- Hills and a Star chapter one (test next meeting)
- Associate Roster and Hometowns (test next meeting)
- Recruitment Evaluation (before next meeting)
- Class schedule for scholarship chair (next meeting)

Week Two: Welcome to College

Cardinal Principle: Scholarship

Focus: Assist associates in acclimating to college. Discuss time management, study habits, academic models for success, resources available on campus and best practices for your universities.

Week Two tasks:

- Passages meeting
- Tour of campus academic resources
- Study Hall (10 hours)
- Hills and a Star - Chapter 1
- One outside associate group activity

For the Associate Meeting

- Associates should bring: a three-ring binder; paper, a pen and the Hills and a Star, if they have already received it. Dress should be coat and tie with the Associate Pin.
- Scholarship Chair – collect schedules from associates
- IFC President/Adviser
- Passages – Test #1

Meeting Agenda

Roll Call (5 min)

Scholarship Review (10 min) This will be a regular weekly activity.

Scholarship chair gives a brief overview of his job and the scholarship program. At this meeting, associates must submit their class schedules for the term as well.

The scholarship chairman quickly has each associate answer these questions:

Have you attended all your classes?

How many hours did you study this past week?

What academic accomplishment are you most proud of this past week?

Announcements (10 min)

Inductor discusses any important information regarding the chapter: upcoming events, dates, meetings, committees, projects, etc. Inductor informs associate class of academic resources tour and any other associate activity that will take place that week.

Speaker (30 min)

Schedule the president or other representative from the Interfraternity Council to address the pledge class on student leadership. He should discuss the dynamics of the Greek community, the authority and function of the IFC, its relationship to the institution and the importance of Greek leadership.

Campus Involvement (10 min)

After speaker, the inductor will lead a brief discussion about external leadership and campus involvement. Each associate, like each brother, will be required to join one outside student organization on campus. Each associate will bring a list of organization he is interested in joining and ways to get involved to the next meeting.

Passages – Test #1

Associates should be tested on the names and hometowns or all other associate members, names of all chapter officers, adviser and other significant people on campus. Additional information you can include: listing all Greek organizations on campus, listing as many brothers as possible, etc.

Hills and a Star Education (15 min)

Inductor will lead instruction in chapter one of Hills and a Star, pointing out important information needed to pass Chapter One test. (All chapter tests included.) Also introduce the Phi Sigma Kappa Creed and have them recite it all together. Memorizing of the creed is easier when broken up. Have the associates learn the first sentence of the creed for next meeting.

Pass the Gavel (10 min)

Ask the associates a question, pass the gavel and allow each to answer. Questions can range from serious to humorous, however should not allow associates to degrade themselves or any other member of the associate class or campus community.

Wrap-up (5 min)

Remind associates of upcoming events, study hours, assignments and any other activities for them.

Assignments

- Hills and a Star chapter two (test next meeting)
- Phi Sigma Kappa Creed – paragraph one (test next meeting)
- Campus involvement plan (next meeting)

Week Three: Seeing the Bigger Picture

Cardinal Principle: Brotherhood

Focus: Fraternity is bigger than one person, introducing associate members to the concept of this core value and how to live it out daily. Associate retreat should take place during this week as well as activities to enhance the brotherhood of the chapter.

Week Three tasks:

- Passages meeting
- Brotherhood activity
- Study Hall (10 hours)
- Hills and a Star - Chapter 2
- One outside associate group activity
- Risk Management workshop – with all brotherhood
- Associate Retreat

For the Associate Meeting

- Associates should bring: a three-ring binder; paper, a pen and the Hills and a Star, if they have already received it. Dress should be coat and tie with the Associate Pin.
- Chapter Adviser
- Social Chairman
- Passages – Test #2
- Copies of chapter by-laws

Agenda

Roll Call (5 min)

Phi Sigma Kappa Creed (2 min)

Associates will stand and recite the Creed – they will be allowed to read from Hills and a Star until week 6.

Scholarship Review (10 min) This will be a regular weekly activity.

The Inductor quickly has each associate answer these questions:

Have you attended all your classes?

How many hours did you study this past week?

What academic accomplishment are you most proud of this past week?

Announcements (10 min)

Inductor discusses any important information regarding the chapter: upcoming events, dates, meetings, committees, projects, etc. Inductor informs associate class of academic resources tour and any other associate activity that will take place that week.

