

New Member Educator Training Manual



University of Rochester

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adapted from the New Member Educators Manual from Ball State University, Indiana

Table of Contents

Introduction	pg. 3
The Purpose of New Member Education	pg. 4
Hazing	pg. 5
Expectations of New Members	pg. 10
Expectations of Active Members	pg. 10
Academics	pg. 11
Communication with Parents	pg. 12
Forms	
New Member Reporting Form	pg. 14
New Member Education Form	pg. 15
Anti-Hazing Statement	pg. 16
Resources	
Example Membership Contract	pg. 18
Sample Meeting Outline	pg. 19
Example Letter to Parents	pg. 20
Example Welcome Note to New Members	pg. 22
Leadership Development Opportunities	pg. 23
Expectations for Excellence	pg. 24

Introduction

Dear New Member Educator,

Congratulations on being selected as the new member educator of your chapter!

Fraternity and Sorority Affairs strongly believes in the power of an effective new member education program. This program is one of positive preparation for the responsibilities of membership and reaffirmation of the values and principles of your organization.

This New Member Educator Workbook was adapted by Fraternity and Sorority Affairs as an additional resource for the University of Rochester's Fraternity and Sorority community. It is our hope that this workbook will complement your inter/national headquarters new member education program as well as introduce your chapter to the resources and support services available at the University of Rochester.

You may face several challenges during your time as a New Member Educator. Making meaningful and effective change regarding the new member process is not easy, but we are sure that you will agree it is worth it. Fraternity and Sorority Affairs would like to support you in developing and executing a new member education program where new members feel they have truly learned the values of the organization, grown to appreciate their membership, and experienced the rich official traditions of your organization. Please let us know if we can be of assistance in any way.

Again, we congratulate you on being selected to serve as the new member educator for your chapter and thank you for your commitment to making the Fraternity and Sorority community the best that it can be.

Sincerely,

The staff of Fraternity and Sorority Affairs

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The Purpose of New Member Education

To plan an effective program, the new member educator must first examine the purpose of new member education. The purpose of any good new member education program is to develop qualified, participating members of your chapter, not to “make good pledges.”

The New Member Education Program is designed to teach the fundamentals of being an effective member of your fraternity or sorority, so that the chapter can enjoy the future leadership of these young men and women. As a new member educator, you may have freedom in developing a program that is distinctively your chapter's; be sure not to undermine the basic objectives of the program.

The objectives of an effective New Member Education Program are:

1. To assist and develop members to be outstanding men and women - not just fraternity men and sorority women
2. To develop members intellectually, spiritually, and socially/morally
3. To familiarize new members with your fraternity or sorority - the *organization* and the *people*
4. To demonstrate friendship and provide a conduit to build strong, lasting friendships
5. To prepare new members to uphold the standards and ideals of your fraternity or sorority, and strive to continually improve it

Questions to consider:

- Why do we conduct new member education? (Both immediate and long term.)
- What requirements have been put in place by your national organization?
- How do these apply to Fraternity and Sorority community values?

What new members expect from their education:

New members desire many things from the organization. They expect these things when they become full members, and they expect them during their education period.

New members want:

- To make friends
- To have a positive experience with their chapter
- To learn about the organization
- To join an organization, not a dis-organization
- To be respected as individuals and members
- To be helped in adjusting to campus life, college classes, and chapter responsibilities
- To have fair treatment and not be subservient to initiated members
- To do only the work that initiated members do
- To have initiation requirements, but not to have to earn active status through personal favors, competition, or juvenile activities
- To have fun. After all, what did everyone tell them during recruitment?

Hazing

The chapter should have a system in place that encourages new members to come forward to chapter leaders, FSA staff, and advisors regarding hazing incidents that may have occurred. The system must include a prohibition on any form of harassment or retaliation against a member or new member who reports possible hazing activities to the chapter or its officers, Fraternity and Sorority Affairs, or the inter/national headquarters .

- If an emergency arises, please contact:
 - University Security – (585) 275-3333
 - Police – 911
- If a non-emergency incident arises, please contact:
 - Fraternity and Sorority Affairs- (585) 275-3167
 - Office of the Dean of Students– (585) 275-4085
 - Anti-Hazing Hotline – (888) NOT-HAZE (668-4295)

Reports of hazing can be made anonymously; however, it is very important to be specific about **who** is involved, **what** was observed, **when** and **where** the incident occurred – relevant and specific information.

What is Hazing?

