

Post-Pinning Meeting Presentation Script

- SLIDE 1 Welcome to the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter!

 The purpose of this meeting is to convey important information you need to know before we begin our Weekly Initiate Meetings next week.
- SLIDE 2 Today we are going to discuss the following: Phi Sigma Pi's Mission Statement,
 National and Chapter Initiation Program Requirements, the Anti-Hazing Policy and
 how to report hazing and Initiate Meeting expectations.
- Let's start with Phi Sigma Pi's Mission Statement. A mission statement communicates an organization's purpose: who the group serves and how goals will be accomplished. This past October the National Fraternity adopted the following Mission Statement to provide a foundation for our Members and guide our Fraternity into the future. (Read the Mission Statement on the slide.) Phi Sigma Pi's Mission Statement sets our Chapter apart from other organizations on campus, and, as a Chapter, we strive to live into the mission in everything we do.
- The National Constitution of our Fraternity outlines the following as requirements for the Initiation Program: (Read the National requirements on the slide.) These can be found on page 16 of *The Scholar's Province*. Are there any questions about the National Requirements?
- In addition to the National requirements, our Chapter requires the following of all Initiates who participate in the Initiation Program: (Read the Chapter requirements on the slide.) These can be found on page [PAGE NUMBER] of the Initiate Handbook. Are there any questions about the Chapter Requirements?
- As an Initiate of Phi Sigma Pi National Honor Fraternity, you can expect an Initiation experience that is free of any form of hazing. Phi Sigma Pi neither approves of nor shall be responsible for actions of Members which result in an injury to a person or damage to property. In other words, there is no place for hazing in our organization. Here is the Anti-Hazing Policy as it appears in The Scholar's Province and on the National website at phisigmapi.org/keypolicies: (Read the Anti-Hazing Policy on the slide.)



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SLIDE 7

Our Chapter and the National Office both take hazing very seriously. If you experience or become aware of hazing these are your options for reporting it. First, you may contact our Chapter President, [PRESIDENT NAME], who can be reached at [PRESIDENT EMAIL ADDRESS]. If you do not feel comfortable contacting them for any reason, you may contact our National Office by email at chapterservices@phisigmapi.org or by phone at 717-299-4710. Finally, if you would prefer to make your report anonymously, you may do so using the reporting form available at phisigmapi.org/contactus. If you are unsure if what you are witnessing is hazing, it is best to report it, and you can do so with whichever method you prefer. Please let me know if you have any questions about our Anti-Hazing Policy or how to report hazing.

SLIDE 8

The Initiation Program includes meeting once a week for the next five weeks. Make sure that you make note of the dates, times and locations for these meetings as you are expected to attend all of them. Each week you should come to the Initiate Meetings wearing your Initiate Pin and with your copies of *The Scholar's Province* and Initiate Handbook.

SLIDE 9

In preparation for next week's meeting, please read pages 1 to 23 of *The Scholar's Province*.



- SLIDE 1 Welcome to the first weekly meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.
- Today we are going to discuss: Phi Sigma Pi's Purpose, National Policies, the Initiate Bill of Rights, National Documents, The Initiation Program, Chapter Structure, Parliamentary Procedure. At the end of the meeting, we will conduct Initiate Class Nominations and Elections.
- The purpose of Phi Sigma Pi is tied to the ideals upon which we were founded. We call these ideals The Tripod. Scholarship, Leadership and Fellowship are all valued equally as they support our Fraternity's mission to improve humanity through social service. It is through the Tripod, and the three ideals encompassed within it, that Phi Sigma Pi fulfills its purpose.
- Next, we are going to review some of the key policies related to membership in Phi Sigma Pi. All of these policies can be found on page 10 and 11 of *The Scholar's Province* and on the National website at phisigmapi.org/keypolicies. According to the Anti-Hazing Policy, hazing is defined as any action or situation that recklessly or intentionally endangers the mental, physical or emotional health and safety of an individual. Even if an individual agrees to participate in activity, it may still be considered hazing. Hazing violates the policies of the sheltering institution and is considered behavior unbecoming a Member of Phi Sigma Pi.
- SLIDE 5 Phi Sigma Pi is an inclusive organization, and we do not discriminate against anyone for any reason. Our organization's greatest strengths lie in the diversity of our lifelong Members, and we are proud to be an organization dedicated to inclusivity for every individual who meets our eligibility requirements regardless of race, color, religion, National origin, ancestry, age, sex, gender identity or expression, sexual orientation or disability status.



