

ΦΔΘ

*The Phikeia Program*

**International Fraternity Officer Resources**

**The Phikeia Educator Manual**

**Φ Δ Θ**  
Chapter Officer Resources

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# *Introduction*

## *Welcome to the Phikeia Program*

**T**his program was developed by members of the General Headquarters staff, alumni volunteers, and undergraduate members to provide chapters of Phi Delta Theta with a comprehensive and consistent program of Phikeia education. It was compiled with nearly every detail in mind and piloted in more than 25 chapters during the 1993–94 academic year.

Phi Delta Theta strongly believes in a period of education before initiation in order to familiarize new members with the Fraternity. This period is one of positive and encouraging preparation for the responsibilities of membership and reaffirms the principles of Phi Delta Theta. The Phikeia Education Program has been designed around an eight week model, a time period which the Fraternity believes is ideal for the introduction of new men into the chapter.

The Fraternity recognizes the need for a chapter to tailor a this program to suit its specific needs. Therefore, The Phikeia Education Program has a certain amount of flexibility built into it so that chapters may rearrange, add, or delete material which reinforces the purpose and objectives of the

program.

In order to prepare for the challenge of educating the chapter's future leaders, the Phikeia educator should carefully read through each section of this program well in advance of formal pledging. The program has been developed in detail, but it does need planning and execution by a prepared and committed Phikeia educator.

A comprehensive scholarship program has been provided within the eight week time frame, and emphasizes scholarship performance during the entire undergraduate membership not just the few weeks prior to initiation. The program places emphasis on proper attitudes regarding scholarship, and provides incentives and education to enhance Phikeia scholarship performance. A sample bylaw is included with the scholarship program which addresses sub-standard scholarship performance of all initiated members. The chapter should use this as a cornerstone to developing ways to handle scholarship deficiency for the entire chapter, including new members. The scholarship chairman may wish to incorporate some of the ideas

in this program into the chapter scholarship program, as well.

The Phikeia Education Program also includes a workshop on membership recruitment, an academic orientation workshop, and risk management seminar. In addition, the Phikeia educator is encouraged to plan workshops not here. The Phikeia will learn about the Fraternity's history and principles, chapter organization, leadership, and develop friendship and brotherhood with the members of their Phikeia class and the entire chapter membership.

The ultimate goals of this program are to successfully prepare all of the Phikeia for initiation, enhance their scholarship performance, and to provide a challenging educational experience which will cultivate commitment and excitement in these new members of Phi Delta Theta.

### **The Purpose of this Program**

To plan an effective program, the Phikeia educator must first examine the purpose of Phikeia education. The purpose of any good Phikeia education program is to develop qualified,

participating members of your chapter, not to make good "pledges" or to build class unity. The mission of this program is no exception.

The Phikeia Education Program hopes to teach the fundamentals of being an effective member of Phi Delta Theta, so that the chapter might enjoy the future leadership of these young men. In this process, this program will give the Phikeia the skills, put them into practice, and temper their use with the wisdom of the Fraternity's principles.

The Phikeia educator should read the section on purpose & objectives to better understand the framework of this program. Although the Phikeia educator will have much freedom to develop a program that is distinctively your chapter's, this individual should be sure not to undermine the basic objectives of this program.

### **Responsibilities & Resources**

The responsibility of the Phikeia educator is to implement this program. This is a time-consuming task and it requires dedication, good planning, and preparation. Do not think, however, that the



Phikeia educator must execute this program alone. Being a good leader requires a keen understanding of delegating tasks. The Big Brothers, the Phikeia Education Committee, the chapter officers, and even the Phikeia can assist in preparing all aspects of the program. **Here are the Phikeia educator's basic responsibilities:**

- Plan and prepare this program
- Chair the Phikeia Committee
- Sit on the Pallas Committee (disciplinary committee)
- Monitor each Phikeia's progress
- Report to the chapter regarding the Phikeia's progress
- Assist in the planning and execution of initiation

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

In order to accomplish the goals of this program, the Phikeia educator 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 are listed here.

*The Phikeia Committee* is the planning board. The committee should have five members, including the Phikeia educator as chairman. Other suggested members are the warden, the historian, the scholarship chairman, and

other members-at-large.

The committee is responsible for:

- Organizing the [Phikeia Induction Ceremony](#)
- Sending a letter to all parents of Phikeia
- Administrating and evaluating the Big Brother program
- Organizing the Phikeia Retreat
- Grading tests over the Phikeia manual
- Preparing for the initiation ceremony

*The Pallas Committee* follows the progress of the Phikeia and recommends them to the chapter for initiation.

## Planning this program

- 1 Read this manual in its entirety. Nothing is a substitute for good preparation, so read this book before planning.
- 2 Gather your committee members in advance of the [Phikeia Induction Ceremony](#) and plan the schedule using the planner included in this program. Photocopy the final version and give it to EVERYONE who has anything to do with the program.
- 3 Buy a day-runner or other personal planner. Being organized will save you time and stress.
- 4 Delegate specific tasks with specific deadlines. The men helping to execute this program need leadership and guidance. Do not give ambiguous problems to solve.
- 5 Communicate early, often and repeatedly. When planning and scheduling, let everyone know about events and meetings early and tell them more than once.

Although the Fraternity does not condone hazing or any other forms of physically or mentally abusive behavior, the committee also deals with disciplinary situations as they arise. There may be times when a Phikeia's conduct or his lack of performance calls for some type of [confrontation](#). The Pallas Committee was designed to deal with these situations in a positive and constructive manner. The committee will help take the burden of disciplinary responsibility of

the Phikeia educator and the Big Brothers.

*Every Phikeia educator should have an assistant to help execute this program, but to also ensure an adequately trained and experienced brother will succeed him. The assistant is responsible for planning and preparing for Phikeia activities and monitoring the progress of the Phikeia. He is an aide and a protégé.*

*The staff at General Headquarters can assist in executing the program in several ways. The Headquarters' video loan program provides many*

educator's job much easier and the Phikeia's experience more worthwhile. Big Brothers can assist in many Phikeia activities, as well as provide the Phikeia with wisdom, support, counseling, and encouragement. Although the Phikeia educator may be the first person the Phikeia come to know and trust, their Big Brother will become a closer friend and confidant. This important relationship will be useful when dealing with the Phikeia.

*The institution more than likely has a Greek Advisor or administrator in charge of student activities. This person will have countless resources available to 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 province president is a volunteer officer of the General Fraternity, and he will make periodic visits to the chapter. Be sure to schedule time with the Phikeia when he arrives. He will have knowledge of the General Fraternity organization.*

*The chapter advisory board chairman is often the alumnus who is closest with the chapter. He can provide valuable insight and advice to the chapter and the Phikeia. He may be knowledgeable about the chapter and university history, and he can give an alumnus' perspective. He can be useful as a speaker or help the Phikeia Education Committee schedule other speakers. He may also serve*

videos and resources useful in the program. Ideas for creative activities, planning, Phikeia discipline, scholarship, and a variety of other topics regarding *The Phikeia Program* can be obtained through the staff.

*The Big Brothers can be the biggest resource or the biggest management disaster for a Phikeia educator. The Phikeia Education Committee should place only the most reliable and committed members as Big Brothers. Doing so will make the Phikeia*



on the Pallas Committee.

*The Phikeia themselves* are an eager group of men at the disposal of the Phikeia educator. The Phikeia educator should have the Phikeia class officers schedule events, speakers, photocopy materials, and do other tasks during the program. It will teach the Phikeia responsibility and give them a sense of ownership in their own program.

### Getting Organized

The Phikeia educator should buy a daily planner as soon as possible. Using it will help coordinate the many events, activities, and meetings the chapter and Phikeia 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 Phikeia Induction Ceremony](#) and initiation.

A weekly planner is provided in this workbook. The Phikeia Education Committee plans the dates of all the Phikeia events and activities during the eight-week program. Once this is done, the Phikeia educator

lists these important dates in the Program Planner. The completed planner should be photocopied for every new member.

The Phikeia educator should keep a manila file on each Phikeia, containing a copy of his bio card, scholarship evaluations, attendance record, Big Brother reports, Pallas Committee evaluations, and tests. This will be used later by the Phikeia Committee and the Pallas Committee in assessing each Phikeia's performance in the program.

### Scheduling Speakers

The Phikeia educator will schedule several speakers during the program, sometimes more than one per Phikeia meeting. It is essential that the Phikeia educator 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, then resume business after the presentation. Each item in every 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. List events that are mandatory attendance for members and those that are strictly for Phikeia. Community service events should be finalized with the appropriate service organization well in advance.

### Planning Workshops

Three workshops are included in the body of this manual (academic orientation, risk management, and membership recruitment). They are easy to plan and implement, and the Phikeia educator 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:

- Subject of the workshop
- Date and location
- Time needed
- Materials needed
- Who should attend
- 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 Phikeia Education Committee should choose material that is important and interesting to the Phikeia.

### The Phikeia Retreat

The Phikeia Education Committee must meet as soon as possible before the beginning of The Phikeia Program to plan the Phikeia Retreat. The retreat will start to build friendships between the Phikeia and their Big Brothers and will assist the Phikeia educator in developing

a sense of brotherhood among the new members (see [Phikeia Retreat](#)).

### Meetings

The Phikeia educator establishes a regular time and place for weekly meetings of the Phikeia class at the first meeting. The Big Brothers must also be in attendance at each weekly meeting after they have been selected. The meetings should not last longer than two hours, so the Phikeia educator or Phikeia president 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 Phikeia educator will need at each meeting is also given in the agendas. The Phikeia educator and Phikeia 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.

After the first meeting, the Phikeia officers should be allowed to run the meeting themselves, following the outline in *The Manual of Phi Delta Theta* and using [parliamentary procedure](#). A typical meeting outline is:

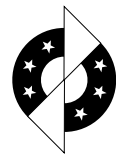
- Opening song
- Roll call
- Minutes of last meeting
- Officer reports
- Committee reports
- Scholarship review
- Old business
- New business
- Announcements
- Tests over the Manual
- Speaker
- Pass the gavel/candle

See the enclosed weekly agendas for more details. ☎

## Don't Forget . . .

At the first meeting, the historian should collect completed [Biographical Data Cards](#) and the [Phikeia Fees](#). Follow up with the chapter treasurer to ensure that the Phikeia fees are paid to General Headquarters as soon as possible. If this is not done properly, the chapter may face the embarrassing situation later of realizing its Phikeia may not be initiated or recognized by the General Fraternity.

The treasurer should also remind the Phikeia that they must **pay the initiation fee at the time of initiation**. The historian must properly complete an [initiation record](#) at this time as well.



# *The Phikeia Program Outline*

## *Week One*

PHIKEIA INDUCTION CEREMONY

PHIKEIA MEETING #1

- Officer Nominations
- Recruitment evaluation
- Chapter officer descriptions
- Big Brother Preferences
- Chapter committee assignments
- Speaker: Chapter president
- Assign Manual chapters 1 – 2

ACADEMIC ORIENTATION WORKSHOP

OTHERACTIVITY

## *Week Two*

BIG BROTHER ORIENTATION

PHIKEIA MEETING #2

- Election of Phikeia officers
- Speaker: student leader
- Assign Manual chapter 7

TOUR OF CAMPUS ACADEMIC RESOURCES

PHIKEIA RETREAT

- Brotherhood building activities
- Big Brother ceremony

OTHERACTIVITY

## *Week Three*

PHIKEIA MEETING #3

- Phikeia join campus activity/organization
- Speaker: chapter adviser
- Assign Manual chapters 3, 4 & 10

STUDY SKILLS WORKSHOP

OTHERACTIVITY

## *Week Four*

BIG BROTHER ACTIVITY

PHIKEIA MEETING #4

- Choose community service project
- Assign Manual chapters 5 – 6

FUND-RAISING EVENT

RISK MANAGEMENT WORKSHOP

OTHERACTIVITY

## *Week Five*

PALLAS COMMITTEE REVIEW

PHIKEIA MEETING #5

- Speaker: faculty advisor/professor
- Assign Manual chapters 8 – 9

COMMUNITY SERVICE EVENT WITH BIG BROTHERS

ETIQUETTE SEMINAR

OTHERACTIVITY

## *Week Six*

PHIKEIA MEETING #6

- Speaker: province president or alumnus
- Assign Manual chapters 11 – 12

ALL-CAMPUS LECTURE HOSTED BY PHIKEIA

MEMBERSHIP RECRUITMENT SEMINAR

OTHERACTIVITY

## *Week Seven*

BIG BROTHER/LITTLE BROTHER ACTIVITY

PHIKEIA MEETING #7

- Speaker: Greek advisor/dean of students
- Assign final Manual review and two essays

ALCOHOL-FREE SOCIAL EVENT/PHIKEIA FORMAL

OTHERACTIVITY

## *Week Eight*

PALLAS COMMITTEE RECOMMENDATION

BIG BROTHER ACTIVITY

PHIKEIA MEETING #8

- Final Exam
- Speaker: local prominent alumnus

INITIATION

POSTINITIATION RETREAT



# Program Objectives

## Preparing Phikeia for active chapter membership

The purpose of The Phikeia Program is to develop good members who will contribute positively to the chapter. The program must acclimate the Phikeia 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 Phikeia on a variety of issues facing the modern campus.