Hazing is any action taken or situation created intentionally:

- that causes embarrassment, harassment or ridicule
- risks emotional and/or physical harm
- to members of an organization or team
- whether new or not
- **regardless of the person's willingness to participate**

Still confused? Ask yourself these questions:

- Would I feel comfortable participating in this activity if my parents were watching?
- Would we get in trouble if a staff member walked by?
- Am I being asked to keep these activities a secret?
- Am I doing anything illegal?
- Does participation violate my values or those of my organization?
- Is it causing emotional distress or stress of any kind to myself or others?
- Is alcohol involved?
- Will active/current members of the group refuse to participate with the new members and do exactly what they're being asked to do?
- Would you object to the activity being photographed for the school newspaper or filmed by the local TV news crew?

If the answer to any of these questions is **“yes,”** the activity is probably hazing.

Hazing Statistics

- 1.5 million high school students are hazed each year; 47% of students came to college already having experienced hazing.
- 55% of college students involved in clubs, teams and organizations experience hazing.
- Alcohol consumption, humiliation, isolation, sleep-deprivation and sexual acts are hazing practices common across all types of student groups.
- 40% of athletes who reported being involved in hazing behaviors report that a coach or advisor was aware of the activity; 22% report that the coach was involved.
- 2 in 5 students say they are aware of hazing taking place on their campus. More than 1 in 5 report that they witnessed hazing personally.
- In 95% of cases where students identified their experience as hazing, they did not report the events to campus officials.
- Since 1970 there has been at least one fraternity hazing-related death every year and 153 college hazing-related deaths documented
- 82% of deaths from hazing involve alcohol.

Myths and Facts about Hazing

Myth #1: Hazing is no more than foolish pranks that sometimes go awry.

Fact: Hazing is an act of power and control over others — it is victimization. Hazing is pre-meditated and NOT accidental. Hazing is abusive, degrading and often life-threatening.

Myth #2: As long as there's no malicious intent, a little hazing should be O.K.

Fact: Even if there's no malicious "intent" safety may still be a factor in traditional hazing activities that are considered to be "all in good fun." For example, serious accidents have occurred during scavenger hunts and kidnapping trips. Besides, what purpose do such activities serve in promoting the growth and development of group team members?

Myth #3: Hazing is an effective way to teach respect and develop discipline.

Fact: First of all, respect must be EARNED—not taught. Victims of hazing rarely report having respect for those who have hazed them. Just like other forms of victimization, hazing breeds mistrust, apathy and alienation.

Myth #4: If someone agrees to participate in an activity, it can't be considered hazing.

Fact: In states that have laws against hazing consent of the victim can't be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action it may not be true consent when considering the peer pressure and desire to belong to the group.

Myth #5: It's difficult to determine whether or not a certain activity is hazing—it's such a gray area sometimes.

Fact: It's not difficult to decide if an activity is hazing if you use common sense and ask yourself the questions on the previous page.

Hidden Harm of Hazing

The concept of hidden harm has to do with the fact that:

- We don't know everything about the newest members of our organizations. We do not even know EVERYTHING about our best friends.
- Someone could have a hidden background that would make them highly susceptible to serious repercussions if hazed.
- Hazing can be physically or psychologically harmful to even perfectly healthy individuals.
- Mix hazing with any one of numerous issues individuals may be dealing with, and the damage can increase exponentially.

What kinds of things are we talking about?

- Consider the "baggage" that today's students can bring with them to high school or college.
- Have you dealt with or do you know anyone who:
 - Suffers from depression or another mental health issue?
 - Has served in the military - been in a war zone?
 - Been sexually assaulted?
 - Comes from an alcoholic family?
 - Has suffered the loss of a friend or family member?
 - Has had an alcohol or other addiction?
 - Has attempted or seriously considered suicide?
 - Is on medication or has been in counseling for a mental health disorder?
 - Has been abused physically or emotionally?
 - Has been hazed or bullied before?

All of the above backgrounds - as well as countless others we cannot even imagine, much less know about - could put someone at higher risk of being re-traumatized through hazing.

Hazing Examples

Hazing is a criminal offense in more than 38 states! Insurance does not cover a felonious act! This list of hazing activities, including examples, is intended as a guide. It is NOT complete. Almost anything that new members have to do and initiated members don't is hazing. Would you feel comfortable if the parents of your new members were present?