SLIDE 6

Phi Sigma Pi discourages, but does not prohibit the use of alcoholic beverages at PSP sponsored events, functions or meetings. If alcohol is present, Members must follow the proper event planning steps available in the National Risk Management Policy. All laws pertaining to the use of alcohol must be followed in the event that alcohol is included as part of a Phi Sigma Pi event, and Members who are below the legal drinking age of 21 should refrain from the use of alcohol. Illegal substances are never permitted at a Phi Sigma Pi event.

SLIDE 7

When it comes to our Recruitment or Initiation processes, alcohol will never be part of an event associated with either one. That means that Potential New Members and Initiates may not be in the presence of alcohol as part of a Chapter event. Additionally, Chapters are strictly prohibited from using Chapter monies for the purchase and consumption of alcohol or controlled substances at any PSP function.

SLIDE 8

Every Initiate and Member should have the benefit of a Phi Sigma Pi experience that is free of the risk of sexual assault and harassment. All individuals are expected to refrain from any behavior that could make others feel uncomfortable, unsafe or unwelcome. Sexual assault and harassment is illegal. Any Member or Initiate who sexually assaults or harasses another Member, Initiate, or guest of the Fraternity is criminally and personally liable for their own actions.

SLIDE 9

The Initiate Bill of Rights, which is listed on page 12 of *The Scholar's Province*, outlines the rights of every Initiate throughout the Initiation Program. (**Have Initiates volunteer to take turns reading the list aloud.**)

SLIDE 10

As an Initiate, you are expected to be familiar with the following National Documents: the National Constitution, the National Operating Policies and the National Risk Management Policy. The National Constitution outlines the primary policies and organization of the Fraternity, including expectations of Chapters. The National Operating Policies contain the official policies related to the day to day operation of the Fraternity. The National Risk Management Policy provides guidelines for events and aids Chapters in minimizing risk for their Members.



SLIDE 11

Page 14 of The Scholar's Province outlines the Initiation Program and all that you can expect to gain from this experience. As an Initiate of Phi Sigma Pi, you will have the opportunity to learn about the history and values of our Fraternity. The primary purpose of the Phi Sigma Pi Initiation Program is to prepare you to be a lifelong Member. (Read the information on The Initiation Program aloud.)

SLIDE 12

Each Chapter is governed by its own bylaws for Chapter operations and organization. Officers lead the Chapter to ensure its success, while Committees get the work of the Chapter done through events that engage Members and Alumni. Expectations, election requirements, and other details of the duties of elected officers and committees are found on pages 18 and 19 of *The Scholar's Province*.

SLIDE 13

This is our list of Chapter Officers and their positions. (Highlight any Officers Initiates may interact with directly, for example, communicating with the Treasurer for payment of dues or setting up a payment plan.)

SLIDE 14

These are the Committees that we have in our Chapter. Each Committee has a Committee Chair her oversees the work of the Committee. (**Provide a short description of what each Committee does, and the requirements for Committee involvement as an Initiate and Member.**)

SLIDE 15

Our Chapter and the National Fraternity both use Parliamentary Procedure, or Parli Pro, to ensure that meetings run smoothly and give everyone an opportunity to share their opinions through debate. Robert's Rules of Order Newly Revised is the text that we use to ensure that we are following the proper procedures. See pages 20-23 in *The Scholar's Province* for information on Parliamentary Procedure.

SLIDE 16

A typical agenda for a Chapter Meeting can be found on page 20 of *The Scholar's Province*. Remembering the acronym CROPTUNA can be a good way to remember the order of the agenda, which you will need to know for the National Exam.



SLIDE 17

The National Office has created a video that demonstrates the process of nominating and electing Officers. (After the video, ask if there are any questions about the process for nominations and elections.) We will use pages 22-23 of *The Scholar's Province* as a guide for the nomination and elections process.

SLIDE 18

Before we begin with nominations, let's review the role of each Initiate Class Officer throughout the rest of the Initiation Program. The President presides over the Initiate class meetings and oversees the planning and implementation of the Initiate Event. The President may also provide updates on the progress of the Initiate Class at Chapter Meetings. The Vice President will assist the President as needed and preside over a meeting in the President's absence. The Secretary keeps minutes during the weekly Initiate Class Meetings and keeps the Initiate Class informed of all upcoming events. The Secretary also takes attendance at all Initiate Class meetings and events. Finally, the Treasurer is responsible for the collection of funds for any fundraisers and managing the budget for the Initiate Event.