By far the most important objective of the Phikeia education 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 classwork. This program encourages class attendance and active participation in the educational process. It also teaches good study habits and scholarship skills. The

program includes:

- *Big Brothers meeting with the professors of the Phikeia*
- *An evaluation of attendance, attitude, and participation in classes*
- *Submission of all papers, tests, and exams to the scholarship chairman*
- *Awards for academic achievement*
- *Discussion of classes at weekly meetings*
- *Study skills workshops*
- *Mandatory study hall 10 hours per week*

### Brotherhood

The Phikeia Program develops group cohesiveness by encouraging the new members to participate in chapter activities. Many Phikeia activities include the entire chapter to promote this essential objective of The Phikeia Program. Other brotherhood-building activities include:

- *Big Brother program*
- *Chapter participation in Phikeia activities*
- *A Phikeia Retreat with Big Brothers*
- *Chapter-Phikeia social functions*

### Leadership Development

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

- *Assigns Phikeia to chapter committees*
- *Encourages Phikeia to participate in campus activities.*
- *Elects Phikeia officers*
- *Teaches parliamentary procedure*
- *Has Phikeia organize a social function and a service project*
- *Hosts speakers on leadership*

### Personal Development

To be a positive contributor to the chapter, the Phikeia must learn the fundamental basis of good character, personal responsibility, and rectitude. 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:

- *Workshops on risk management, alcohol education and etiquette*
- *Discussion of the principles of the Fraternity*
- *Participation in community service projects*

- *Case studies on a variety of ethical issues*

### Appreciation of Fraternity

The Phikeia Program fosters a sense of loyalty to the chapter and the Fraternity as an international organization. It cultivates an understanding of the Fraternity's history, its rituals and principles, and its place in the Greek community. Toward this end, the program includes:

- *Weekly review of the Manual*
- *The chapter history and bylaws*
- *Presentations by an IFC officer, chapter alumnus, chapter adviser, province president, and Greek advisor*
- *Learning the songs of Phi Delta Theta*
- *Participation in chapter activities*

### Appreciation of the 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 includes:

- *Phikeia hosting an all-campus lecture by a professor*
- *Attending sporting events*
- *Learning the institution's history*
- *Participating in a campus organization*
- *Presentations by Greek advisor or other University and student officials*

### Initiation of Phikeia

The end 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 Phikeia for initiation.

Toward that end, the program includes:

- *A Pallas Committee to monitor each Phikeia's progress*
- *Clearly defined requirements and expectations of each Phikeia to fulfill before initiation*
- *Initiating the Phikeia class at the end of eight weeks*
- *A post-initiation brotherhood retreat*

Since the program's objectives include integrating the Phikeia into the chapter, new members will be asked to participate in all non-ritualistic chapter activities. The Phikeia 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 Phikeia activities. The men should

recognize their role as mentors and pass on their knowledge and experience to the Phikeia and be reminded that their role carries a burden of responsibility.

### Adding new activities

This program allows a certain amount of latitude to the Phikeia educator and the Phikeia Education 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 Phikeia educator must be careful to avoid undermining the integrity and purpose of the program by adding unconstructive or superfluous activities. Here are some ideas which might be considered:

- *Outward Bound expedition*
- *Ropes course (low or high)*
- *Sunday morning worship at a local church*
- *Additional community service activities*
- *Create a Phikeia class photo album/history*
- *Phikeia class house project*

These are just some ideas that may be added to the current program. Additional activities should fall under one of the objectives listed above.

### A word on hazing

Phi Delta Theta is completely opposed to any form of hazing or other unconstructive pre-initiation activities. Hazing can be defined as any undignified treatment of the members or Phikeia or any activity which causes mental or physical abuse (please read the FEA Statement of Position on Hazing and Pre-Initiation Activities). Rather than listing endless examples to illustrate what hazing is, a Phikeia

educator must ask himself, "Would I show these activities to the school administration or to General Headquarters? Are these activities I would be proud to show the general public? Are they conducive to a positive educational experience?"

If the answer is 'no' to any of these questions, the activities should be removed from the education program agenda immediately.

This program was developed to provide chapters

with a specific program of positive education which develops new members into productive participants in chapter life. By encouraging the new members, teaching them the value of fraternity, and instilling in them a sense of leadership and self-worth, the program benefits the chapter. The Phikeia educator and the Phikeia Education Committee must remember that the purpose of their education program is developing the chapter leaders of the future. ☪

### *Fraternity Executives Association Statement of Position on Hazing & Pre-Initiation Activities*

The Fraternity Executives Association has stated its position, periodically, in support of constructive, educational and inspirational programs and has asserted unequivocally its opposition to hazing and pre-initiation activities which do not contribute to the positive development and welfare of pledges and members.

Because hazing and other pseudo-initiation practices have not been rejected and eradicated completely in undergraduate activities and therefore remain a menace to the well-being of the College Fraternity System, the Fraternity Executives Association reaffirms and reasserts its position on this question.

The Association believes that true fraternalism is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education.

The Association further believes that while social behavior cannot be legislated, a fraternity without morally sound precepts and practices is not a constructive influence upon college men.

The Association further believes that a fraternity has a solemn obligation in the development of its pledges and members and that this responsibility extends alike to the institutions where it is represented; to parents and others who make possible the education of pledges and members; to the communities where chapters are accountable for good citizenship; and to the college fraternity system of which it is a part.

The Association further believes, despite the fact that much progress has been made, that one of the most damaging instruments to the fraternity system is the employment of a program of education, which includes hazing, and that this unproductive, ridiculous and hazardous custom has no rightful place in the fraternity system.

The Association defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside the confines of the house; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.



# Pallas Committee

## *Incentive and progress review procedures for Phikeia*

The Pallas Committee is a structured body responsible for reviewing the progress and performance of the Phikeia. 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 Pallas Committee can enhance the success of the education process by objectively assessing a Phikeia's development and growth.

### **Committee members**

The first step in implementing the Pallas 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:

- *Committee chairman* [should not be a Big Brother or the] oversees the committee, comments on the Phikeia's chapter involvement, chapter committee participation, etc.
- *Phikeia Educator:* addresses participation in Phikeia class activities,

Fraternity exam scores, attitude, etc.

- *Scholarship chairman:* reports on the classroom work of the Phikeia, attendance at study skills seminars, etc.
- *Junior or senior brother:* offers older member perspective.
- *Alumnus* (chapter adviser or house corporation officer): provides alumni adviser supervision and input.

The chairman and junior or senior brother who sit on the Pallas Committee can be determined in one of two ways. First, since the committee is an extension of the Phikeia Education Committee, the education committee members can appoint them. The other option is to have the Executive Committee 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 Pallas Committee is very critical. This will be the first chance for each member to discuss his role on the committee, review the Pallas 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 Pallas Committee's responsibility to monitor these requirements, ensuring that each Phikeia and Brother understands them. At the same time, the committee's charge is to help the Phikeia 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**

- 80% on all tests and 80% on the final exam.
- remittance of financial obligations within 10 days after the respective ceremonies (Phikeia Dues \$50 and Init. Dues \$185).
- involvement in one chapter committee.
- attendance at all Phikeia

class events.

- participation in one other student organization/campus activity.
- attendance at all classes.
- submission of all academic papers, exams, etc., to the scholarship chairman.
- attendance at all Phikeia meetings.
- observe the Phikeia Class rules.

### **Reasons for discipline**

It is advised that the chairman of the Pallas Committee review the requirements and expectations of The Phikeia Program with the Phikeia during the first Phikeia meeting. This will serve as a good opportunity to introduce the purpose and function of the Pallas Committee to the chapter's new Phikeia. The chairman should discuss the objectives of the committee, ensuring to relate its positive goals. This first meeting with the Phikeia will also serve to address behavior is unacceptable, including:

- *financial delinquency.*
- *lacking participation.*
- *poor classwork.*
- *negative attitudes.*
- *poor Phikeia 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 Phikeia, the chairman should reinforce that the Pallas Committee is in place to aid the Phikeia.

### Confrontation

There are two basic methods a chapter can employ to address a Phikeia’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 a Phikeia 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 a Phikeia may not be fully aware that the behavior he is exhibiting is inappropriate. Seeking to understand the motive behind a Phikeia’s actions or inactions will ensure the Big Brother successfully confronts the Phikeia and helps to modify his behavior.

The [confrontation](#) model is described in the Big Brother section of The Phikeia Program (see 7-Step Confrontation Model). The goal in using the model is to reinforce which behaviors are acceptable and which are not. Again, this is just one way to address inappropriate actions.

The Phikeia Program provides for one predetermined Pallas 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 Pallas Committee is to positively assess the progress and performance of the Phikeia, not to berate him. By addressing the Phikeia during the sessions in an uplifting, deliberate, and yet firm manner, the committee members can better inform the

or in a facility on campus. The amount of time the committee should block off will depend on the size of the Phikeia class. Generally, a meeting with one Phikeia takes 10–20 minutes, depending on the items which need to be reviewed with each individual.

### Meeting preparation

The committee and the Phikeia 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

Brother on behalf of the Phikeia may serve to undermine the effectiveness of the Pallas Committee. Instead, the Big Brother must support the analysis of the committee members and work to assist the Phikeia in meeting the chapter’s expectations and requirements.

Before a session starts, the committee members should take time to talk about the Phikeia with whom they will next meet. Knowing in advance what concerns or problems they must address will ensure the effectiveness of the session. Each committee member should jot down 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 Pallas Committee chairman should thank the Phikeia and his Big Brother for their attendance. Next, revisit the purpose of the meeting and encourage the Phikeia to ask questions, if necessary. The chairman should then direct the committee members to review the Phikeia’s performance, consistent with the areas for which they are responsible.

### Meeting agenda

This is the most critical phase of the Pallas Committee. Valuable dialogue between the committee and the Phikeia occurs at this point. The committee members must offer objective, tangible observations about the Phikeia’s development, attitude, involvement, and

## THE 7-STEP CONFRONTATION MODEL

1. **Initiate contact.** Make contact with the member to be confronted in an appropriate setting.
2. **Establish rapport.** Establish a positive rapport, create a sense of mutual trust and caring.
3. **Identify issue/problem.** Work with the member to identify the issue or problem.
4. **Agree upon the problem.** Establish with the member that a problem does indeed exist.
5. **Obtain attainable commitment.** Provide an opportunity to win by mutually agreeing on an attainable commitment.
6. **Keep commitment.** Determine a date to review the commitment.
7. **Praise success.** Offer praise and positive feedback upon success.

Phikeia 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 a Pallas Committee session is agreed upon well in advance. An initial meeting of the committee, well before the first Pallas 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

is to address good and bad behavior in a positive manner.

The Phikeia 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 Phikeia. The Pallas Committee is charged to provide constructive criticism, and in some cases may discipline the Phikeia. A defensive posture by the Big



responsiveness to the new member education program. The committee's focus should include:

- *The requirements for initiation.*
- *The achievements of the Phikeia.*
- *The reinforcement of positive and appropriate behavior.*
- *The areas in which the Phikeia should improve.*

The Pallas Committee must succinctly identify the behavioral or attitude concerns it has for the Phikeia. The committee members must also articulate how the Phikeia can adapt or change his behavior. The Phikeia should leave the Pallas Committee session with a concise understanding of his performance and development thus far, and what more he needs to accomplish.

After the chairman concludes his introductory comments, he turns to the first committee member to offer his comments. Members should praise success and suggest needed changes. The committee members should ask questions of the Phikeia and Big Brother to understand the Phikeia's actions or inactions. Avoid being terse or condescending. Following a committee member's comments, the Phikeia is permitted to respond or ask for clarifications. By directly addressing the Phikeia and allowing him to respond, understanding can be reached on any problem areas.

### **Handling abusive members**

The chairman must be prepared to handle a committee member who addresses a Phikeia in a

negative manner. Although the chairman must not contradict his fellow committee member, attacking the Phikeia should not be tolerated. If this does happen, the chairman should quickly stop the discussion and move on to the next committee member. Once the session ends, the chairman must confront the member who addressed the Phikeia inappropriately and remind him of the goals, expectations, and desired outcome of each session. Should the member fail to modify his approach, the chairman should dismiss him altogether.

Once all of the Pallas Committee members have addressed the Phikeia and his Big Brother, the chairman should summarize all comments. He should also review expectations and concerns expressed by the committee to ensure all parties understand agreed upon commitments. It's wise to wrap-up the session with a positive tone and remark. Finally, the chairman should thank the Phikeia and his Big Brother for their attendance at the Pallas Committee session.

### **The final review**

The final Pallas Committee session will be a review of each Phikeia's performance. Held in the eighth week of The Phikeia Program, attention will center on the requirements for initiation and how each Phikeia fulfilled these expectations.

Neither the Phikeia nor the Big Brother should be in attendance during the final review. It's critical that the Pallas Committee conduct a careful analysis of the Phikeia's performance and progress, for if he has failed to meet the identified

expectations, the committee cannot recommend to the chapter that he be initiated with his Phikeia brothers. This requires a unified agreement of the Pallas Committee members.

### **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 a Phikeia who acted poorly at a social event or strict study hall requirements for a Phikeia who chronically misses classes.

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

- *Loss of social privileges*
- *Loss of intramural privileges*
- *Required hours at study hall*
- *A formal written apology to the chapter, Phikeia class, etc.*
- *Formal written reprimand by the chapter*
- *Monetary fine*
- *Required coordination of an educational seminar*
- *Service to an area community org.*
- *Restitution for any property damages*
- *Revoking his bid*

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

overcome these challenges.

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

### **Committee Reports**

The chairman of the Pallas Committee, along with the Phikeia educator, should be prepared to report on the outcome of any disciplinary action during the chapter meeting immediately following the session. While the Phikeia educator will report on the ongoing activities and events of The Phikeia Program, the chairman should communicate the committee's observations.

The report should touch on the behavior and performance of the Phikeia, progress toward the initiation, immediate problems, and their responsiveness to the Pallas Committee's comments.

### **Recommendations for initiation**

After the last session, the chairman will again report the results to the chapter membership. While the decision to initiate a Phikeia ultimately rests with the chapter membership, the Pallas Committee will deliver its recommendation for all candidates in Bond number order. This recommendation, again, will focus on the committee's observations of the development and fulfillment of the initiation requirements. ☪



# Expectations & Requirements

*Copy and distribute to Phikeia Big Brothers and Pallas Committee members*

## Requirements for initiation

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

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

- Attend all classes
- Attend all Phikeia meetings
- Score 80% or better on all tests over the Manual (including the final)
- Participate in one community service project
- Meet with the Pallas Committee
- Participate in a campus extracurricular activity or campus organization
- Sit on a chapter committee
- Attend the Phikeia Retreat
- Attend other Phikeia events or projects as indicated
- Payment of the Phikeia fee and initiation fee
- Observe the Phikeia Class rules (listed below)

## Expectations of Phikeia

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

### Character

Every Phikeia is expected to uphold the integrity of Phi Delta Theta. This means Phikeia must:

- Fulfill all financial obligations
- Be polite
- Be truthful at all times
- Be steadfast in own beliefs but respect the beliefs of others
- 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 Phikeia pin. The pin should be worn over the heart on a collared shirt or sweater, never on a lapel or vest.