- Any form of forced physical activities and exercise, whether extreme or not (e.g., push-ups, sit-ups or other calisthenics, runs, walks, etc.; whether on a regular surface such as land or a floor, or in some substance such as mud, snow, etc.)
- Publicly wearing apparel which is conspicuous and not "normally" in good taste
- Forcing an individual to participate in any activity or become involved in any situation that is in violation of federal, state or local laws; contrary to the person's genuine moral or religious beliefs; or contrary to the rules and regulations of the educational institution or the national fraternity
- Scavenger hunts, whether or not such hunts promote theft, vandalism, destruction of property, and humiliating public acts
- Using any type of demerit system other than a positive evaluation program
- All night work or study sessions

- Sleep deprivation
- Subjecting an individual to cruel or unusual psychological conditions for any reason
- Verbal abuse; yelling and screaming at new members
- Line-ups of the new member class, or grilling individuals or groups of new members with questions of any kind.
- Any activity that would degrade or otherwise compromise the dignity of the individual
- Any activity that requires an unreasonable or inordinate amount of the individual's time, or in any manner impairs the individual's academic efforts
- Any activity that makes the individual an object of amusement or ridicule
- Personal errands run by new members for initiated members (servitude)
- Assigning pranks such as stealing, painting objects, panty raids, or harassing another organization
- Initiated members intentionally messing up the house or a room for the new members to clean
- New members not permitted adequate time for studies (including during pre-initiation or initiation period)
- New members expected to do anything that initiated members will not do with them
- Black book, name lists, paddles, etc. on which signatures must be obtained.
- Purposeless runs for the sake of creating unity
- Creation of excessive fatigue
- Harassing other fraternities or sororities
- Any special pre-initiation activities which do not contribute to the development of the member.

Penalties for hazing are very severe. If you think it is hazing, it probably is. Don't put yourself in a situation that could jeopardize the chapter or any member. This is a very serious matter.

Alternatives to Hazing

It is important for chapters and new member educators to implement activities that will provide positive outcomes. Below is a list of alternatives to hazing to assist you in the development of your new member education program. If you have an idea for an activity but are not sure whether or not it would be considered hazing, please contact Fraternity and Sorority Affairs.

- Pair up each new member with a mentor in the chapter and ask that they have lunch once a week or go to an event on campus (athletic, speaker, etc.).
- Provide a group of new members and active members with a list of questions they are to talk about. Start with simpler questions (what would you do with a billion dollars?) and progress to more personal questions (what is the biggest mistake you ever made?). As an alternative you could ask each person to write a question down on a card and put in a box and then go through each one. If someone chooses not to answer a particular question, do not force them!

- Hold an internal 3 on 3 basketball tournament with teams comprised of 1 active and 2 new members or vice versa that will last throughout the new member program. Provide a prize for the winning team.
- Have all members attend an athletic event or other event on campus once a week selected by the new members.
- Hold a dinner and a movie night at the house and invite another chapter's new member class over.
- If within driving distance, arrange for a visit to your inter/national headquarters for new members and set up a tour of the building, see some artifacts, learn some history, meet the staff, and ask for the Executive Director to speak to the group.
- At the very beginning of the new member program ask the group to develop a community service project that will span the duration of the program. Help them with ideas but ultimately allow them to decide what to do and to plan it all out from start to finish.
- Invite the Fraternity and Sorority Affairs staff to lunch, dinner, or a meet and greet with new members.
- Pair up a new member and current member for a semester long GPA competition. At the end of the semester average the two GPAs and announce the winner. Possibly provide a small scholarship to the winner.
- Give new members the opportunity to shadow a chapter officer and assist in planning a program or event.
- Have the new member class create a letter introducing themselves and send out to alumni.
- Bring in a "successful" alumnus to talk about leadership and how their experience in the chapter helped shape them.
- Host a family weekend activity for new members to bring family members to campus for a weekend of events, to meet current members, and learn more about the organization their son or daughter has committed to.
- Bring in campus professionals from various departments to discuss their roles and services offered.
- Invite a campus professional over to discuss campus issues related to alcohol use and abuse.
- Teach the new members about the chapter bylaws and internal procedures.
- Ask your chapter's risk manager to explain the risk management procedures for events.

For further information and ideas please feel free to visit the following websites:

www.StopHazing.org

www.HazingPrevention.org

www.INSIDEHazing.com

www.HazingStudy.org

Expectations of New Members

New members should be told in the beginning everything they will need to be responsible for. (Examples include community service hours, study hours, new member and active dues, mandatory and optional chapter activities, etc.)