SLIDE 19

In preparation for next week's meeting, please read pages 24 to 44 of *The Scholar's Province*. You will also study for Quiz 1 based on the material we covered today. Let's review for the quiz now. (Provide Initiates with the National Exam Study Guide to fill in the answers. They can look up the answers if they get stuck, and you can use the Quiz 1 Key to provide the correct answers as needed.)



- Welcome to the second weekly meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter. Today we're going to start with taking Quiz 1, which will help to prepare you for the National Exam. (After the Initiates take the quiz, have them switch papers to grade and review the answers based on the Quiz 1 Key.)
- SLIDE 2 Today we are going to discuss: Phi Sigma Pi History, the Tripod, the Fraternity Songs, The Brother's Creed. At the end of the meeting, you will have time to work on planning your Initiate Event.
- Phi Sigma Pi was founded on February 14, 1916 at the State Teachers College in Warrensburg, Missouri. The school is now known as the University of Central Missouri. The Founding Fathers of our Fraternity are Hendricks, Phillips and McClure. We will discuss them more soon.
- SLIDE 4 Here are some of the most important dates in Phi Sigma Pi history. (Review the items on the slide.)
- Dr. Eldo L. Hendricks is also known as Alpha 1, the first Founder of the first Phi Sigma Pi Chapter. He served as the Central Regional Director of the Fraternity from 1931 to 1935. The Excellence in Scholarship Award is named in his honor.
- SLIDE 6 Dr. Claude A. Phillips is also known as Alpha 2, the second Founder of the first Phi Sigma Pi Chapter. Chapters that capture the spirit of Fellowship through Chapter events are honored with an award named after him.
- Dr. C.H. McClure is also known as Alpha 3, the third Founder of the first Phi Sigma Pi Chapter. He was the first recipient of the Distinguished Service Key, which is the highest honor bestowed upon a Member.
- SLIDE 8 Rolla F. Wood was elected as President in 1928. He helped to form the Interfraternity Conference, and there is a graduate scholarship awarded in his name.



SLIDE 9

Joseph Torchia served as the Chapter Advisor for the Sigma Chapter. The Outstanding Chapter Award, which is the most prestigious award a Collegiate Chapter can receive, is named in his honor.

SLIDE 10

Jeffrey Johnson was integral in helping to revitalize and diversify the Fraternity in the '90s. During his tenure as President, the Fraternity grew to include 70 active Collegiate Chapters, a national budget of over half a million dollars was established, and the National Headquarters was built to provide a location for the National Staff to work from.

SLIDE 11

As an honor organization, Phi Sigma Pi expects Members to maintain good academic standing. Academic standing, however, is just a small part of the scholarship ideal. Scholarship means serious, detailed study, which is much more than just going through the motions to finish a task or an assignment. Scholarship in our organization extends outside the classroom and is part of a larger "always learning" philosophy. Our Chapters hold scholarship events, and Members are encouraged to attend National events that foster the spirit of lifelong learning. Here are some examples of how our Chapter upholds the ideal of Scholarship: (Review the items on the slide.)

SLIDE 12

Leadership is defined as the art of motivating a group of people to act towards achieving a common goal. To Phi Sigma Pi Members, leadership is service. Phi Sigma Pi provides the opportunity for Members to gain core leadership skills to strengthen themselves, and then, just as importantly, teaches them to apply their skills in serving others. Strong leadership inspires positive change in all facets of the Chapter, as well as the campus and local communities. Here are some examples of how our Chapter upholds the ideal of Leadership: (Review the items on the slide.)



SLIDE 13

In Phi Sigma Pi, fellowship is an important part of Chapter culture that permeates virtually every aspect of business and interaction. In addition to a fraternal culture that develops friendships, it also fosters a sense of teamwork and camaraderie that provides for collaboration, innovation and fun. When you join Phi Sigma Pi, you become a Member for life. Fellowship unites Members with passion and dedication to maintain a commitment to Phi Sigma Pi long after graduation. Here are some examples of how our Chapter upholds the ideal of Fellowship: (Review the items on the slide.)