### Attitude

Phikeia are expected to participate in all Phikeia 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 Phikeia as your friends. In addition, you are expected to:

- Meet all members and Phikeia
- Keep Fraternity business within the Fraternity
- Follow the rules and policies of the chapter and the International Fraternity

## Scholarship

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

- Participate actively in all classes
- Prepare adequately for all classes
- Uphold academic integrity
- Submit all graded tests, papers, and assignments to the chapter scholarship chairman or Phikeia educator
- Notify the Phikeia educator if the Phikeias have a scholarship-related conflict with a chapter activity
- Meet with your professors outside of class
- Study with your Big Brother
- Earn at least a 2.5 GPA each term as a member of the chapter
- Notify the Phikeia educator or Big Brother if you are having difficulty in class

## Suggestions

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

- Buy a three-ring binder for the materials which will be collected throughout the program
- Always bring the Manual, a binder, a pen and paper to the weekly meetings
- Be on time
- Try to do more than is expected
- Go out of the way to introduce yourself, not just to the brothers, but to other students and professors

NOTES:



# Big Brothers

## Choosing mentors for the new members

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

### 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 Phikeia educator much easier, and they can make a Phikeia's experience much more

rewarding. The following factors should be considered in selecting and assigning a Big Brother:

- *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.

- *The member wants 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 they're commitment lasts after the Little Brother's initiation.

- *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 Phikeia Committee has compiled a list of members eligible to be Big Brothers, the Phikeia, at their first 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 Phikeia to the list of members previously established as eligible to be a Big Brother.

After you collect the preferences, the Phikeia Education Committee has the task of matching the Phikeia 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 Phikeia have similar interests they will ordinarily work better together. Men with similar majors are good combinations, because the Big Brother can better assist the Phikeia in his studies.

### Big Brother orientation

After the Big Brothers are selected, the Phikeia educator should meet with them to review The Phikeia Program and discuss the expectations of a Big Brother. Schedule this meeting right after the Retreat and Big Brother Ceremony. You should make copies of this section as well as the schedule of the Phikeia Program for each of them. Suggest that they each get a daily planner to mark all the scheduled Phikeia events they

will need to attend.

- Hand out and review the Phikeia Program schedule (10 min.)
- Hand out copies of this section and discuss responsibilities of Big Brothers (15 min.)
- Hand out copies of the Phikeia requirements for initiation and discuss them (10 min.)
- Have the Pallas Committee chairman discuss the Pallas Committee and disciplinary procedures (15 min.)
- Discuss ideas for Big Brother/Little Brother activities (20 min.)
- Review the Little Brother Report (5 min.)
- Have the scholarship chairman review the Phikeia scholarship program (5 min.)
- Discuss the FEA Statement of Position on Hazing (10 min.)
- Questions and wrap-up

### The Big Brother ceremony

The announcement of Big Brothers occurs as a separate event in week two. It should take place during the Phikeia retreat (see [Retreat](#)). Big Brothers should bring a gift of



some sort for their Little Brother (i.e., sportswear with ΦΔΘ letters, a Big Brother family tree, or other Fraternity-related item).

The Phikeia educator should read the assignments one at a time as the Big Brother presents his gift and welcomes his Little Brother. The Big Brothers should then recite the Big Brother Creed (see this section) in unison. After all assignments are made, the group should perform a “pass the candle.”

After the ceremony, the group should go to a pre-scheduled activity like a varsity sports event or a social event just for the Big Brothers and Little Brothers.

### Removing Big Brothers

Do not be adverse to reassigning or switching Big Brothers. Be mindful that the Phikeia are our most important asset. The Phikeia is the future of our organization and he deserves attention, time, and effort. If a Big Brother is not meeting the required expectations, you should have him meet with the Pallas Committee to discuss his performance.

If the committee agrees that the member is not performing up to expectations, he should be removed. The Phikeia 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 Phikeia. 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:

- Attend an orientation meeting with the Phikeia educator
- Attend the Big Brother ceremony
- Attend all scheduled Big Brother activities
- Meet with the Phikeia’s professors once during the Phikeia period (if this is possible)
- Attend Pallas Committee with your Little Brother
- Ensure the Phikeia is fulfilling his financial obligations
- Monitor the Phikeia’s progress in his studies and encourage him
- Spend time one-on-one with your Little Brother at least once a week
- Ensure that the Phikeia is meeting the requirements of The Phikeia Program so that he may be initiated

### Purpose

## 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:

- Have Little Brother stay overnight at the Big Brother’s room within the first two weeks of the program
- The Big Brothers take their Little Brother to at least one other student organizational meeting during the program
- Have a Big Brother-Little Brother camp-out overnight
- Have an annual Big Brother-Phikeia class dinner
- Organize a Big Brother-Phikeia class trip to another Phi Delta Theta chapter
- Have a Big Brother-Little Brother football, basketball, softball, or volleyball match
- Big Brother-Little Brother barbecue
- Have a Big Brother-Phikeia class social function
- Hold a pool, ping pong, or pinball tournament between Big Brother-Little Brother pairs
- Have a big Brother-Little Brother blind date night. Each Little Brother arranges a date for his Big Brother and vice versa
- Organize a College Bowl quiz game between the Big Brothers and Little Brothers—the questions would be based on Fraternity, chapter, and school history
- A house renovation or beautification project. Be sure that the Big Brothers are doing as much work as the Phikeia
- A community service project
- A fund-raising project for a local charity
- Attending a varsity sports event
- Visit another chapter of Phi Delta Theta.
- Read the same book about a Famous Phi and discuss it
- Join a campus organization together
- Play on the same intramural team
- Study together

The purpose of the Big Brother is to help the Phikeia make the often 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 Phikeia’s questions, help him meet the demands of The Phikeia program, introduce him to the campus, and make him feel at ease.

### The Big Brother Creed

This creed should be repeated at the Big Brother Ceremony: “I understand that as a Big Brother it is my personal responsibility to act as a mentor, adviser, and friend to my Little Brother, and that I will share with him my knowledge of Phi Delta Theta.”

“I promise to help my Little Brother become a better person, worthy of being initiated into our great Fraternity. I will pass on to him the principles of friendship, sound learning, and rectitude, and I will instill in him a sense of personal responsibility, not only through the wisdom of my words, but through the integrity of my actions. I am my brother’s keeper.”

### Big Brother Resources

Big Brothers should read: The Phikeia Manual, the chapter’s bylaws, [The Code of Phi Delta Theta](#), the [Risk Management Policies](#), the chapter history, and the student handbook. These are documents the Phikeia will be reading, and the Big Brothers should be



familiar with them.

In addition, Big Brothers should be knowledgeable of the campus, especially where campus security, the health center, and administrative buildings are located. They should know emergency numbers for the health center or crisis center, first aid, campus police, and the dean of students.

### Confrontation 101

Sometimes it is necessary to confront your Little Brother when he makes a mistake or shows inappropriate behavior. Your relationship is a commitment, not just a friendship. Therefore it will be your responsibility to reinforce the values and integrity of Phi Delta Theta.

One way to accomplish this is the “sandwich” method. The confronter sandwiches condemnation of the bad act between two positive statements about the Brother. The sandwich should also include an offer of help and a personal statement of expectation that the behavior will end:

*“Dave, I can really tell that you are committed to the chapter, and I know the guys have noticed too.”*

*“That’s why I’m concerned about you leaving the living room in shambles twice this week. You know that is wrong and someone else will have to clean up for you. If you are having problems then I’d like you to talk to me, but if you’re not then I expect you to clean up after yourself in the future. O.K.?”*

*“I also wanted to let you know that you had a great game during the volleyball match yesterday.”*

The Big Brother should not use the [confrontation](#) to make

statements on the Phikeia’s character, nor should the goal be to hurt his feelings by yelling. Instead, you are trying to make him a better person by helping him to acknowledge his mistakes and prevent them from occurring in the future.

### Tips for being a Big Brother

- Avoid getting caught in the middle of situations where your Little Brother is being disciplined by the Pallas

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 non-judgemental fashion) why an action was wrong, and how it can be remedied (see Confrontation 101).

- 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 Pallas Committee.

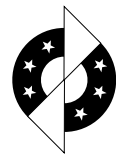
- You should make certain to spend “quality time” with your Little Brother. Try to avoid letting other members interrupt that time, since it may cause resentment on the part of the Little Brother, who values the special attention he gets from you.
- You should not shower your Little Brother with gifts in order to win his friendship. By being a “mentor” and showing genuine fraternal caring, the relationship will grow strong.
- 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.
- 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.
- Don’t allow your personal mood or attitude to affect your friendly and fraternal demeanor around your Little Brother. Always exhibit a positive mood.
- Don’t make promises you cannot keep.
- 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.

## The Big Brother Creed

This creed should be recited at the Big Brother Ceremony during the Phikeia Retreat in week two (2).

**“I understand that as a Big Brother it is my personal responsibility to act as a mentor, adviser, and friend to my Little Brother, and that I will share with him my knowledge of Phi Delta Theta.”**

**“I promise to help my Little Brother become a better person, worthy of being initiated into our great Fraternity. I will pass on to him the principles of friendship, sound learning, and rectitude, and I will instill in him a sense of personal responsibility, not only through the wisdom of my words, but through the integrity of my actions. I am my brothers’ keeper.”**



# *Big Brother/Little Brother Report*

**This form is to be completed by the Big Brother at the end of week four and again at the end of week seven to be reviewed by the Pallas Committee and the pledgemaster.**

1. Name ..... Date .....

2. Little Brother's Name .....

3. How many times have you met with your Little Brother to date? .....

4. What activities have you done together? .....

.....  
.....  
.....

5. Has your Little Brother missed any Phikeia activities? Which ones and why? .....

.....  
.....  
.....

6. What is his current attitude about the Phikeia Program and the chapter? .....

.....  
.....

7. Is your Little Brother having any difficulties with any specific aspects of this program? .....

.....  
.....

8. Are you having any difficulties fulfilling your duties as a Big Brother? .....

.....  
.....

9. Other comments .....

.....  
.....

Big Brother Signature .....



# Phikeia Scholarship

*Emphasizing academic excellence for the entire chapter*

**G**ood scholarship habits are learned, therefore it is essential that these habits are reinforced from the moment a Phikeia enters the chapter. Adopting good scholarship patterns will require activities and programming which go beyond our traditional efforts. Implementing a scholarship program for the Phikeia 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 Phikeia Program is designed so that in most cases initiation will occur before the current term's grades are released, thus a GPA requirement will not be used as the only determinant for initiation. This should not threaten a chapter's overall scholarship standing nor its emphasis on scholarship. Instead, the chapter will find its focus shifting to a total membership emphasis on academic performance, and the overall scholarship of the entire chapter should improve.

The goals of the scholarship program are:

- create an environment within the chapter which is conducive to good

scholarship.

- foster an attitude that sound scholarship is important for all brothers and Phikeia.
- facilitate educational sessions which teach good scholarship behavior.
- reward scholarship achievement of the Phikeia and brothers.
- address poor scholarship performance by setting a chapter standard (see Recommended Bylaw Regarding Scholarship Deficiency).

## **Phikeia scholarship requirements**

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

- Attend all classes.
- Complete ten hours per week of study hall.
- Submit all graded academic papers and tests to the scholarship chairman.
- Attend all academic workshops and seminars.

If these expectations are met, the Phikeia should have no difficulty in their academic performance. Once initiated,

these expectations should continue throughout the brother's membership.

## **The Scholarship Chairman**

As the Phikeia educator, you should thoroughly review this section with the scholarship chairman. He will carry the primary responsibility of implementing the scholarship component of The Phikeia Program. His duties include:

- Coordinate, with his committee and the Phikeia education committee, the various elements of the scholarship program.
- Communicate the chapter's academic expectations and standards to the brothers and Phikeia.
- Organize study skills workshops for the brothers and Phikeia.
- Monitor the academic work of each Phikeia.
- Collect and distribute information to the Phikeia and brothers on campus academic services, scholarship counseling, library resources, etc.
- Serve as a member of the Phikeia Education Committee.

## **The Scholarship Committee**

The Scholarship Committee is an organized body that aids in the execution of the scholarship program. The committee's membership may include: the scholarship chairman, Phikeia Educator, faculty advisor, and additional members of the chapter as needed. The committee's functions include:

- Formulate the academic goals and standards of the chapter.
- Help execute the components of the scholarship program.
- Enforce a system of quiet hours for the chapter.
- Arrange for the establishment of a tutoring system to aid the members and Phikeia.
- Establish various chapter awards, recognizing scholarship excellence.
- Review the effectiveness of the scholarship program for the Phikeia and brothers.

## **The Big Brother**

The Big Brother's role in the implementation of the Phikeia scholarship program is one of peer support, tutoring assistance, and positive role



modeling. Each Big Brother should constantly reinforce to his Little Brother how important classroom work truly is. This can be accomplished by studying with the Little Brother, assisting the Little Brother with class work (or finding someone who can), and monitoring the Little Brother's performance.

Additionally, the Big Brother should schedule short meetings with each of his Little Brother's instructors for a mid-program scholarship review. It is suggested that the Big Brother and Little Brother attend the meetings together. A scholarship evaluation is enclosed, and should be studied prior to any meetings with instructors. Once the Big Brother has reviewed the evaluation form and the expectations of the meetings, he should set up the meetings one week in advance. If the instructor is not available to meet, send the evaluation to him/her through the campus mail with a kind note asking that the form be completed and returned. These evaluations are critical to the Pallas Committee's review of each Phikeia so be sure to stress this to the Big Brothers.

**Chapter tutors**

Before the scholarship component of The Phikeia Program is implemented, the scholarship chairman should generate a list of those brothers willing to offer academic assistance to the Phikeia 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**

Phikeia 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 advisor or dean to make arrangements for such a room.

Phikeia should not be the only ones required to attend study hall, however. As per the enclosed bylaw, academically deficient

- reference publications: dictionaries, encyclopedia sets, thesaurus, specialized dictionaries (foreign language, literature, etc.), campus handbooks and catalogues, etc.
- textbooks
- periodicals: *The Scroll*, chapter newsletters, Phikeia materials, etc.
- test files
- career information: industry pamphlets, graduate school information, etc.
- computers

submit graded papers and tests, and who attended the mandatory study hall hours, will be publicly praised.