Speaker (30 min)

The chapter adviser speaks to the associate class this week. He may address his role in the Fraternity, the importance of alumni involvement, the meaning of Fraternity for Life and his relationship to the institution and to the Greek community. He may also wish to discuss the house corporation, alumni club or other alumni organizations in the area.

Social Chairman (10 min)

Social chair will discuss current policies and practices of current chapter.

Campus Organizations (10 min.)

The Inductor passes around a sheet of paper. The associate lists his name, the name of the campus organization they joined last week and any other relevant information (phone numbers, etc.) The Inductor reminds the associate that they will be writing an essay on their experiences in this organization later in the program.

Passages – Test #2

Inductor distributes Test #2 – allow 20 minutes to complete and turn in.

Hills and a Star Education (15 min)

Inductor will lead instruction in chapter two of Hills and a Star, pointing out important information needed to pass Chapter Two test. (All chapter tests included.) Have the associates learn the second paragraph of the creed for next meeting.

Pass the Gavel (10 min)

Ask the associates a question, pass the gavel and allow each to answer. Questions can range from serious to humorous, however should not allow associates to degrade themselves or any other member of the associate class or campus community.

Wrap-up (5 min)

Remind associates of upcoming events, study hours, assignments and any other activities for them.

Assignments

- Hills and a Star chapter three (test next meeting)
- Phi Sigma Kappa Creed – paragraph one and two (test next meeting)

Week Four: Do Unto Others...

Cardinal Principle: Character

Focus: Developing character through service and random acts of kindness will teach associates the benefits of helping others, preparing them to continue service throughout their lifetime of membership of Phi Sigma Kappa. It is our character that will lead us to become men of character.

Week Four tasks:

- Passages meeting
- Brotherhood activity
- Study Hall (10 hours)
- Hills and a Star - Chapter 3
- One outside associate group activity
- Big Brother preferences

For the Associate Meeting

- Associates should bring: a three-ring binder; paper, a pen and the Hills and a Star, if they have already received it. Dress should be coat and tie with the Associate Pin.
- Community Service Chairman
- Passages – Test #3
- Notecards for Big Brother preferences

Agenda

Roll Call (5 min)

Phi Sigma Kappa Creed (2 min)

Associates will stand and recite the Creed – they will be allowed to read from Hills and a Star until week 6.

Scholarship Review (10 min) This will be a regular weekly activity.

The Inductor quickly has each associate answer these questions:

Have you attended all your classes?

How many hours did you study this past week?

What academic accomplishment are you most proud of this past week?

Announcements (10 min)

Inductor discusses any important information regarding the chapter: upcoming events, dates, meetings, committees, projects, etc. Inductor informs associate class of academic resources tour and any other associate activity that will take place that week.

Community Service (15 min)

The chapter's community service chairman gives a brief overview of his job description, describes the chapter's service projects and leads a short discussion on the importance of community service in the Fraternity.

He should then generate some ideas with the class on associate's service project(s). The associates should ultimately decide what project they want to work on, appointing an associate member to organize the project in week seven of this program (see week seven).

Passages – Test #3

Inductor distributes Test #3 – allow 20 minutes to complete and turn in.

Hills and a Star Education (15 min)

Inductor will lead instruction in chapter three of Hills and a Star, pointing out important information needed to pass Passages test #4. (All chapter tests included.) Have the associates learn the third paragraph of the creed for next meeting.

Big Brother Preferences (10 min)

Inductor describes Big Brother/Little Brother program, the purpose and objectives from these partnerships. Inductor will read list of eligible Big Brothers – decided on by Passages Committee. Associates will choose and order their top three preferences.

Pass the Gavel (10 min)

Ask the associates a question, pass the gavel and allow each to answer. Questions can range from serious to humorous, however should not allow associates to degrade themselves or any other member of the associate class or campus community.

Wrap-up (5 min)

Remind associates of upcoming events, study hours, assignments and any other activities for them.

Assignments

- Hills and a Star chapter four (test next meeting)
- Phi Sigma Kappa Creed – paragraph one-three (test next meeting)

Week Five: Value Brotherhood Above Self

Cardinal Principle: Brotherhood

Focus: Creating relationships with older brothers to further the growth and advancement of associates through strong relationships and meaningful experiences.