SLIDE 14

Phi Sigma Pi has two official songs, "Brothers Are We" and "Brother." The lyrics for both can be found on pages 46 and 47 of *The Scholar's Province*. Both songs were written by Members and are often sung at National Events. (**Play the songs from the Resource Center one time and have Initiates sing along the second time.**)

SLIDE 15

The Phi Sigma Pi Brothers' Creed was approved by the 2015 Grand Chapter in Washington, D.C. It is a reminder of the ideals that bond us as a Fraternity and is often recited at National Events. We will close each of our Initiate Meetings with reciting The Brother's Creed, which can be found on page 48 of *The Scholar's Province*.

SLIDE 16

As part of the Initiation Program, you are tasked with planning an event as an Initiate Class. (Review any additional details related to the event.) Here are some rules to keep in mind as you begin brainstorming ideas for your Initiate Event. First, in the brainstorming phase, it is important to be positive and welcome all ideas. You want everyone to contribute, so make sure there's not one voice taking over the conversation. Write down every idea that is shared, so that you can build on each other's ideas. You are striving for quantity of ideas, not quality, during brainstorming. And don't worry about if you've tried an idea in the past. Focus on the future.

SLIDE 17

Once you have decided on an idea that you would like to pursue, you should create a list of tasks that need to be accomplished. You can then break these tasks into subtasks, smaller parts that will make it easier to accomplish. Picking up supplies is an example of a task, while making a shopping list is a subtask. Once you have your list of tasks and subtasks, set deadlines for when things need to be done.



SLIDE 18

When you have your list of tasks and subtasks and when they need to be completed, you can assign group members to be responsible for those items. You will want to schedule to follow up on what has been accomplished and what still needs done at the next meeting. Depending on the task, you may need to set a time to check in before the next meeting.

SLIDE 19

In preparation for next week's meeting, please study for Quiz 2 based on the material we covered today and practice the Fraternal Songs. You can access the recordings of the songs on the Resource Center at phisigmapi.org/resources. You may also have assigned event planning tasks to complete after your time working on that today. Let's review for the quiz now, and then you can start brainstorming and planning your Initiate Event. (Initiates should use the National Exam Study Guide to fill in the answers. They can look up the answers if they get stuck, and you can use the Quiz 2 Key to provide the correct answers as needed.)



SLIDE 1

Welcome to the third weekly meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter. Today we're going to start with taking Quiz 2, which will help to prepare you for the National Exam. (After the Initiates take the quiz, have them switch papers to grade and review the answers based on the Quiz 2 Key.)

SLIDE 2

Today we are going to discuss: the history of [COLLEGE/UNIVERSITY], our Chapter's history, our Chapter policies and procedures. At the end of the meeting, we will do an activity to help you learn interesting facts about your Chapter. You will then have time continue your Initiate Event planning.

SLIDE 3

Here is some information about [COLLEGE/UNIVERSITY] and our Chapter. You can write the answers on page 50 of *The Scholar's Province*.

SLIDE 4

Here is some additional information about our Chapter. You can write the answers on page 50 of *The Scholar's Province*.

SLIDE 5

(Review important policies and procedures outlined in the Chapter Bylaws and Operating Policy such as: Attendance, Required Events, Dues and Payment Plans.)

SLIDE 6

(Share the interesting facts that you were able to gather from your Chapter or review the instructions for the 10 Interesting Facts About Your Chapter Activity.)

SLIDE 7

In preparation for next week's meeting, please read pages 54 to 58 in *The Scholar's Province* and review the Glossary on pages 73 to 75. You should also study for Quiz 3. You may also have assigned event planning tasks to complete after your time working on that today. Let's review for the quiz now, and then you can continue your Initiate Event planning. (Initiates should use the National Exam Study Guide to fill in the answers. They can look up the answers if they get stuck, and you can use the Quiz 3 Key to provide the correct answers as needed.)



SLIDE 1

Welcome to the fourth weekly meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter. Today we're going to start with taking Quiz 3, which will help to prepare you for the National Exam. (After the Initiates take the quiz, have them switch papers to grade and review the answers based on the Quiz 3 Key.)

SLIDE 2

Today we are going to discuss: our Greek Letters, Phi Sigma Pi Jewelry and Heraldry, *The Ritual*, Subrosa, the National Structure and National Opportunities. At the end of the meeting, you will have time to finalize your Initiate Event Planning.

SLIDE 3

The Greek letters making up our name are a significant part of the identity of our organization. It's important that you learn the letters and how they are written. This will be on the National Exam. The founding members of PSP formed the society with the idea that it would be dedicated to the pursuit of scholarship, fellowship, and leadership. They chose the Greek letters that represented their secret motto, which is learned in *The Ritual*.