At the beginning of each meeting, the Phikeia should each stand in turn and answer three questions.

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

The Phikeia should also submit any graded academic

**Recommended Bylaw Regarding Scholarship Deficiency**

**Section 1.1:** Every initiated member must earn a 2.5 GPA (on a 4.0 scale) or better each term to remain in good standing. Members who are not in good standing will be put on scholarship probation and may not be nominated nor elected as officers of the chapter, nor may they participate as a Big Brother or in chapter social functions. A member may regain good standing if he achieves a 2.5 GPA or better the following term.

**Section 1.2:** Members who are on scholarship probation must complete ten hours each week of study hall, must meet with the scholarship chairman weekly, and must seek assistance through the institution's study resource center.

**Section 1.3:** Members who earn below a 2.5 GPA for two consecutive terms will be suspended under sections 154 and 156 of the General Statutes of Phi Delta Theta. The [suspension](#) will continue until the member earns a 2.25 GPA or better at the end of an academic term. During suspension the member may not participate in any chapter functions including chapter meetings, nor may he hold any office or reside in chapter facilities.

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 Phikeia and brothers. The resources you include should aid them in their academic and/or career pursuits.

**Weekly scholarship review**

This weekly activity may be the most important part of the Phikeia scholarship program. Each week at the beginning of the Phikeia meeting, the Phikeia 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 Phikeia who attend all their classes,

papers to the scholarship chairman for review and recording.

**Workshops & Seminars**

The scholarship chairman will need to present the academic orientation workshop (see next page) in week one. This workshop is designed to make the Phikeia familiar with scholarship expectations in college and in the chapter. The workshop also introduces the various tools necessary to succeeding in the college environment.



In week three a speaker from the campus study resource center or a college professor or administrator should present a seminar on study skills to the entire

chapter. The speaker should address time management, note-taking, paper-writing, and other skills important to academic success.

### **Tour of campus resources**

The scholarship chairman should schedule and give the Phikeia 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

## **Academic Orientation Workshop**

An Academic Orientation Workshop should be presented in the first week of The Phikeia Program by the scholarship chairman with the assistance of his committee. It is suggested that he schedule the workshop on a weekend, as a full day is required for proper implementation.

### **OBJECTIVES**

- Help the Phikeia get adjusted to their new academic environment.
- Acquaint the Phikeia with chapter and campus academic policies and resources.
- Aid the Phikeia in developing good study techniques and time management skills.
- Assist the Phikeia to set realistic goals for themselves and for their Phikeia class.

### **PREPARATION**

A fair amount of preparation will need to go into the workshop before it is executed. The scholarship chairman should first meet with his committee to make assignments for the workshop.

Next, a conducive location must be identified. Try to find a place where the group won't be interrupted. Comfortable desks, tables, and chairs are important, as well as work space during the workshop.

Refreshments and lunch plans are key. You should also bring:

- chapter tutor list
- list of campus resource facilities
- Time management sheets
- Copies of the chapter's bylaws concerning scholarship
- Resources on study skills
- Flip chart and pen
- a chapter calendar of events for the coming term or year

### **AGENDA**

The workshop agenda is designed to expose the Phikeia class to a number of scholarship programming areas. Discussion should be free-flowing, and a variety of workshop techniques used. The Scholarship Chairman's Manual includes resource handouts for the workshop. The campus learning center should also serve as a resource for this workshop.

#### **I. Introduction**

Phikeia, Phikeia Educator, Scholarship Chairman and his committee, faculty advisor, other officers, and guests.

#### **II. Warm-up or icebreaker (20 min.)**

- A. Sing a Fraternity song, or
- B. Go around the room and have everyone explain why they decided to attend this college or university.

#### **III. Chapter scholarship resources and policies (30 min.)**

- A. Outline chapter policies with regard to quiet hours, study areas, class attendance, and grade reporting.
- B. Review list of chapter tutors.
- C. Explain the proper use of the chapter library

#### **IV. Campus scholarship resources and policies (20 min.)**

- A. Explain academic terminology - grades, credit hours, electives, core courses, drop/add, audit, etc.
- B. Review the role and function of the faculty advisor.
- C. Discuss pertinent academic trends on campus: department changes, curriculum, difficult areas, etc.

#### **V. Scholarship committee members should facilitate small group conferences with the Phikeia during lunch (1 hour)**

- A. What majors are the Phikeia considering?
- B. What are their primary academic concerns?
- C. How can the Fraternity assist them in accomplishing their goals?

#### **VI. Study aids and techniques (1 hour)**

- A. Instruct each Phikeia to list his academic strengths and weaknesses.
- B. Discuss the 2 hours of study for 1 hour of class theory (i.e., a 16 hour class load requires 32 hours a week of study).
- C. Facilitate discussions on note taking, active listening, preparing research papers, exam-taking skills, reading and memory skills, and time management.
- D. Break into small groups with scholarship committee members and encourage discussion on dealing with stress and pressure, study techniques, budgeting time.

#### **VII. Academic goals (1 hour)**

- A. Ask Phikeia to discuss their academic goals.
- B. Address chapter academic goals.

#### **VIII. Wrap-up and question and answer (20 min)**



each center/facility should be introduced to the Phikeia 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 Phikeia Program.

**Scholarship Bulletin Board**

The scholarship chairman should construct a bulletin board in the chapter house and post on it all the academic related information he can find. A large section reserved for the posting of individual brother and Phikeia and collective chapter goals is suggested. Also include inspirational quotes, grade graphs and charts, chapter tutor names, etc.

**Awards**

The scholarship chairman should devise ways to offer

incentives and awards for good scholarship during the term. Weekly rewards for class attendance, graded papers, 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, Pallas Committee awards points toward a lower Bond number, or other recognition.

**Dealing with poor scholarship**

Changing the focus of scholarship programming from the Phikeia to the entire membership will have a positive effect on the chapter's overall academic performance. Phikeia 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 of themselves. The brothers will also begin to feel responsibility to 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 would be in effect. The scholarship committee would be responsible for enforcement.

The strength in this approach, simply put, lies in that it stresses scholarship performance throughout the entire chapter membership and not just within the Phikeia class. It also creates a balance between the Phikeia 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. Ⓢ



**Phikeia Academic Evaluation**

PHIKEIA ..... Big Brother .....

Date .....

Class ..... Professor .....

Paper/Test ..... Grade .....

Number of Classes Missed .....

Comments .....

Class ..... Professor .....

Paper/Test ..... Grade .....

Number of Classes Missed .....

Comments .....

Class ..... Professor .....

Paper/Test ..... Grade .....

Number of Classes Missed .....

Comments .....



# Phikeia Retreat

## *New member orientation and team-building workshop*

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

*When:* a weekend within two weeks after the [Phikeia Induction Ceremony](#)

*Who:* All brothers and Phikeia

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

### **Agenda**

*(Friday, 6 pm)* Informal dinner. All brothers, Phikeia, 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 advisor 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 share one experience that epitomizes his feelings about Phi Delta Theta.

Chorister then leads in two or more fraternity songs.

*(11 pm)* Phikeia and brothers split into separate groups. Phikeia should share reasons they joined a fraternity, specifically Phi Delta Theta, while the brothers do “Chapter’s Instruction Book” exercise (included in this section).

*(12 am)* Sleep

*(Saturday, 8 am)* Breakfast

*(9 am)* Chorister leads in a fraternity song; Historian gives a presentation on the chapter history; vice president leads a discussion on expectations of membership.

- *What makes a good Phi?*
- *Should we look for these things in a new member?*
- *What should we expect of our brothers?*
- *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 Phikeia separate. Phikeia discuss personal goals they have for the Phikeia Program and the current academic term. Phikeia president leads a discussion of agenda for next six weeks (designated Phikeia should use a flip-chart to record information)

Vice president leads initiated brothers in a discussion of chapter goals for the coming term (use a flip-chart to record information)

*(4 pm)* Big Brother ceremony (see Big Brothers)

*(5 pm)* Barbecue back at the chapter or at current location

### **Exercises**

#### **Chapter’s Instruction Book**

*Materials needed:* Paper, pens, a copy of *Life’s Little Instruction Book* by H. Jackson Brown Jr.

*Time:* 30 minutes

Instruct the brothers to write down two suggestions on how to have a good fraternity experience and how to get the most out of college.

Gather these quotations and have the chapter secretary type them up into a chapter booklet to be presented to the Phikeia. This could become a meaningful chapter tradition with words of wisdom passed down from generation to generation of Phis.

#### **Large Group Team Challenge: Knots**

*Objectives:* To get the group to examine communication and team work in a group setting.

*Time:* 15 minutes

Break group into smaller groups of 6–10 men. Each group should form a shoulder to shoulder circle. Each person puts their right hand in the center of the circle and joins hands with one person across the circle.

Each person puts their left hand in and joins hands with two different persons and not the person on their immediate right or left. No one should make rash movement since everyone is connected. When the group has their hands in a tangle, they need to figure out a way to get untangled without breaking grips (There are three possible solutions: a circle, two interlocking circles, or two circles with an overhand knot in it).

**Questions:**

- Was this challenging? Why, why not?
- What was most frustrating about this exercise?
- How did you approach the task? Act first, think second? The other way around? How do we approach problems in the Greek community?
- Was everyone in the group heard?
- Were there any good ideas lost?
- What did you learn about yourself as a result of this exercise?

**Electric Fence:****Rope Exercise**

**Objectives:** To get the entire group from within the roped in area to the outside area; to encourage communication; to foster teamwork; to bring forth discussion on group dynamics; to consider safety in all programs.

**Materials needed:** one or two long pieces of rope.

Fence-in a designated area with a rope about chest height. The first person out may not exit head first. Head and shoulders must be above the feet at all times. The last person out may not high jump the fence, or otherwise exit under their power alone—encourage group work. When exiting the fenced-in area, participants may not touch the rope, the connecting trees, nor break the plane under the rope in transit. Participants may not use any objects, natural or manmade, to assist in accomplishing the task.

Participants must not step directly on the spine or the neck of another participant. You, as the leader, instruct them to step on the shoulders

and hips, if necessary.

- Only one participant will be moved at a time.
- The leader spots the first two participants over the fence.
- The leader steps within the fenced-in area to spot the last three participants out.
- The leader does not physically support the participants unless necessary in the instance of a fall.
- Spot until the person in transport is completely over the fence and on the ground. Be careful to spot the head and shoulders all the time.

**Questions:** What did the group learn about teamwork? Who were the leaders? The workers? Was communication easy or difficult?

**Numerical Order:****Blindfold exercise**

**Objective:** To understand that there are different methods of communication; to develop sensitivity to the needs of those with physical challenges; to recognize that there is more than one answer to a challenge or problem.

**Time:** 15 minutes

No talking; no vision (keep blindfolds on); each participant is whispered a sequential number in their ear; select one person of every five to have no use of their right arm or hand. The group should arrange themselves into numerical order without speaking and without the ability of sight.

**Questions:**

- What was the most difficult about this challenge?

- Did you have a sense of working together on the challenge? Why or Why not?
- How did you feel when you weren't catching on?
- To the person given the physical limitation, how did you feel when trying to initiate an idea?
- Did anyone try to cheat?

**The Line:****Communication exercise**

**Supplies needed:** Chalkboard and chalk or paper and pens

**Suggested time:** 40 minutes

**(3 min.):** Ask one

reasonable and confident member to leave the room for a few minutes. Explain to the group that the purpose of this activity is to try to convince that person of something that is not true.

Draw two parallel lines on the chalk board or newsprint pad, making sure that one is slightly but noticeably longer than the other. Designate seven or eight members to use whatever reasonable tactics they can think of to persuade the person outside that the lines are the same length. Set some limits on "reasonable tactics." Physical threats are strictly off limits. Pick three or four members of the group to observe what happens when the person comes in and the persuading begins.

**(3 min.):** Ask the person outside to come in. Explain that while he was out of the room, the group began discussing the length of the two lines. Ask the single member to compare the lines in terms of length. Once the member announces that one line is longer, let the persuaders begin.

make sure that the member who is the object of the pressure does not feel overly put down or threatened. Call the pressure off at an appropriate point and ask the observers to report on what they saw.

**(10 min.):** Large group questions:

- Allow the brother being pressured to share his feelings about the pressure.
- Let those who were doing the pressuring tell how they felt about their role.
- How does this activity represent situations in the chapter?
- Could members of the group go overboard "persuading" to the point of harassment or hazing?
- How do you think [hazing](#) gets started?

**(10 min.):** Develop a

definition of peer pressure

**(10 min.):** Large group discussion questions:

- How does peer pressure influence a person's decisions about friends? Alcohol/drugs? Sex?
- What are some examples of peer pressure they have seen or experienced in the chapter?
- Ask members to talk in small groups about their ideas about ways to deal effectively with peer pressure.
- What kinds of situations are the most difficult to deal with?
- How can peer pressure influence you to do things you might not want to do?
- How can we use positive peer pressure in the chapter?



# Phikeia Induction

## *A formal pledging ceremony for new members*

**T**he Phikeia Induction Ceremony is a ritualistic process of inducting a new member. It is a solemn occasion and, if done correctly, can be a moving experience which sets the stage for a positive Phikeia education.

The ceremony should take place soon after the recruitment process is complete. Waiting too long after “Bidding” to induct the new Phikeia and starting the education program will leave them hanging.

The chapter treasurer should also be sure to collect the Phikeia Dues up front and in full before the ceremony to avoid confusion and collection problems later.

The Phikeia educator and the Phikeia Education Committee should be responsible for preparing and coordinating the ceremony. Be sure to read this section thoroughly to properly prepare the chapter and the new members for the ceremony.

### **Preparing for the ceremony**

The Phikeia educator must choose an appropriate location: a chapel, the chapter house, or other solemn

location, then he should pick a specific date and time well in advance and notify all those involved, especially the Phikeia. Members should not leave them in the dark until the last minute.

Dress for all Phikeia and members should be coat and tie, and all chapter members should be present.