Calendar of all new member and chapter events

All new member activities (including dates, times, and brief description) should be listed on a calendar of events for the entire duration of new member education. The calendar should be given to the new members at the beginning of the new member program. In addition, this must be included in the chapter's new member education plan for accreditation purposes.

Questions to consider:

- What are some expectations of new members that may be considered demeaning, unacceptable or too demanding?
- How will the chapter's values and basic expectations be communicated to the new members?
- What are some systems of checks and balances to make sure the new members abide by these rules?

Membership Contract

Resources:

- Example Membership Contract.....page 20

A membership contract should be included for each new member. This contract should include all requirements for initiation into the fraternity or sorority and for remaining an active member. Note: Many inter/national organizations provide and require such a document.

Questions to consider:

- What are some additional items that can be included in the new member contract?
- How do you communicate the importance of the new member contract in a positive light?

Expectations of Active Members

Before new member education begins, the new member educator should discuss with all members the role(s) each member plays during new member education, what is acceptable, and what is not. All members should take responsibility for new member education.

Questions to consider:

- What are some ways that you can continue to remind active members of the expectations during new member education?
- What systems of checks and balances can be put in place to ensure that members are following the rules at all times?

Academics

Effective Scholarship Plan

One of the key goals of the new member education program is to assist new members in excelling academically. The chapter aids in this by using the following:

1. Recruitment

One of the best ways to promote chapter scholarship is to recruit new members who are academically oriented. These steps can help make academics an integral part of recruitment:

- Set and enforce clear, written, academic expectations to join the chapter.
- Utilize a committee to select a potential new member to receive a chapter scholarship.
- Include ALL of the chapter's scholarship accomplishments in recruitment materials.
- Stress the importance of scholarship with all potential new members.
- Place an ad in the Campus Times for members who made the Dean's list and most improved GPA.
- Have a scholarship bulletin board in the house that honors members in Order of Omega, etc.
- Invite potential new members to scholarship programs or study nights.

2. Scholarship Chairman and Committee

The Scholarship Chairman shall oversee the new member education scholarship program in conjunction with the New Member Educator and Scholarship Advisor.

3. Use of a Chapter Advocate and Alumni Advisor

A Chapter Advocate and Alumni Advisor can play a key role in monitoring and assisting members of the new member class. The Scholarship Chairman can work with these advisors to define his or her role. The following activities are suggested:

- Meet with new members individually to help gauge past performance, progress after midterms, current schedule, challenges and needs. He/she may direct the new member to resource centers or tutoring in some areas.
- Meet with those individuals with midterm deficiencies to order to discuss their plan of action for improvement and connect them with the College Center for Advising Services (CCAS) or the Center for Excellence in Teaching and Learning (CETL) for additional assistance.
- Aid the Scholarship Chair in arranging and presenting appropriate programming.
- Aid in development of the chapter and new member education scholarship program.

4. Monitoring

During the first week, ask new members to submit a copy of their course schedules and syllabi. This can aid the New Member Educator and Scholarship Chairman in scheduling and knowing when members have heavy academic responsibilities.

New members should ask their professors to provide them with academic evaluations throughout the new member period. The Scholarship Committee and/or the Chapter Advocate or Alumni Advisor can review these.

5. Incentive Programs

New members should participate in academic incentive programs offered by the chapter. This may include individual or team competitions, chapter scholarships or recognition programs. More information will be provided by the Scholarship Chairman.

6. Study Time

Each new member should document time spent studying on a weekly basis and report this to the Scholarship Chairman.

7. Resources

New members should utilize all academic resources available to chapter members. This may include chapter study tables, tutoring, etc.

In addition, it is strongly encouraged for new members to participate in academic skills and time management programs throughout the new member program. In order to facilitate this, the new member educator should inform new members of any upcoming educational workshops.

For information on upcoming workshops, visit:

- Center for Excellence in Teaching and Learning - www.rochester.edu/college/cetl
- College Center for Advising Services - www.rochester.edu/college/CCAS

Questions to consider:

- How do you assist your new members academically?
- What campus resources do you use?

Communication with Parents

Resources:

- Example Letter to Parents..... pages 22

It is important to communicate with parents of new members so they know what your organization expects of their son or daughter. Many parents are not fraternity or sorority members themselves, so they may not understand basic fraternity or sorority facts or the purpose behind your activities. Parents can become your ally in getting their son or daughter excited about being a member of your organization. It is a minimum expectation to send parents a letter at the beginning of the new member process, but there may be several other times where a letter, email, or other form of communication to parents will be useful.