Week Five tasks:

- Passages meeting
- Big Brother Orientation
- Archon Committee Review
- Study Hall (10 hours)
- Hills and a Star - Chapter 4
- One outside associate group activity
- Big Brother/Little Brother ceremony

For the Associate Meeting

- Associates should bring: a three-ring binder; paper, a pen and the Hills and a Star, if they have already received it. Dress should be coat and tie with the Associate Pin.
- Passages – Test #4

Agenda

Roll Call (5 min)

Phi Sigma Kappa Creed (2 min)

Associates will stand and recite the Creed – they will be allowed to read from Hills and a Star until week 6.

Scholarship Review (10 min) This will be a regular weekly activity.

The Inductor quickly has each associate answer these questions:

Have you attended all your classes?

How many hours did you study this past week?

What academic accomplishment are you most proud of this past week?

Announcements (10 min)

Inductor discusses any important information regarding the chapter: upcoming events, dates, meetings, committees, projects, etc. Inductor informs associate class of academic resources tour and any other associate activity that will take place that week.

Community Service (15 min)

The chapter's community service chairman gives a brief overview of his job description, describes the chapter's service projects and leads a short discussion on the importance of community service in the Fraternity.

He should then generate some ideas with the class on associate's service project(s). The associates should ultimately decide what project they want to work on, appointing an associate member to organize the project in week seven of this program (see week seven).

Passages – Test #4

Inductor distributes Test #4 – allow 20 minutes to complete and turn in.

Hills and a Star Education (15 min)

Inductor will lead instruction in chapter four of Hills and a Star, pointing out important information needed to pass Passages – test #5. (All chapter tests included.) Have the associates learn the second paragraph of the creed for next meeting.

Pass the Gavel (10 min)

Ask the associates a question, pass the gavel and allow each to answer. Questions can range from serious to humorous, however should not allow associates to degrade themselves or any other member of the associate class or campus community.

Wrap-up (5 min)

Remind associates of upcoming events, study hours, assignments and any other activities for them.

Assignments

- Hills and a Star chapter five (test next meeting)
- Phi Sigma Kappa Creed – entirety (test next meeting)

Archon Committee Review

The Archon Committee meets with each associate and their Big Brother this week (see Archon Committee). The associate should have signed up for 15-minute sessions at the Passages meeting. These sessions are designed to be a positive experience for the associate. Encourage their performance and explain what other things must be done to ensure they meet the requirements for initiation.

Week Six: You can't major in fraternity

Cardinal Principle: Scholarship

Focus: Revisit topics discussed in, "Welcome to College: Week Two" meeting. Discuss midterms and finals, collect midterm grades and further improve associate success rate in the classroom. Also focus on long term success, such as resume building, career focus and interview skills.

Week Six tasks:

- Passages meeting
- Academic/Scholarship event
- Study Hall (10 hours)
- Career Center speaker
- Hills and a Star - Chapter 5
- One outside associate group activity
- Big Brother/Little Brother activity

For the Associate Meeting

- Associates should bring: a three-ring binder; paper, a pen and the Hills and a Star, if they have already received it. Dress should be coat and tie with the Associate Pin.
- Passages – Test #5

Agenda

Roll Call (5 min)

Phi Sigma Kappa Creed (2 min)

Associates will stand and recite the Creed – from memory.

Scholarship Review (10 min) This will be a regular weekly activity.

The Inductor quickly has each associate answer these questions:

Have you attended all your classes?

How many hours did you study this past week?

What academic accomplishment are you most proud of this past week?

Announcements (10 min)

Inductor discusses any important information regarding the chapter: upcoming events, dates, meetings, committees, projects, etc. Inductor informs associate class of academic resources tour and any other associate activity that will take place that week.

Speaker (30 min)

Inductor will invite a professional from the Campus Career Center or resources center to talk about study habits in preparation for finals and maintaining a healthy balance during stressful weeks.

Passages – Test #5

Inductor distribute Test #5 – allow 20 minutes to complete and turn in.

Hills and a Star Education (15 min)

Inductor will lead instruction in local chapter history, pointing out important information needed to pass Passages – test #6. (All chapter tests included.)

Pass the Gavel (10 min)

Ask the associates a question, pass the gavel and allow each to answer. Questions can range from serious to humorous, however should not allow associates to degrade themselves or any other member of the associate class or campus community.

Wrap-up (5 min)

Remind associates of upcoming events, study hours, assignments and any other activities for them.