Bring to the ceremony:

- A Phikeia pin, Phikeia certificate, and Manual of Phi Delta Theta for each new member (obtained through General Headquarters)
- Six blue or white tapered candles
- A roll book and pen
- The Fraternity flag or coat-of-arms as a backdrop

### **The Ceremony**

Phikeia are assembled in an anteroom in preparation for the Phikeia Induction Ceremony. The main room is arranged as shown in the diagram, and the candles are lit. The lights should be dimmed slightly. The members of the chapter should stand or be seated off to the side of the Phikeia.

The warden leads the new Phikeia into the room as chapter softly sings “Eternal

Praise” or another appropriate song of the Fraternity. Phikeia remain standing in front of their chairs as previously instructed by the warden.

PRESIDENT: “Let us Pray.”

CHAPLAIN: “Heavenly Father, direct us in our normal daily living, and may our future friendships in Phi Delta Theta enrich these men, and in turn, the entire chapter. Also, grant us the strength to act in a manner to bring honor to ourselves and to the Fraternity. Amen.”

PRESIDENT: “Please be seated. On behalf of the (chapter) of Phi Delta Theta, I welcome you to the fellowship of our Fraternity. I welcome you to a group of men whose brotherhood you have chosen and desire because of the kind of men you believe them to be. You have chosen this group on the basis of your considered opinion that they are men you will be happy to call your closest and dearest friends all your life. This is one of the most vital decisions you will make during your entire college career. In choosing a fraternity you wanted an

international fraternity which had a background necessary to make your membership something more than a mere campus interlude. You wanted a chapter home which offers adequate opportunities for study, reasonable recreational facilities, clean and wholesome living conditions, and opportunity for intellectual stimulation. A chapter home where your Mother and Father will not only be welcome, but comfortable. You wanted a scholastic position with respect to other fraternities on campus, which is more than safe, better than average. You wanted a financial and budget situation which will ensure a minimum of fiscal problems, reasonable charges, minimum of assessment items, and responsible alumni supervision. You wanted an opportunity to participate in campus activities and athletics, and to obtain advice as to the extent and nature of this participation, and as to how best to obtain a maximum return in leadership experiences. You wanted a reasonable, well-ordered social life,



consistent with good morals and good taste, with its civilizing influences. These are the things you have looked for in the fraternity of your choice; we believe you will find them abundantly in Phi Delta Theta.”

*slight pause*

“To formally induct you to the position of a Phikeia of (chapter) of Phi Delta Theta, you will please stand and repeat the Phikeia Oath after me.

I (full name) now declare that I pledge myself and my services to the Phi Delta Theta Fraternity . . . that I will discharge faithfully the duties devolving upon me as a Phikeia . . . that I will try to promote the welfare of the Fraternity . . . and that I will be always mindful of the basic principles of the Fraternity . . . And further, I pledge myself as a college man . . . to uphold the honor and dignity of Phi Delta Theta everywhere and at all times . . . I will never bring disgrace to this, my Fraternity . . . by any act of dishonesty or moral cowardice . . . I will stand firm for the ideals and sacred things of my Fraternity . . . both alone and with my Phikeia brothers . . . I will revere and obey the laws of the Fraternity . . . and do my best to incite a like respect and reverence . . . in my Phikeia brothers and in every member of this chapter . . . I will strive in all ways . . . to transmit the Fraternity to those who may follow after . . . not only not less . . . but greater

than it was transmitted to me.”

CHAPTER: “We are witnesses”  
*The president calls the candidates forward one by one. The warden instructs each man to sign the Phikeia roll book and a Phikeia Certificate attended by the chaplain. The chaplain gives the Phikeia the certificate and directs him to the Phikeia educator. The Phikeia educator pins the Phikeia button of Phi Delta Theta on the Phikeia, hands him a Phikeia Manual, shakes his hand, and directs him to return to his seat. All other Phikeia come forward, in turn, in a like*

*manner.*

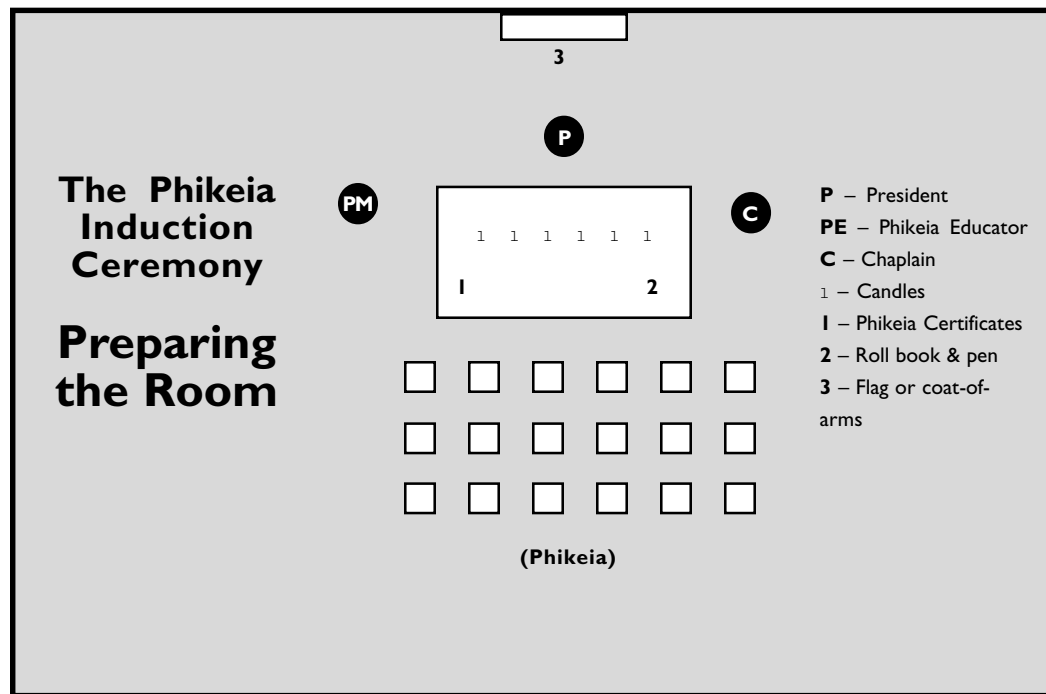
PRESIDENT: “You are now Phikeia of (chapter) of Phi Delta Theta. Now, let me introduce to you, (Phikeia educator) who is going to assist you as your Phikeia educator.”

*The Phikeia Educator extends a short word of greeting to the group.*

PRESIDENT: “If the burdens of a Phikeia at times seem irksome, you must remember that this testing has a purpose. The Phikeia must learn that no man is fit to lead until he has served his apprenticeship among the followers. The home life of the chapter should be attractive enough to

hold your interest. It should be clean and well organized to hold your respect, and it should offer an outlet for unselfish service that it may stir the best emotions and develop latent manhood. Chapter life cannot measure up to these standards unless every Phikeia has responded to the sure tests of character, leadership, and scholarship during the probationary period. I now commend you to the chapter as Phikeia.”

*The chorister leads the chapter in a song, followed by individual congratulations to each new Phikeia.*





# Week One

## Introduction to The Phikeia Program

### NOTES:

#### This week

- *First Phikeia meeting*
- *Choose firm weekly meeting place and time*
- *Big Brother preferences*
- *Chapter committee assignments*
- *Academic orientation workshop*
- *Collect bio cards and dues*
- *Study Hall (10 hours)*
- *Assign Manual chapters 1–2*
- .....

#### For the Phikeia meeting

- *Phikeia should bring: a three-ring binder; paper, a pen, and the Phikeia Manual, if they have already received it. Dress should be coat and tie with the Phikeia button.*
- *Chapter rush chairman with rush evaluations*
- *List of chapter officers*
- *Historian with bio cards*
- *Copies of the Phikeia Program schedule*
- *List of chapter committees*
- *Chapter president*
- *Chapter vice president*
- *Pallas Committee chairman with copies of the requirements for initiation*
- *Treasurer*
- .....

*Welcome (20 min.)* The Phikeia educator should

welcome the Phikeia to the first formal meeting, review the meeting agenda. The chapter historian then distributes the bio cards to be completed by the Phikeia. The Phikeia educator hands out the Phikeia manuals (if the Phikeia did not receive them at the induction ceremony), the Phikeia Program schedule, and the FEA Statement of Position Regarding Hazing & Pre-Initiation Activities (p. 16–17 of the Phikeia manual). Review each in turn.

*Ice breaker/Introduction (10 min.)* In order to introduce the new members to each other, pair up the entire class and tell them they have five minutes to learn the following things about their partner: His full name, his hometown, his major, his hobbies, and something unique about him.

Have the Phikeia each in turn introduce their partner to the group, giving information about the questions above.

*Recruitment Chairman's evaluation (10 min.)* The chapter's rush chairman should quickly distribute copies of a rush evaluation (example in the rush chairman's manual) to be completed by the Phikeia.

*Financial obligations (10 min.)* Introduce the chapter

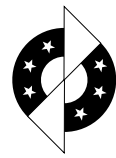
treasurer to discuss the financial obligations of the Phikeia. He addresses the Phikeia dues, chapter dues, and other charges if applicable. Methods of payment and billing options should also be given. Each Phikeia should receive a bill or payment schedule for the term's charges.

*Chapter officers (20 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 Phikeia.

The Vice President should then discuss the Phikeia officers' duties.

*Phikeia Officer Nominations (15 min.)* The Phikeia educator takes nominations for the following Phikeia officers: Community Service Chairman, Social Chairman, Treasurer, Secretary, Vice President, and President. A list of the nominations should be posted for the chapter to see. Remind the Phikeia that officer elections will be held the following week.

*Big Brother Preferences (10 min.)* Each Phikeia will be assigned a Big Brother, a mentor from the initiated ranks of the chapter. Each



Phikeia should select his top three preferences for Big Brother from the list of eligible brothers (provided by the Phikeia Educator), and write them on a piece of paper under the Phikeia's name. Collect these and save them to review with the Phikeia Education Committee.

The Big Brother ceremony date, time, and place is reviewed with the Phikeia.

**Chapter President** (15 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 a Phikeia officer. The discussion should be concise, thorough, and should instill a sense of enthusiasm about participation in the Phikeia.

**Pallas Committee Chairman** (10 min.) The chairman of the Pallas Committee should introduce himself, review the responsibilities of the committee, distribute copies of the requirements for initiation and review them (p. of this manual).

**Chapter committee assignments** (5 min.) Each Phikeia must sit on one of the chapter's standing or special committees. They may be voting members, but this is not a requirement. Phikeia may not sit on the Pallas Committee or the Phikeia Education Committee, but they may sit on the Executive Committee. The Phikeia educator passes around a list of all chapter committees and asks each Phikeia to assign himself to one of the committees listed. No more than two Phikeia should be on a committee. Make it clear that Phikeia are required to attend all regularly scheduled meetings of the

committee to which they are assigned.

**Wrap-up** (5 min.) After the Phikeia sign up for committees, announce the regular time and place for further Phikeia meetings, and ask if anyone has scheduling difficulties.

**Assignments:** Assign chapter 1–2 of the Phikeia manual, and remind the Phikeia that they will be turning in their class schedules to the scholarship chairman next week.

### **Don't Forget**

**The Risk Management Affidavit.** This document is available on the Fraternity web site and will be sent to the chapter. The Phikeia educator is required to sign this document. The chapter president should return it to General Headquarters by October 31.

**Bio cards and Dues.** Follow up with the chapter treasurer and historian to be sure the proper Phikeia Dues are paid to General Headquarters and that the [biographical data cards](#) have been completed and returned. If these things have been done improperly, it could delay processing of the entire pledge class by the International Fraternity.

### **Phikeia Education Committee**

The Phikeia Education Committee should meet every week to discuss the program. On the agenda this week:

- The Phikeia Retreat
- Matching Phikeia with Big Brother candidates
- Reviewing the Big Brother Ceremony
- Scholarship chairman's plans for the Academic Orientation Workshop
- Other items as needed ☎

## **Scholarship**

### **Academic Orientation Workshop**

This workshop (see p. 22 of this workbook) should be presented in the first week of The Phikeia Program by the Scholarship Chairman with the assistance of his committee. It is suggested that he schedule the workshop on a weekend, as a full day is required for proper implementation. Objectives include:

- Help the Phikeia adjust to their new academic environment.
- Acquaint the Phikeia with chapter and campus academic policies and resources.
- Aid the Phikeia in developing good study techniques and time management skills.
- Assist the Phikeia to set realistic goals for themselves.

Don't forget to start 10 hours per week of study hall as well. Review the scholarship section for information.

## **Brotherhood building**

The Phikeia probably do not know each other very well, so tell them that this week their assignment is to create a list of every Phikeia in the class with their campus phone numbers, majors, home (parents') addresses and phone numbers, and birthdates. Have them photocopy the list for every Phikeia and for the Phikeia educator as well.

## **Big Brothers**

### **Big Brother Preferences**

The Phikeia educator will need to set up a meeting with the Phikeia Committee to make the final Big Brother assignments based on eligibility and the preference forms collected from the Phikeia at the first meeting (see Big Brothers).

## **Case Study**

### **Scholarship**

The chapter has been advised that if its grade point average falls below a 2.0 for a second consecutive year, it will be put on social probation. Hugh, an upperclassman who is an exceptionally intelligent student, has been cutting most of his morning classes, and goes out drinking several nights a week. Recently, three sophomores who are on scholarship probation have been going out with him, and they have been cutting many of their morning classes.

#### ISSUES FOR DISCUSSION

- Is individual academic performance a chapter concern? Why or why not?
- What should the executive committee say to Hugh? To the three sophomores?
- At what point should the chapter intervene in an academic situation?



# Week Two

## Big Brother Orientation & the Phikeia Retreat

**NOTES:**

**This week**

- *Second Phikeia meeting*
- *Election of Phikeia officers*
- *Phikeia Retreat*
- *Big Brother Ceremony*
- *Big Brother Orientation*
- *Tour of campus scholarship resources*
- *Study Hall (10 hours)*
- *Assign Manual chapter 7*
- .....
- .....

**For the Phikeia meeting**

- *Phikeia should bring: a three-ring binder, paper, a pen, and the Phikeia Manual. Dress should be coat and tie with the Phikeia button.*
- *IFC president*
- *Chapter chorister*
- *Scholarship chairman*
- *Community service chairman*
- *Phikeia Test #1*
- *Phikeia turn in class schedules to scholarship chairman*
- .....
- .....