Questions to consider:

- How do you communicate to parents regarding their son/daughter’s new member period?
- How do you plan on responding to parents if they have comments or concerns?

NEW MEMBER REPORTING FORM

Full Name: _____ Email: _____

Rochester ID #: _____ Year in School: F S J Sr. Grad

I, _____ (print), have been informed of both the University's and my (Inter)National Organization's policies against hazing. I understand that these practices are not only harmful but also have no place in Greek-letter organizations. I will not allow myself to be hazed nor will I tolerate the hazing or harassment of any fellow members. If my individual efforts to eliminate hazing do not work, I promise to notify the proper authorities of the hazing activities of which I am aware.

from The University of Rochester Standards of Student Conduct:

A. Compliance is expected by all groups and individuals at the University of Rochester. The University of Rochester defines hazing as follows:

Any action taken or situation created, whether on or off University premises, which has the potential to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts/scavenger hunts (without the expressed and prior approval of the appropriate director or dean), road trips or any other such activities carried on outside or inside the confines of any living unit (without the expressed and prior approval of the appropriate director or dean); wearing public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the educational institution.

B. Violations are reviewed by the judicial officer and the director of Fraternity and Sorority Affairs, the director of Athletics, or other appropriate University officials. In responding to groups found responsible for hazing, conduct boards are trained to begin response discussions with the possibility of revoking the recruitment privileges of such organizations.

Further, I hereby authorize The University of Rochester to disclose the following information contained in my education records to the Director of Fraternity and Sorority Affairs and to my chapter or Fraternity and Sorority affiliate organizations: high school rank, SAT and/or ACT score(s), semester and cumulative GPA at University of Rochester and all previously attended institutions. I also authorize the release of grade information for the purpose of scholarship awards, recognition, educational needs, midterm deficiencies and class attendance. This authorization shall remain effective so long as I am enrolled at the University of Rochester unless rescinded by me in writing.

Organization: _____

New Member/Member Signature: _____ Date: _____

Chapter President Signature: _____ Date: _____

This form must be returned to Fraternity and Sorority Affairs (201 Wilson Commons) **WITHIN 72 HOURS OF THE TIME AN INVITATION (BID) TO MEMBERSHIP HAS BEEN EXTENDED.** If you have any questions, call Fraternity and Sorority Affairs at (585) 275-3167.

NEW MEMBER EDUCATION FORM

Fraternity/Sorority: _____

New Member Educator: _____ E-mail: _____

New Member Education Program Components

At minimum, Fraternity and Sorority Affairs strongly recommends that each chapter's New Member Education Program address the following areas. *Please place an X next to each item that is included in the written program.*

- ___ A calendar of new member program activities (including Initiation) with dates, times, and locations
- ___ A written description of all new member class events and activities
- ___ A set of written new member expectations
- ___ Letter sent to parents/families each semester within first two weeks of new member education
- ___ Chapter new member education program provided to new members and parents
- ___ New members participate in a study skills program once per semester
- ___ Scheduled interaction between the new member class, educator, chapter officers, advisors, and Fraternity and Sorority Affairs staff
- ___ Positive and purposeful brotherhood/sisterhood building and leadership development activities
- ___ Education on the values and principles of the chapter
- ___ Education on the local history of the chapter and University of Rochester Fraternity and Sorority community
- ___ Education on the songs of the fraternity/sorority
- ___ Education on the risk management policies of University of Rochester
- ___ Education on the risk management policies of inter/national headquarters
- ___ Education on the UR Fraternity and Sorority community, councils and chapters, including their organizational and officer responsibilities
- ___ Educating new members on Fraternity and Sorority Honoraries (Order of Omega)
- ___ Informing new members of the scholarships offered (academic related, inter/national headquarters, local chapter, etc.)
- ___ A component of service to the community
- ___ A component involving alumni to reinforce the obligations and benefits of lifelong membership
- ___ New member class academic standards and an academic assistance plan
- ___ Training or overview of the chapter's operations and officer responsibilities
- ___ Training or education on effective values-based recruitment practices
- ___ A method of new member class accountability that is 100% positive
- ___ Written tests over material that the new member class is responsible for knowing (if applicable)
- ___ Post-initiation ritual review
- ___ **Sign and submit Anti-Hazing Statement**

- ___ **Total number of components (25)**

We, the undersigned, certify that the responses above are honest and correct to the best of our knowledge. Any missing components will be addressed in our chapter's future new member education program.