Assignments

- Hills and a Star – local chapter history (test next meeting)
- Phi Sigma Kappa Creed – entirety

Week Seven: Men of Character

Cardinal Principle: Character

Focus: Continuing to build our members up as men of character is essential to ensure the success and growth of Phi Sigma Kappa. By focusing on developing good habits in all our associate members, they will be set up for a lifetime of honor and representing Phi Sigma Kappa for everything she stands for.

Week Seven tasks:

- Passages meeting
- Etiquette presentation
- Study Hall (10 hours)
- Local Chapter history
- Community Service event
- Associate event outside of meeting

For the Associate Meeting

- Associates should bring: a three-ring binder; paper, a pen and the Hills and a Star, if they have already received it. Dress should be coat and tie with the Associate Pin.
- Passages – Test #7
- Speaker – Etiquette (If presentation is to be held during meeting, separate time and location is preferred for this presentation.)

Agenda

Roll Call (5 min)

Phi Sigma Kappa Creed (2 min)

Associates will stand and recite the Creed – from memory.

Scholarship Review (10 min) This will be a regular weekly activity.

The Inductor quickly has each associate answer these questions:

Have you attended all your classes?

How many hours did you study this past week?

What academic accomplishment are you most proud of this past week?

Announcements (10 min)

Inductor discusses any important information regarding the chapter: upcoming events, dates, meetings, committees, projects, etc. Inductor informs associate class of academic resources tour and any other associate activity that will take place that week.

Speaker: Etiquette Training (30 min)

This can be done in a meeting setting but will be effective outside of one as well. Talk to campus professionals, sorority advisers/house mothers who can facilitate the education and training of your associates. And Etiquette dinner can be a great way to teach and also build relationships between associates from different organizations.

Passages – Test #7

Inductor distributes Test #7 – allow 20 minutes to complete and turn in.

Hills and a Star Education – Local History (15 min)

Inductor will lead instruction and review of all material the associates will need to pass the Brotherhood Examination for initiation.

Pass the Gavel (10 min)

Ask the associates a question, pass the gavel and allow each to answer. Questions can range from serious to humorous, however should not allow associates to degrade themselves or any other member of the associate class or campus community.

Wrap-up (5 min)

Remind associates of upcoming events, study hours, assignments and any other activities for them.

Assignments

- Hills and a Star – Review (test next meeting)
- Phi Sigma Kappa Creed – entirety

Community Service Event

The associates and Big Brothers should spend a few hours this week on the community service project. Be sure the project is a hands-on experience, and that the associates and brothers work one-on-one with people in the community. The project can be part of the chapter's pre-established community service program.

The associate should have planned this project last week, but here are some ideas for a good service project:

Volunteer at a Children's Hospital

Work for the local Adopt-A-School program

Visit a retirement community or nursing home

Help out at a soup kitchen or homeless shelter

Other ideas can be obtained through the Community Service Chairman's Manual or local campus resources.

Week Eight: Welcome to the Brotherhood

Cardinal Principle: Brotherhood

Focus: Final preparations for associate members to become initiated brothers of Phi Sigma Kappa.

Week Eight tasks:

- Passages meeting
- Study Hall (10 hours)
- Exam review
- Associate event outside of meeting

For the Associate Meeting

- Associates should bring: a three-ring binder; paper, a pen and the Hills and a Star, if they have already received it. Dress should be coat and tie with the Associate Pin.
- Passages – Practice Exam

Agenda

Roll Call (5 min)

Phi Sigma Kappa Creed (2 min)

Associates will stand and recite the Creed – from memory.

Scholarship Review (10 min) This will be a regular weekly activity.

The Inductor quickly has each associate answer these questions:

Have you attended all your classes?

How many hours did you study this past week?

What academic accomplishment are you most proud of this past week?

Announcements (10 min)

Inductor discusses any important information regarding the chapter: upcoming events, dates, meetings, committees, projects, etc. Inductor informs associate class of academic resources tour and any other associate activity that will take place that week.

Passages – Practice Brotherhood Examination

Inductor distributes Practice Exam – allow one hour to complete and turn in.

Pass the Gavel (10 min)

Ask the associates a question, pass the gavel and allow each to answer. Questions can range from serious to humorous, however should not allow associates to degrade themselves or any other member of the associate class or campus community.

Wrap-up (5 min)

Remind associates of upcoming events, study hours, assignments and any other activities for them.