*Chorister teaches a song (10 min.)* The chapter chorister teaches the Phikeia “Phi Delta Theta for Aye” on page 122 of the Manual. All future meetings will be opened with a song.

*Roll call (5 min.)* Quickly record roll, and assign someone to take minutes until the secretary is elected.

*Scholarship review (15 min.)* This will be a regular weekly activity. Phikeia are instructed to turn in any graded papers, tests, and assignments from the previous week for inspection and recording by scholarship chairman. He then gives a brief overview of his job and the scholarship program

At this meeting, Phikeia must submit their class schedules for the term as well.

The scholarship chairman quickly has each Phikeia 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?

*Election of Phikeia Officers (15 min.)* The election should be by private ballot.

Each officer should be elected by majority, so if there are more than two candidates, you may need a run-off vote.

Hold vote in this order: president, vice president, secretary, treasurer,

community service chairman, social chairman.

After the elections, the Phikeia will be in charge of running their own meetings. The Phikeia educator will need to keep the Phikeia president informed of the agenda.

The Phikeia secretary begins recording the minutes and should take roll at future meetings.

*Business (20 min.)* The class president should lead a discussion of upcoming projects and events, obtaining ideas, appointing any special committees, and assigning duties to specific officers. The chapter community service chairman should be on hand to discuss future projects. The meeting should be run according to Robert’s Rules of Order and decisions are approved by class vote.

This week, the newly-elected president and secretary should read ahead in the Phikeia manual, pages 72–75, to learn about parliamentary procedure.

*Recognize Phikeia educator.* After business is conducted, the president should turn the floor over to the Phikeia educator, who comments on the Phikeia’ progress to date and reviews



any items which need reinforcement.

*Case Study (10 min.)* Copy this week's case study (see this section) and hand it out to the Phikeia. Phikeia can read it out loud and facilitate discussion on it. How does this situation relate to Phi Delta Theta's principles?

*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 organizations (10 min.)* After the presentation, the Phikeia educator leads a short discussion about leadership and campus involvement. The Phikeia will be joining a campus organization this week. The Phikeia educator lists the possible organizations which fulfill this requirement.

*Test #1 (20 min.)* Distribute the test and give the Phikeia 20 minutes to complete it.

*Assignments:* Assign chapter 7 of the Manual for next week, and tell the Phikeia they must join a campus organization/activity before the next meeting.

*Pass the gavel (10 min.)* A tradition in many chapters, Phikeia in turn make announcements or comments ending with "Proud to be a Phikeia."

### **Phikeia Education Committee meeting**

This committee meeting should be focused on finalizing plans for the upcoming Phikeia Retreat (see Retreat p. 22). Go over all

committee members' assignments and be sure everything is set for this important event.

Next, review the Big Brother section with the committee members before making final decisions about the Big Brother assignments.

Use the Phikeia preferences from week one to determine the best matches for Big Brothers. After the committee has made its final decisions, the Phikeia educator notifies the Big Brothers so they may prepare for the Retreat and Big Brother Orientation.

The committee should next discuss plans for a Big Brother Orientation meeting. Decisions regarding location, agenda, and presentation should be made (see the possible agenda under the weekly Big Brother section). Be sure to read the Big Brother chapter carefully.

The Phikeia educator may wish to assign a committee member to be in charge of organizing and maintaining the Big Brother program.

### **A word about tests over the Manual**

The tests over material from the Phikeia manual are included in this program. The test questions are created for the manual assignments listed in each weekly meeting agenda. Be sure that the correct chapters are assigned from the manual each week in order to coincide with the test questions.

If Phikeia fail to earn 80% on a test, they may be allowed to retake it at least once. ☺

## **Scholarship**

### **Tour of campus resources**

This week the scholarship chairman should arrange a two-hour tour of the campus scholarship resources.

Points of interest should include

- The library. Have a librarian give a tour of the facilities
- Campus study resource center
- Computer center/writing center
- Faculty advisor's office
- Registrar's office

## **Big Brothers**

### **Big Brother Orientation**

The Big Brother assignments should have been decided during the week with the Phikeia Education Committee (see Big Brothers). The ceremony is held during the Phikeia Retreat. Read the sections on Big Brothers and the retreat to plan and prepare for this event. Before the ceremony, the Phikeia Education Committee should hold an orientation meeting for all Big Brothers. The agenda:

- Review The Phikeia Program schedule (10 min.)
- Hand out copies of this section and discuss responsibilities of Big Brothers (15 min.)
- Hand out copies of the Phikeia requirements for initiation and discuss them (10 min.)
- Have the Pallas Committee chairman discuss the Pallas committee & disciplinary procedures (15 min.)
- Discuss ideas for Big Brothers/Little Brother activities (20 min.)
- Review the Little Brother Report (5 min.)
- Have the scholarship chairman review the Phikeia scholarship program (5 min.)
- Discuss the [FEA Statement of Position on Hazing](#)
- Questions and wrap-up

## **Case Study**

### **Financial responsibility**

Mike is known as a big spender, but he hasn't paid his monthly bill, due on the 10th. He regularly gets money from home to cover his bill, but Mike says he needs this money from home to hold him until he gets paid from his part-time job on the 27th. When the treasurer tells him that the chapter needs his money to pay outstanding bills, Mike refers to another brother, Ed, who is on scholarship and does not received his money until the 15th of each month. "If Ed doesn't have to pay by the 10th, why do I? We're all equal as brothers, aren't we?"

ISSUES FOR DISCUSSION

- Should the letter of the law, as Mike sees it be enforced in this situation?
- How would you resolve the discrepancy?
- Is there ever right time for a double standard?





five of this program (see week five).

*Historian discussion (15 min.)* The chapter historian hands out copies of the chapter history and addresses the class. He may wish to bring chapter scrapbooks and let the Phikeia go through them, assigning the Phikeias to create one for themselves.

*Campus activities/ organizations (10 min.)* The Phikeia educator passes around a sheet of paper. The Phikeia list their name the name of the campus organization they joined last week and any other relevant information (phone numbers, etc.) The Phikeia educator reminds the Phikeia that they will be writing an essay on their experiences in this organization later in the program.

*Case Study (10 min.)* Copy this week's case study (see this section) and hand it out to the Phikeia. Phikeia can read it out loud and facilitate discussion on it. How does this situation relate to Phi Delta Theta's principles?

*Test #1 (20 min.)* Distribute the test and give the Phikeia 20 minutes to complete it.

*Assignments:* Assign chapters 3, 4 & 10 of the Phikeia manual for next week. Assign a Phikeia to create a class scrapbook before week eight. Give the Phikeia copies of the chapter's bylaws.

*Speaker (30 min.)* The chapter adviser speaks to the Phikeia class this week. He may address his role in the Fraternity, the importance of alumni involvement, the meaning of "A 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.

*Pass the gavel (10 min.)* Phikeia in turn make announcements or comments ending with "Proud to be a Phikeia."

### Running Phikeia meetings

As part of the program to develop leadership, the Phikeia meetings should be run primarily by the Phikeia themselves.

By this time the Phikeia officers and chairmen have been elected. The president should open and facilitate the meetings using [Parliamentary Procedure](#). The secretary should take roll and record the minutes. The other officers should give reports and participate just as if the meeting were a formal chapter meeting.

The Phikeia educator and the other initiated members of the chapter in attendance must avoid controlling the meeting. They should offer advice, information, and encouragement when needed, but should not try to run the meeting themselves.

### Phikeia Education Committee meeting

The Phikeia educator and his committee review the program to date and discuss the following topics:

- Big Brother performance
- Next week's events, i.e. fund-raising event.
- Phikeia performance
- Phikeia scholarship
- Study hall monitoring
- Other committee assignments ☎

## Scholarship

### Study skills workshop

This workshop should be presented in the third week of The Phikeia Program by a professor or administrator on campus. The scholarship chairman plans and executes this workshop on a weekend or weekday evening. It should take about two hours. Topics to be addressed include:

- Time management
- Note-taking
- Preparing for examinations
- Writing papers
- Other study skills

The Phikeia should have read chapter 7 from the Phikeia manual by this time, so they should have an idea of the topics which will be addressed. The speaker should bring copies of resources like time sheets, daily planners, note-taking examples, etc. for the Phikeia. Invite the entire chapter, a sorority, or other guests.

## Big Brothers

### Group activity

The Phikeia Education Committee should appoint one of its members or a Big Brother to orchestrate Big Brother activities for the rest of the eight-week program. This week the Big Brother and Phikeia should participate in a group activity (see Big Brothers). The activity can be casual and fun, but should only include the Phikeia and their Big Brothers. The coordinator must be sure to inform the participants of the event, date and time well in advance.

## Case Study

### Cleaning the chapter house

In your chapter house, members living-in are responsible for cleaning their own rooms and each floor is responsible for its bath. The "common areas" are maintained by whoever decides to pick up. There is a real problem with out-of-house members coming in late at night to watch TV and leaving their taco chip bags and pizza boxes lying around. Trash cans on all floors are always overflowing and the bathrooms are always damp and smelly. Mold has taken over the showers, and the sink is always full of food encrusted dishes. Rarely do large number of members gather in the common areas because of the mess. You as the house manager, also note that the live-in members seem reclusive and a little bitter.

#### ISSUES FOR DISCUSSION

- How should you deal with this?
- How should you involve all of the members?
- What obligations do the out-of-house members have?
- How clean is clean enough for a fraternity house?



# Week Four

## Risk management workshop & fund-raising project

**NOTES:**

**This week**

- Fourth Phikeia meeting
- Risk management workshop
- Fund-raising project
- Big Brother activity
- Study Hall (10 hours)
- Assign Manual chapters 5–6
- .....
- .....

**For the Phikeia meeting**

- Phikeia should bring: a three-ring binder, paper, a pen, and the Phikeia Manual. Dress should be coat and tie with the Phikeia button.
- Chapter adviser
- Social chairman
- Phikeia Test #3
- .....
- .....

*Opening song (5 min.)* The Phikeia sing a song from the Phikeia manual.

*Roll call (5 min.)* The Phikeia secretary should quickly record roll.

*Scholarship review (15 min.)* Phikeia are instructed to turn in any graded papers, tests, and assignments from the previous week for inspection and recording by chapter’s scholarship chairman.

After these are turned in,

go quickly around the room and have each Phikeia answer the following 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?

*Minutes of the last meeting (5 min.)* The Phikeia secretary reads the minutes of the last meeting. The class votes by acclamation to approve the minutes or make any revisions.

*Officer/Committee Reports (10 min.)* Phikeia officers and chairmen report on their work to date and any future projects.

*Old business (10 min.)* The Phikeia president should wrap up any tabled motions or discussions left over from last week.

*New business (20 min.)* The class president should lead a discussion of upcoming projects and events, obtaining ideas, appointing any special committees, and assigning duties to specific officers. The meeting should be run according to Robert’s Rules of Order and decisions should be approved by class vote.

*Announcements (5 min.)* Officers and Phikeia should

announce any upcoming activities or events and other items the class should be aware of.

*Recognize Phikeia educator.* After business is conducted, the President should turn the floor over to the Phikeia Educator, who should comment on the Phikeia’ progress to date and review any items which need reinforcement.

*Social Chairman discussion (15 min.)* The chapter’s social chairman presents the chapter’s and campus’ social policies as well as the social calendar for the term.

*Case Study (10 min.)* Copy this week’s case study (see this section) and hand it out to the Phikeia. Phikeia can read it out loud and facilitate discussion on it. How does this situation relate to Phi Delta Theta’s principles?

*Test #3 (20 min.)* Distribute the test and give the Phikeia 20 minutes to complete it.

*Assignments:* Assign chapters 5 – 6 of the Phikeia manual for next week.

*Pass the gavel (10 min.)* Phikeia in turn make announcements or comments ending with “Proud to be a Phikeia.”



## Risk management workshop

*Facilitator:* social chairman, Phikeia educator, or the chapter president.

*Who:* all Phikeia and brothers.

*Why:* To educate members about the [Risk Management Policies](#) of the Fraternity, to develop ideas on how to incorporate these policies in a social program, and to make members aware of chapter risks.

*Where:* chapter house or other facility which can accommodate the members.

*Time:* 130 min.

*Speaker:* BACCHUS or GAMMA representative, or professional knowledgeable in risk management or alcohol education.

*You will need:* TV and VCR, a copy of the “Risky Business” video from the province president or General Headquarters, Phikeia manuals, flip chart & marker.

### Introduction (10 min.)

The facilitator should welcome the members and give the following information:

- By definition risk management is limiting the opportunity for an accident to happen.
- One-third of all chapters have been involved with a liability claim.
- 90% of claims are alcohol related.

### Risk management policies (15 min.)

Have the Phikeia take turns reading each section of the [Risk Management Policies](#) out loud (p. 105 of the Phikeia manual). The social chairman or facilitator discusses relevant chapter or local policies regarding alcohol as

well.

### “Risky Business” (45 min.)

Show the video, and use the back of the video jacket to facilitate discussion about the video.

### Speaker (30 min.)

Have the guest speaker give a half-hour presentation on alcohol education or risk management.

### Planning a party (30 min.)

Have the members break into groups of six. Give them ten minutes to think of areas in the chapter or things members do at parties that increase risk. Afterward, have each group give you their top five answers and write them on the flip chart without repeating answers.

Have them go back to their groups and give them 15 minutes to come up with detailed ideas on handling the following situation:

“The Gamma sorority wants a party at your chapter house and they are notorious for insisting on kegs. Plan a party (detailed) that would be fun, conforms to the [Risk Management Policies](#), and addresses the risks previously listed on the flip chart.”

Reassemble the group to discuss the results.

### Phikeia plan event (30 min.)

Part of The Phikeia Program requires the Phikeia to plan and execute an alcohol-free social event or Phikeia Formal in week seven. After the brothers are dismissed, have the Phikeia class plan the party using the knowledge they have just gained. ☺

## Scholarship

### Big Brothers meet the professors of the Phikeia

The Big Brothers can try to set up meetings with each of the Phikeia’ professors this week. To determine how they are performing in their classes. This is an optional evaluation. Professors may be reluctant to discuss the grades of the Phikeia, but additional information such as attendance, participation, and classwork may be available. Big Brothers should use the scholarship evaluations (see Phikeia Scholarship) and submit them to the scholarship chairman. Phikeia may need to sign a release form. Consult the chapter’s faculty advisor for more information.