New Member Educator (signature)

Date

E-mail

President (signature)

Date

E-mail

ANTI-HAZING STATEMENT

Please read the hazing policies and statements below.

Once complete, please sign the bottom of the following page if agreeing to comply with the anti-hazing policy.

University of Rochester Standards of Student Conduct

A. Compliance is expected by all groups and individuals at the University of Rochester. The University of Rochester defines hazing as follows:

Any action taken or situation created, whether on or off University premises, which has the potential to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts/scavenger hunts (without the expressed and prior approval of the appropriate director or dean), road trips or any other such activities carried on outside or inside the confines of any living unit (without the expressed and prior approval of the appropriate director or dean); wearing public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual, or policy, or the regulations and policies of the educational institution.

B. Violations are reviewed by the judicial officer and the director of Fraternity and Sorority Affairs, the director of Athletics, or other appropriate University officials. In responding to groups found responsible for hazing, conduct boards are trained to begin response discussions with the possibility of revoking the recruitment privileges of such organizations.

Inter/National Headquarters

Each fraternity and sorority should also have its own definition and policies on hazing. If you are unaware of any such policy, please contact your inter/national headquarters office or visit their website for available resources. The chapter is required to comply with these policies as well as that of The University of Rochester.

The chapter officers listed below agree to ensure each of the following is completed:

- ✓ The New Member Educator shall read The University of Rochester's Anti-Hazing Policy, from the *Standards of Student Conduct* (listed above), during a new member meeting at the beginning of each academic term.
- ✓ The new members will be asked and should understand their rights to report hazing without any repercussions from the chapter.
- ✓ Any functions sponsored by the chapter will adhere to the University's Anti-Hazing Policy, inter/national fraternity or sorority headquarters policies, and all applicable federal, state and local laws and ordinances.

- ✓ The chapter shall develop a written new member education program as a separate document from your inter/national headquarters program (if applicable). This program shall show in detail the activities planned and the responsibilities of the new members and initiated members, from formal pledging to initiation. This program must be submitted to Fraternity and Sorority Affairs at least one week (7 business days) prior to the commencement of a new member program each semester.
- ✓ The undersigned officers recognize their duties to uphold the laws, rules, regulations and policies of The University of Rochester and inter/national headquarters policies.
- ✓ The members of my chapter also understand that, if found in violation of the Hazing Policy, disciplinary action will be taken. Such action may include, but is not limited to, revocation of University recognition of the chapter and suspension or dismissal of the responsible parties.
- ✓ I understand that the chapter advisor(s) and, if appropriate, the inter/national office of the Fraternity/Sorority will be notified of cases of alleged and/or confirmed violations of the policy.

Hazing is prohibited and any member failing to comply with this policy is subject to disciplinary action. This policy pertains to all new member, active and alumni/ae members of the fraternity or sorority.

President (signature)

Vice President (signature)

New Member Educator (signature)

**Recruitment/Intake Chair
(signature)**

**Risk Management Chair
(signature)**

**Social Chair
(signature)**

Example Membership Contract

(DATE)

(CHAPTER) Membership Contract

In my association with (FRATERNITY/SORORITY), I, _____(NAME)_____ will, in all my endeavors, strive to respect the (FRATERNITY/SORORITY) and the (MEN/WOMEN) who are its members.

I will strive to further the moral, social and intellectual development of its members through association and (BROTHERHOOD/SISTERHOOD);

I will fulfill all requirements necessary for my approval for initiation into the (CHAPTER) of (FRATERNITY/SORORITY):

- (SCHOLARSHIP REQUIREMENTS)
- Financial responsibilities of (DOLLAR AMOUNT)
- Understanding of teachings, songs, and history

In pursuit of these goals, I will fulfill to the best of my ability the duties and responsibilities with which I am charged.

As a new member, it is my honor to abide by this code.

As a New Member of (CHAPTER) of (FRATERNITY/SORORITY), I realize that by signing above, I agree to abide by the New Member Code. I realize that any violation of this code is a serious matter, and will be dealt with by the New Member Educator and/or Standards board of my chapter and can be referred to the Center for Student Conflict Management for further disciplinary action.

Signed _____ Date _____

Sample Meeting Outline

Fraternity / Sorority Week Two Meeting Agenda

Roll Call (5 minutes)

Recite Brotherhood/Sisterhood Creed or Motto (5 minutes)

Group Activity/Teambuilding Exercise (15 minutes)

Review First Meeting (5 minutes)

Presentation/Address by Chapter Officer (20 minutes)

Lesson (45 minutes)

- History of Fraternity or Sorority
- History of Local Chapter
- History of University of Rochester Fraternity and Sorority Community

Note: Provide handouts to new members

Review Chapter Songs (15 minutes)

Assignment

- Read New Member Manual – Chapters 1-2

Announcement

- Study Tables Wednesday – 7pm – Bracken Library

Example Letter to Parents

(DATE)

Mr. and Mrs. (PARENT’S LAST NAME):

(ADDRESS)

(ADDRESS)

Dear Mr. & Mrs. (PARENT’S LAST NAME):

On behalf of the (CHAPTER) of (FRATERNITY/SORORITY), it is my pleasure to welcome (NEW MEMBER’S FIRST NAME) as a new member.

As a new member, your (SON/DAUGHTER) is given the opportunity to create a new experience for (HIMSELF/HERSELF) and many young (MEN/WOMEN) to come. At the University of Rochester, we endeavor to lead the way in the Fraternity and Sorority community as we are guided by our (FRATERNITY’S/SORORITY’S) values and principles upon which we were founded in (FOUNDING YEAR). These principles, when adhered to, will help your (SON/DAUGHTER) to become a better (MAN/WOMAN).

The objectives of our New Member Education Program are:

1. To assist and develop members to be outstanding (MEN/WOMEN) - not just (FRATERNITY MEN/SORORITY WOMEN).
2. To develop members intellectually, spiritually, and socially/morally.
3. To familiarize new members with our (FRATERNITY/SORORITY) - the organization and the people.
4. To demonstrate friendship and provide a conduit to build strong, lasting friendships.
5. To prepare new members to uphold the standards and ideals of our fraternity or sorority, and strive to continually improve it.

Parents and students are sometimes concerned about hazing in fraternities and sororities. Hazing is strictly prohibited by campus and organizational policies. New members joining (FRATERNITY/SORORITY) will participate in a number of different activities designed to build teamwork, to learn more about themselves and others in the group, and to learn the traditions and history of our organization. These activities are intended to be beneficial to the student as well as to the organization. Instances which can be considered hazing are not tolerated within our (FRATERNITY/SORORITY). It is our goal to provide the best possible experiences for our members throughout their time at University of Rochester.

[Promote chapter and individual member accomplishments]

New Member Educator Manual

This experience will allow your (SON/DAUGHTER) to focus on our mission, which is rooted in academics, responsible leadership and social conduct, a strong commitment to the community, and of course, lifelong friendship.

If you would like additional information, please contact our Chapter President (NAME) at (PHONE NUMBER), Chapter Advisor (NAME) at (PHONE NUMBER), or visit our (INTER/NATIONAL) Headquarters website at (WEBSITE URL). We welcome the opportunity to talk with you about any concerns or questions you may have regarding (FRATERNITY/SORORITY). We want you to be as pleased with your (SON'S/DAUGHTER'S) choice as we are with having (HIM/HER) join (CHAPTER).

Again, I am pleased to welcome (NEW MEMBER'S FIRST NAME) as a New Member in (FRATERNITY/SORORITY) and look forward to watching (HIM/HER) grow!

Warm Regards,

(SIGNATURE)

New Member Educator
(CHAPTER)

Enclose a calendar of events, any appropriate brochures, a list and contact information of chapter members, and contact information of advisors.

Example Welcome Note to New Members

(DATE)

Dear (NEW MEMBER),

Congratulations on your choice to join the (CHAPTER DESIGNATION) Chapter of (FRATERNITY/SORORITY). We are proud to have you as a part of our esteemed organization. Membership into the (FRATERNITY/SORORITY) will have an impact on every facet of your life. The fraternal relationships that you develop as an undergraduate will stay with you for the rest of your life.

Your development as a new member and as an initiated (BROTHER/SISTER) is the most important work of our (FRATERNITY/SORORITY) and new member education is the foundation of this development. Throughout the next several weeks, you will learn about the (FRATERNITY/SORORITY): its history and its organization. You will begin to develop those friendships that will last a lifetime. We will show you that, as (BROTHERS/SISTERS), we provide you with our aid and support and that we will rely on you to provide the same. We will work beside you, guide you, educate you, and enhance your own excellent qualities, but above all, help you become a full and deserving (BROTHER/SISTER) in (FRATERNITY/SORORITY).