## Fund-raising event

This week the Phikeia and Big Brothers plan a fund-raising event. The event should be completely orchestrated by the Phikeia and should not be a part of the chapter’s programming. The money can be used for a philanthropy or charity, or it can be used to pay for one of the Phikeia projects. The important aspect of this event is that they plan and execute it and have the power to decide what to do with the funds. Some ideas for a fundraiser are:

- Raffle tickets for a TV, CD player, or other item
- Selling plates for a spaghetti dinner, pancake breakfast
- Car wash, yard clean-up, penny drives, etc.

Other ideas can be obtained through the Treasurer’s Manual or local resources on campus.

## Big Brothers

As well as participating in the Phikeia fund-raising project, the Big Brothers should do small one-one-one activities with their Little Brother. Ideas are listed in the Big Brother section. The Big Brother program coordinator on the Phikeia Education Committee should be sure to check to be sure every Big Brother is planning something for this week.

## Case Study

### Drug use in the chapter

Chris is rumored to be selling marijuana; many members have seen strangers go up to Chris’ room at odd hours. One afternoon you are in talking to Chris’ roommate, Corey. Corey reaches for a book on Chris’ desk and knocks over a pencil holder. A bag of white powder—obviously cocaine—falls out. Corey immediately says, “I didn’t know about any cocaine.”

#### ISSUES FOR DISCUSSION

- How would you handle the situation with Chris?
- What if Corey had known about cocaine use?
- Should Corey be held accountable in any way?



# Week Five

## Community service project & Pallas Committee review

**NOTES:**

**This week**

- Fifth Phikeia meeting
- Pallas Committee review
- Community service project with Big Brothers
- Etiquette seminar
- Study Hall (10 hours)
- Assign Manual chapters 8–9
- .....
- .....

**For the Phikeia meeting**

- Phikeia should bring: a three-ring binder, paper, a pen, and the Phikeia Manual. Dress should be coat and tie with the Phikeia button.
- Professor or faculty advisor speaks
- Chaplain
- Alumni secretary
- Phikeia Test #4
- .....
- .....

*Opening song (5 min.)* The Phikeia sing a song from the Phikeia manual.

*Roll call (5 min.)* The Phikeia secretary should quickly record roll.

*Scholarship review (15 min.)* Phikeia are instructed to turn in any graded papers, tests, and assignments from the previous week for inspection and

recording by chapter’s scholarship chairman.

After these are turned in, go quickly around the room and have each Phikeia answer the following 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?

*Minutes of the last meeting (5 min.)* The Phikeia secretary reads the minutes of the last meeting. The class votes by acclamation to approve the minutes or make any revisions.

*Officer/Committee Reports (10 min.)* Phikeia officers and chairmen report on their work to date and any future projects.

*Old business (10 min.)* The Phikeia president should wrap up any tabled motions or discussions left over from last week.

*New business (20 min.)* The class president should lead a discussion of upcoming projects and events, obtaining ideas, appointing any special committees, and assigning duties to specific officers. The meeting should be run according to Robert’s Rules of Order and decisions should be

approved by class vote.

*Announcements (5 min.)* Officers and Phikeia should announce any upcoming activities or events and other items the class should be aware of.

*Recognize Phikeia Educator.* After business is conducted, the president should turn the floor over to the Phikeia Educator, who should comment on the Phikeia’s progress to date and review any items which need reinforcement.

*Chaplain discussion (15 min.)* The chapter’s chaplain lead a discussion of the Fraternity’s principles and their application in daily life. If appropriate, he can also address religious services offered in the area and the importance of leading a spiritual life.

Stimulate discussion by asking the Phikeia about their personal ideas regarding values, morality, and spiritualism.

*Alumni secretary discussion (15 min.)* The alumni secretary addresses the Phikeia class, discussing his job and the chapter’s alumni program. He stresses the importance of alumni involvement and chapter protocol with visiting alumni.



He may also wish to describe any upcoming alumni events.

*Case Study (10 min.)* Copy this week's case study (see this section) and hand it out to the Phikeia. Phikeia can read it out loud and facilitate discussion on it. How does this situation relate to Phi Delta Theta's principles?

*Test #4 (20 min.)* Distribute the test and give the Phikeia 20 minutes to complete it.

*Assignments:* Assign chapters 8 – 9 of the Phikeia manual for next week. Pass around a sheet with dates and time for the upcoming Pallas Committee review this week, and have the Phikeia sign up for a 15-minute session.

*Pass the gavel (10 min.)* Phikeia in turn make announcements or comments ending with "Proud to be a Phikeia."

### **Pallas Committee Review**

The Pallas Committee meets with each Phikeia and their Big Brother this week (see Pallas Committee). The Phikeia should have signed up for 15-minute sessions at the Phikeia meeting.

These sessions are designed to be a positive experience for the Phikeia. Encourage their performance and explain what other things must be done to ensure they meet the requirements for initiation.

### **Phikeia Education Committee meeting**

At its weekly meeting, the committee should review the Pallas Committee's evaluation of the Phikeia class and determine if there are any problems with the program or with the Phikeia performance. The committee may wish to make minor adjustments to the program if necessary. In addition, the committee discusses:

- Big Brother performance
- Upcoming activities
- Rush chairman's recruitment workshop next week
- Phikeia scholarship performance
- Any other scheduling changes, assignments, or observations of the Phikeia program to date.



## ***Etiquette seminar***

The Phikeia Educator and the Phikeia Education Committee arranges an etiquette speaker to address the Phikeia this week. Contact someone from the institution's catering service or a sorority alumna who is knowledgeable in this area. The seminar should be held as part of a luncheon or dinner hosted by the Phikeia or chapter, so that dining etiquette may be properly demonstrated. The Committee may wish to invite a sorority as well. The seminar should cover these basic areas:

- Dining etiquette
- Proper dress for different occasions
- Social or dating etiquette

Refer to Emily Post's books on the subject for more information.

## ***Community service event***

### ***Big Brother activity***

The Phikeia 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 Phikeia 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 Phikeia 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.

## ***Case Study***

### ***Apathy***

In just three years, your chapter has declined from a membership of 70 to 40. Scholarship is now regularly a fraction above the social probation level. Campus participation is minimal. Your new officer slate is seeking to revive spirit and individual participation. A bloc of 10 members contends that the chapter officers have no business in such efforts, for a fraternity is merely a "social" organization for parties and good times.

ISSUES FOR DISCUSSION:

- How would you approach the problem of apathy?
- What obligation does the chapter have to ensure academic performance?
- What resources are available to you from the institution? General Headquarters?

### **NOTES:**



# Week Six

## All-campus lecture & Recruitment workshop

**NOTES:**

**This week**

- Sixth Phikeia meeting
- All-campus lecture
- Recruitment workshop
- Phikeia create coat-of-arms and family tree
- Province president speaks
- Study Hall (10 hours)
- Assign chapters 11–12
- .....
- .....

**For the Phikeia meeting**

- Phikeia should bring: a three-ring binder, paper, a pen, and the Phikeia Manual. Dress should be coat and tie with the Phikeia button.
- Province president speaks
- House manager/steward
- Phikeia Test #5
- .....
- .....

*Opening song (5 min.)* The Phikeia sing a song from the Phikeia manual.

*Roll call (5 min.)* The Phikeia secretary should quickly record roll.

*Scholarship review (15 min.)* Phikeia are instructed to turn in any graded papers, tests, and assignments from the previous week for inspection and recording by chapter's

scholarship chairman.

After these are turned in, go quickly around the room and have each Phikeia answer the following 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?

*Minutes of the last meeting (5 min.)* The Phikeia secretary reads the minutes of the last meeting. The class votes by acclamation to approve the minutes or make any revisions.

*Officer/Committee Reports (10 min.)* Phikeia officers and chairmen report on their work to date and any future projects.

*Old business (10 min.)* The Phikeia president should wrap up any tabled motions or discussions left over from last week.

*New business (20 min.)* The class president should lead a discussion of upcoming projects and events, obtaining ideas, appointing any special committees, and assigning duties to specific officers.

*Announcements (5 min.)* Officers and Phikeia should announce any upcoming

activities or events and other items the class should be aware of.

*Recognize the Phikeia Educator.* After business is conducted, the President should turn the floor over to the Phikeia Educator, who should comment on the progress to date.

*House manager/steward discussion (15 min.)* The house manager or steward addresses the class and reviews chapter policies relating to his area.

*Case Study (10 min.)* Copy this week's case study (see this section) and hand it out to the Phikeia. Phikeia can read it out loud and facilitate discussion on it. How does this situation relate to Phi Delta Theta's principles?

*Test #5 (20 min.)* Distribute the test and give the Phikeia 20 minutes to complete it.

*Assignments:* Assign chapters 11–12 of the Phikeia manual for next week.

*Speaker (30 min.)* The province president speaks this week if he can be scheduled. The program must be flexible to accommodate his visit. If he arrives in a different week, schedule him then and rearrange the program.

*Pass the gavel (10 min.)*



## Recruitment workshop

*Purpose:* To educate members in recruitment techniques and review recruitment strategies.

*Where:* At a lodge away from campus.

*Facilitator:* The chapter's recruitment chairman

*Time:* 120 – 150 minutes.

*You will need:*

- The Ultimate Rush video (General Headquarters)
- The Right Way to Rush II video (National Interfraternity Conference or General Headquarters)
- VCR & TV
- a flip chart
- Paper and pens or pencils
- 3"x5" cards

### *Self Introspection*

(15 min.) The members must first know the selling points of the chapter. The best way to do that is to understand why each of the members joined Phi Delta Theta. Have each of the members provide answers for the following questions:

- *Why did you join Phi Delta Theta?*
- *Who was the most influential person in your decision?*
- *What have you gained from your membership?*

Write their answers on the flip chart. What do these results say about the typical recruit?

*Strengths of the chapter* (15 min.) If you want to sell a product, you first must know its benefits. What are the aspects of the chapter that will appeal to recruits? Ask these questions and write responses on the flip chart.

- *What is Phi Delta Theta's image on campus?*
- *What are the strengths of the chapter?*
- *What does the International Fraternity offer?*

*Know the market* (10 min.) The chapter must

focus on recruits who meet the chapter's standards. Ask the following questions and note the answers on the flip chart:

- *What are a good member's interests, needs, qualities?*
- *What attracts this kind of person?*
- *Does our current approach attract this type of person?*
- *Do we attract a diverse group culturally, socially?*

*Video (15 min.)* Show one of the videos and discuss its message briefly.

### *Roleplaying (variable)*

Assign the members into groups of three: a recruit, recruiter and an observer.

There should be at least one veteran in each group. Hand out a 3"x5" card to each "recruit" with a description of his objection:

- A freshman with financial difficulties,
- A sophomore with hazing concerns,
- A transfer student who's worried about time commitment and scholarship,
- Or other scenarios.

The recruiter must initiate conversation, discover the background of the recruit, and field any objections he has to Greek membership. The observer should offer suggestions at the end of each session. The members should each take turns as the recruiter, with a new description card for the recruit each time.

### *Giving the bid (20 min.)*

Have three of the top recruiters act a bid team and roleplay a proper bidding procedure with a "recruit." The recruit offers a variety of objections before accepting the bid.

*Review of the recruitment program:* Review the recruitment schedule, the

events, any recruitment assignments, applicable

recruitment rules or IFC regulations. ☎

## Intellectualism

### *All-campus lecture by a professor*

The Phiikeia plan to host an all-campus lecture by a prominent professor. The purpose of this activity is to put organizational skills into practice, develop relations with the faculty, and foster a respect among the Phiikeia for intellectual pursuits. The pledge class appoints a Phiikeia and an older brother to coordinate this activity. In addition, the class must:

- Find a professor willing to perform a lecture on a popular topic which will appeal to the community and students
- Locate and reserve an adequate location
- Promote the event well in advance to ensure a large attendance
- Host a reception before or after the event for the professor and alumni or guests at the chapter house or other adequate facility.

The Phiikeia class must begin planning this event early in the Phiikeia Program.

## Big Brothers

### *Family tree and coat-of-arms*

This week each Big Brother meets with his Little Brother to create a family tree and coat-of-arms. If Big Brothers from past "generations" are available, meet together as a "family." The members discuss the history of the family and help the Phiikeia create a coat-of-arms that reflects that history. The Phiikeia must bring their work to the next Phiikeia meeting

## Case Study

### *Members stealing*

It's almost two in the morning and you're returning from the library. As you round the corner in the hallway and enter the TV room, you literally walk right into one of the fifth year students who has just moved into an off-campus apartment and who is carrying an end table out of the room. His roommate is behind him carrying a lamp and a magazine rack. The older member looks you right in the eye and says, "You've got to swear to me that you won't say anything about this ..."

#### ISSUES FOR DISCUSSION:

- How would you handle the problem?
- What would you say to the chapter president or executive committee?
- Would you stop him while he is taking the stuff out? If so, how would you do it?



# Week Seven

## Risk management workshop & fund-raising project

**NOTES:**

**This week**

- *Seventh Phikeia meeting*
- *Alcohol-free social function*
- *Big Brother activity*
- *Study Hall (10 hours)*
- *Assign Phikeia manual review*
- .....
- .....

**For the Phikeia meeting**

- *Phikeia should bring: a three-ring binder, paper, a pen, and the Phikeia Manual. Dress should be coat and tie with the Phikeia button.*
- *Phikeas bring their family trees and coats-of-arms from last week.*
- *Awards chairman*
- *Warden*
- *Greek advisor or dean of students*
- *Phikeia Test #6*
- .....
- .....

*Opening song (5 min.)* The Phikeia sing a song from the Phikeia manual.

*Roll call (5 min.)* The Phikeia secretary should quickly record roll.

*Scholarship review (15 min.)* Phikeia are instructed to turn in any graded papers, tests, and assignments from the previous

week for inspection and recording by chapter's scholarship chairman.