The objectives of our new member program are directly in line with the mission of the (FRATERNITY/SORORITY). The program will:

- Assist and develop members to be outstanding (MEN/WOMEN) - not just (FRATERNITY MEN/SORORITY WOMEN)
- Develop members intellectually, spiritually, and socially/morally.
- Familiarize new members with your (FRATERNITY/SORORITY) - the *organization* and the *people*.
- Demonstrate friendship and provide a conduit to build strong, lasting friendships
- Prepare new members to uphold the standards and ideals of your (FRATERNITY/SORORITY), and strive to continually improve it.

The members of this chapter are proud to have you as a new member and will provide you with the opportunity to exemplify the ideals and values of the (FRATERNITY/SORORITY).

Again, congratulations on making this important first step.

Sincerely,

The (BROTHERS/SISTERS) of (FRATERNITY/SORORITY)

Leadership Development Opportunities

The following leadership opportunities are available to Fraternity and Sorority students:

Leadership V.I.A. - There are a number of programs and events that are sponsored by FSA. The Leadership Values in Action series is a way to formulate a cohesive schedule and comprehensive view of these in order to supply a more holistic approach to leadership development. The series encompasses programs that may have a specific focus like leadership development, hazing prevention, or effective transitions. Other programs may have a more specific focus on learning outcomes and audience, such as New Member Orientation, New Member Educators Workshop, Archon Challenge, Fraternal Excellence Institute, etc.

- **New Member Educators Workshop** – The New Member Educators Workshop (NME) is a MANDATORY program for New Member Educators to help focus on building investment and responsibility in the process of help new members becomes part of a fraternal organization.
- **New Member Orientation** - The New Member Orientation Program (NMO) is MANDATORY for all new members of the University of Rochester Fraternity and Sorority System. This program is held in the fall and spring semesters.
- **Archon Challenge** - This program focuses on leadership development, goal-setting, refining membership, and values assessment. Current or newly elected executive board members, those seeking leadership positions in the spring semester, or those with or wanting to take a prominent leadership role within their organization are invited to this program.
- **Fraternal Excellence Institute (FEI)** – FEI provides a day long institute focusing on the educational leadership experience for members of our fraternal communities in the Rochester and Western NY area. For participants, FEI serves as a forum for the exchange of information surrounding current practices, policies, services and programs; as an educationally purposeful activity that enhances the overall student experience; the promotion of achievable high standards within a Greek community; and the opportunity for a student's own personal development. **If you are interested in attending, please contact Fraternity and Sorority Affairs in the fall.**

Gwen M. Greene Career and Internship Center – The Career and Internship Center helps University of Rochester students look for internships, part-time jobs or full-time work; an employer wanting to recruit University of Rochester candidates; and alumni/alumnae looking for career planning assistance. The office sponsors many programs throughout the academic year including:

- Career assessment
- Job-search skill development (résumé, interviewing, etc.)
- Employer research
- Skills employers seek
- Professional dress
- Salary information
- Graduate school
- Conflict resolution
- Career Center Seminar Series

University Health Services/University Counseling Center– The mission of the University Health Service/University Counseling Center is to improve the health and safety of University of Rochester students and staff. As part of an academic institution, UHS and UCC also participate in the education and research missions of the University. The staff of the University Health Service/ University Counseling Center value caring for the health and well-being of our patients, respect for the diverse individuals we serve and with whom we work, and excellence in all that we do. The programs throughout the academic year focus on the following topics:

- Student Health 101
- Relationships

- Stress management
- Diversity
- Health and wellness
- Sexual assault and responsibility
- Substance abuse

In addition, many chapters' inter/national headquarters offer workshops, conferences, or other educational opportunities for members to attend. If you are interested in attending or to obtain further information, please contact the chapter president.

Expectations for Excellence

The Expectations for Excellence is an initiative at the University of Rochester to create college-centered fraternity and sorority chapters on campus and serves as the annual accreditation process for each recognized fraternity/sorority. The program follows a success driven model that encourages the chapters to become a larger part of the campus community rather than exist as insular groups on the periphery of the college. The program encourages co-sponsorship of events with other fraternities, sororities, and non-fraternity/sorority student groups on campus as well as greater interaction with college offices and increased use of college resources.