After these are turned in, go quickly around the room and have each Phikeia answer the following 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?

*Minutes of the last meeting (5 min.)* The Phikeia secretary reads the minutes of the last meeting. The class votes by acclamation to approve the minutes or make any revisions.

*Officer/Committee Reports (10 min.)* Phikeia officers and chairmen report on their work to date and any future projects.

*Old business (10 min.)* The Phikeia president should wrap up any tabled motions or discussions left over from last week.

*New business (20 min.)* The class president should lead a discussion of upcoming projects and events, obtaining ideas, appointing any special committees, and assigning duties to specific officers. The meeting should be run according to Robert's Rules of

Order and decisions should be approved by class vote.

*Announcements (5 min.)* Officers and Phikeia should announce any upcoming activities or events and other items the class should be aware of.

*Recognize Phikeia educator.* After business is conducted, the president should turn the floor over to the Phikeia Educator, who should comment on the progress of the Phikeia to date and review any items which need reinforcement.

*Awards chairman's discussion (15 min.)* The chapter's awards chairman addresses the Phikeia this week. He presents any awards the chapter has won recently, and he discusses awards the chapter is eligible for this year. He should also talk about the awards process.

*Warden's discussion (15 min.)* The warden gives a presentation on his job description, the importance of ritual in a fraternity experience, and the value of secrecy within Phi Delta Theta. He emphasizes the importance of ritual, using examples from the [Phikeia Induction Ceremony](#) and the Big Brother Ceremony to illustrate his point.



*Case Study (10 min.)* Copy this week's case study (see this section) and hand it out to the Phikeia. Phikeia can read it out loud and facilitate discussion on it. How does this situation relate to Phi Delta Theta's principles?

*Test #6 (20 min.)* Distribute the test and give the Phikeia 20 minutes to complete it.

*Assignments:* Assign a complete review of the Phikeia manual for the final test next week. Also assign two 250-word essays (see Essays in this section), and inform the class that they will be expected to write a pledge class song together.

*Speaker (30 min.)* The Greek advisor or dean of students addresses the Phikeia class this week. He/She should discuss the Greek community and its role in the campus environment, challenges facing Greek life, and the university administration's relationship to the fraternity system.

*Pass the gavel (10 min.)* Phikeia in turn make announcements or comments

ending with "Proud to be a Phikeia."

### Essays

This week the Phikeia write two 250-word essays. One is about their participation in a campus organization, the other is about their role on the chapter committee. The essays should address the value of participation, the Phikeia's assignments, and the importance of leadership. Have the Phikeia turn these essays into the Phikeia educator next week.

### Phikeia Class song

The Phikeia work with the chapter choristor in writing a pledge class song this week. They should be instructed that the song should be written to a popular melody, and the lyrics should be about the Fraternity. The song must be in good taste. With help from the chapter, the Phikeia will sing their class song during the serenade next week. 🎶

## Phikeia formal

### Alcohol-free social function

The alcohol-free Phikeia formal social event is this week. The class should have planned and prepared for this event since week four's Risk Management Workshop. All brothers and Phikeia are invited as well as dates. The class' performance should be judged on how well they followed the [Risk Management Policies](#) and the chapter's social policies. Some creative ideas for this event are:

- Formal dance where a dance instructor teaches classic dances to the members and dates.
- University theater outing with guests
- Talent contest. Members and guests perform skits, sing, play instruments or perform magic or comedy in front of the crowd.

## Big Brothers

### Group activity

This week the Phikeia and their Big brothers plan a group activity (see Big Brothers). The activity should be fun and casual and all Phikeia and Big Brothers must be in attendance. Some ideas are:

- A barbecue or picnic
- Volleyball game or tournament
- Golf outing

The Phikeia Education Committee's Big Brother coordinator plans and executes this event with the help of the Phikeia and Big Brothers.

## Case Study

### Hazing

Two nights before the new members were to be initiated by the chapter, the Phikeia educator told the anxious candidates that it was time for the "tapping-in" ceremony, a tradition maintained by the chapter. The ceremony caused each blindfolded Phikeia to believe that he was rejected from initiation. Anyone who was not tapped would be left blindfolded, taken to a room to contemplate the rejection and then to address the membership as to why he believed the blackball occurred. Finally, after several hours of anxiety, fear, and embarrassment, the charade was exposed by the members, of course after each initiate bared his soul to the membership.

#### ISSUES FOR DISCUSSION

- What is the purpose of this activity?
- Is this purpose consistent with the Fraternity's principles?
- What would it feel like to be put through this experience?
- If you were a candidate, what thoughts might have gone through your head?
- What non-hazing, constructive programs could you design to replace this activity?
- Why do you think people do this to other people?

### NOTES:



# Week Eight

## Final Pallas Committee review & Initiation

**NOTES:**

**This week**

- Eighth Phikeia meeting
- Final Pallas Committee review
- Phikeia write a Bond
- Initiation
- Study Hall (10 hours)
- .....
- .....

**For the Phikeia meeting**

- Phikeia should bring: a three-ring binder, paper, a pen, and the Phikeia Manual. Dress should be coat and tie with the Phikeia button.
- Phikeia turn in essays from last week
- Prominent alumnus speaks
- Completed pledge class scrapbook
- Final Phikeia Test
- .....
- .....

*Opening song (5 min.)* The Phikeia sing their class song written last week.

*Roll call (5 min.)* The Phikeia secretary should quickly record roll.

*Scholarship review (15 min.)* Phikeia are instructed to turn in any graded papers, tests, and assignments from the previous week for inspection and recording by chapter's

scholarship chairman.

After these are turned in, go quickly around the room and have each Phikeia answer the following 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?

*Minutes of the last meeting (5 min.)* The Phikeia secretary reads the minutes of the last meeting. The class votes by acclamation to approve the minutes or make any revisions.

*Officer/Committee Reports (10 min.)* Phikeia officers and chairmen report on their work to date and any future projects.

*Old business (10 min.)* The Phikeia president should wrap up any tabled motions or discussions left over from last week.

*New business (20 min.)* The class president leads a discussion of upcoming projects and events, obtaining ideas, appointing any special committees, and assigning duties to specific officers. The meeting should be run according to Robert's Rules of Order and decisions should be approved by class vote.

*Announcements (5 min.)*

Officers and Phikeia should announce any upcoming activities or events and other items the class should be aware of.

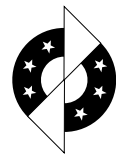
*Recognize the Phikeia Educator.* After business is conducted, the President should turn the floor over to the Phikeia eEducator, who should comment on the Phikeia progress to date and review any items which need reinforcement. Collect essays from last week.

*Case Study (10 min.)* Copy this week's case study (see this section) and hand it out to the Phikeia. Phikeia can read it out loud and facilitate discussion on it. How does this situation relate to Phi Delta Theta's principles?

*Final test (40 min.)* Distribute the final test and give the Phikeia 40 minutes to complete it.

*Assignments:* Assign the Phikeia to write a Bond (see exercise in this section). Pass a piece of paper with dates and time for the upcoming Pallas Committee review this week. Have the Phikeia sign up for a 15-minute session.

*Speaker (30 min.)* A local prominent alumnus or professor familiar with the history of Greek on your



campus speaks this week. His address covers the purpose of Greek life, the history of fraternities at your institution, and the positive impact they have had on young men. The address should be inspirational and uplifting.

*Pass the gavel (10 min.)*  
Phikeia in turn make announcements or comments ending with “Proud to be a Phikeia.”

*Present Phikeia class scrapbook.* The Phikeia who were charged with assembling the pledge class scrapbook in week three now present it to the class.

### **Pallas Committee Review**

The Pallas Committee meets with each Phikeia and their Big Brother this week. The Phikeia should have signed up for 15-minute sessions at the last Phikeia meeting.

The review is conducted much like the first one. However, the object in these meetings is to determine whether the Phikeia has satisfactorily completed the requirements for initiation. The Pallas Committee will recommend who should be initiated and in what order.

If the Pallas Committee does not recommend a Phikeia for initiation, it must bring the Phikeia’s name up to the chapter for a vote to depledge. If the Phikeia is not depledged, he must be repledged with the next Phikeia class or be given the list of requirements to be completed before initiation.

During this process the Pallas Committee must be flexible, encouraging, and positive in its criticism. It should listen to the Phikeia

and the Big Brothers and should be fair in its evaluation of each Phikeia’s performance.

### **Preparation for initiation**

Once the candidates have been chosen for initiation, the chapter must prepare itself for this solemn ceremony. A committee composed of the President, Warden, Phikeia Educator, and other members involved in the ceremony, should meet the week before the scheduled initiation to discuss the following:

- Inventory of ritual equipment
- Location, time and date of the ceremony
- A chapter rehearsal of the initiation
- Preparation of the Phikeia

A rehearsal of the ritual is vitally important. In order to properly execute the initiation ceremony and provide a solemn and moving experience for the members, the officers and brothers must conduct a rehearsal. Plan to run through the ceremony a few hours before initiation.

Preparing the Phikeia and the brothers for the solemnity of the ceremony is also important. The committee should reserve an entire day for the event and schedule some of the following activities:

- Religious services in the morning (non-denominational)
- Brunch with alumni or parents (coat and tie)
- Awards banquet the night before

The activities must be quiet, reflective and done as a group. ☺

## **Ritual exercise**

### **Writing a bond**

Before initiation, the Phikeia educator should assign the Phikeia class to write a declaration of Phi Delta Theta and its principles which tries to emulate the Bond. Set up the situation by reminding the Phikeia of the events and circumstances leading to the founding of the Fraternity. What was going through the minds of Morrison and Wilson as they wrote this sacred document? What was their purpose? Give the Phikeia an hour to draft their “Bond” and make copies for them so they may compare their work to the actual Bond after initiation.

## **Big Brothers**

### **One-on-one activity**

The Phikeia and Big Brothers should spend a few hours one-on-one this week before initiation. The activities should be casual and fun like recreational sports. Big Brothers can obtain other ideas in the Big Brother section of the workbook.

### **Serenade sororities**

In addition, the entire chapter, including the Phikeia, might like to serenade the sororities this week. Dress in coat and tie and sing some of the songs from the Phikeia manual. The chapter should also sing the pledge class song written by the Phikeia last week.

## **Case Study**

### **Ritual**

In an effort to help initiation go more smoothly, the pledge education committee has identified the portions of the ceremony that are eight irrelevant or superfluous to the major elements. As the ritualist identifies another section to be omitted, a sophomore member raises the following question: “Is it right for us to change the ritual like this?”

#### ISSUES FOR DISCUSSION

- Why is it important to conduct the ritual as written?
- How can you support this brother’s question?
- How can you plan for a meaningful ritual experience? Is a rehearsal appropriate?



# Post-initiation retreat

## Ritual review and chapter unity retreat

An all-chapter retreat should be held the week after initiation to refresh the new initiates about the Ritual and to bring them together with the other brothers. It is also an excellent time to formulate new goals and objectives for the chapter and to prepare the members for the new term.

The warden should be the coordinator of this activity, but the Phikeia Educator should assist in the preparation and execution of the event.

*Facilitator:* Chapter warden or president.

*Who Should Attend:* all undergraduate brothers and any alumni who wish to attend. Initiated members only.

*When:* the week after initiation or the following academic term.

*Setting:* at the chapter house or a facility that can easily be secured to prevent interruptions.

*Materials needed:* The Bond and ritual books, a flip chart and marker, the Phikeia manual, copies of "I Believe" by Arthur R. Priest (p. 24 of the Phikeia manual), pencils or pens, good quality paper for everyone, a candle and matches.

*Goals:* generate brotherhood within the entire chapter, renew understanding of the principles of the Fraternity, set goals for the coming term.

*Time needed:* 3–4 hours.

### **The Bond (50 min.)**

The facilitator welcomes everyone and asks those in attendance to be seated. Senior members of the chapter take turns reading one section of *The Bond*. After each section is read, the facilitator asks questions to begin discussion on its meaning. Everyone should have an opportunity to speak, but the facilitator should also watch the time and move discussion along.

- *What does this section mean?*
- *How does it apply to our chapter?*
- *How do we incorporate these things into our daily lives?*

After all sections are read, the facilitator asks the newest members what section they believe is most important and why.

### **Ritual presentation (30 min.)**

The warden presents the unwritten secrets to the entire

chapter. He can effectively demonstrate the secrets by testing some of the older members.

### **Chapter evaluation (30 min.)**

The chapter breaks into six smaller groups and each group is assigned one of the following categories: scholarship, rectitude, brotherhood, ritual, chapter organization, and campus relationship.

The facilitator gives each group 15 minutes to brainstorm and write down ideas on how to improve the chapter in their area. After this is accomplished, each group verbally lists their items and the rest of the chapter chooses five items to be written on the master list (flip chart). This list should later be given to the secretary to prepare for the chapter's next meeting.

*(Note: in lieu of this exercise, the chapter may wish to use the [STANDARDS FOR BROTHERHOOD PROGRAM](#), a self-evaluative standards program produced by the General Headquarters.)*

### **Positive feedback (45 min.)**

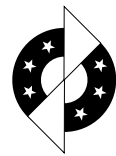
Each member receives a sheet of good quality blank white

paper. The facilitator has everyone write out their full name on the top of the sheet. Members should pass the sheets to their right and write down any positive thoughts about the brother whose sheet they have. Members should not indicate author's names. Keep passing the paper until each member has their own, now completed, sheet of thoughts from every member. This is a good exercise for a chapter of 50 men or less. If there are too many members in attendance, let the chapter form into two or three smaller voluntary groups.

### **Candle pass (20 min.)**

The warden dims the lights, lights the candle and passes it to the first brother on the right. Each member should take the candle in turn and say something positive he feels about the Fraternity, his brothers, or the retreat experience, finishing with "Proud to be a Phi."

Afterward, the members organize a barbecue, dinner, or other fun chapter activity back at the chapter house or other facility. ☺



## PHIKEIA EDUCATORS

To access TESTS and ANSWER files:

- 1) **View Phkeia Program Manual on Officer Resource CD-ROM**



- 2) **If you can not locate an Officer Resource CD, e-mail [marc@phideltatheta.org](mailto:marc@phideltatheta.org)**





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