SLIDE 4

The Initiate Pin you received at the Pinning Ceremony, is a symbol of the commitment you have made to the Initiation Program and our commitment to provide you the guidance and support needed to help you become a Member. After you have participated in *The Ritual Induction Ceremony*, you will receive the Membership Pin and the Shingle as confirmation that you are a lifelong Member of Phi Sigma Pi.

SLIDE 5

Participation in *The Ritual* will be one of the most significant experiences you have as a Member of Phi Sigma Pi. *The Ritual Ceremonies* are secret and only known to those in the Brotherhood. *The Ritual Induction Ceremony* is the only means by which an individual may become a Member of Phi Sigma Pi. It is more than simply a ceremony to induct new Members, but a common experience shared and cherished by all Members. Our conduct during these ceremonies is one of formality, gravity and momentous significance. It should not be taken lightly. During *The Ritual*, All Members and Initiates are expected to behave in a way that reflects the reverence with which the ceremony should be regarded and the shared experience of participating Initiates.



SLIDE 6

The rose is an ancient symbol of secrecy, and Subrosa means "under the rose" in Latin. Subrosa protects our rights as Brothers to make decisions, to agree or disagree, to debate and to ultimately decide the future of the Fraternity. Part of *The Ritual* is the idea of Subrosa, which implies honor, integrity and trust. Subrosa is especially important during elections and voting sessions to protect debate, but it is vital to consider it in every aspect Chapter operations. We must feel safe to speak our minds without fear of reprisal or humiliation when conducting Chapter business. Subrosa is not a secret keeping system, but, rather, a mindset of respect and consideration. It is the responsibility of every Member to uphold Subrosa for the benefit of all from *The Ritual* to the operation of the Chapter.

SLIDE 7

The National Structure of Phi Sigma Pi consists of three parts: The Grand Chapter, The National Council and the National Staff. The Grand Chapter is the supreme legislative body of the Fraternity. One Delegate from each Chapter attends Grand Chapter where Phi Sigma Pi conducts business, discusses issues facing the organization and elects National Council. The National Council is the supreme executive and administrative body made up of seven volunteers elected every two years. They are charged with enforcing the National Constitution and leading the Fraternity strategic planning. The National Staff runs the day to day affairs of the Fraternity from the National Headquarters in Lancaster, PA. Pages 60 to 61 in *The Scholar's Province* provides an in-depth review of what each part consists of and its responsibilities.

SLIDE 8

The Phi Sigma Pi Foundation is a charitable foundation that collects and distributes funds in support of the program and goals of the Fraternity. It has its own Constitution, Bylaws and Board of Directors. Membership in the Foundation is granted to those who have made significant financial contributions reflecting the dedication and commitment to PSP's mission to enhance the collegiate experience for our Members. The Foundation provides for the Todd Scholarship, which is awarded to a Collegiate Member that exemplifies the Tripod, and the Wood Scholarship, which is awarded to an Alumni Member pursuing graduate school. There is also a Subrosa Fund, which is established to support Members in need.



SLIDE 9

HOBY, which stands for Hugh O'Brian Youth Leadership, was approved as our National Philanthropic Partner by the 2017 Grand Chapter. HOBY provides opportunities for high school students to participate in leadership training, service learning and motivation-building experiences. There are over 450,000 HOBY alumni through the world. Phi Sigma Pi supports HOBY through sponsorships, volunteering, donating and hosting events.

SLIDE 10

Leadership in Action is a nationally recognized certification program. In addition to participating in Modules and becoming a Facilitator to present Modules to the Chapter, Members can also participate in Tweet & Eat Twitter Chats and Lunch & Learn Webinars to engage with Members and Alumni. Anytime you participate in Leadership in Action you earn points toward your LiA Certification. You will receive a certificate and a pin once you have earned 75 points to become Leadership in Action Certified.

SLIDE 11

Members attend National Convention to strengthen themselves, their Chapter and the Brotherhood. Held annually, the event brings together Collegiate Members, Alumni and Chapter Advisors to celebrate the Fraternity. This is also where Grand Chapter is held to conduct the business of the Fraternity. National Convention is held at a different location every year. This past year National Convention was held in Phoenix, Arizona, and this coming year it will be held in Orlando, Florida. You can be a part of it! Additional activities at National Convention include: Leadership in Action Modules and Facilitator Training, Service Projects, Awards Banquet, Roundtable Discussions and After Hours Dance.

SLIDE 12

Leadership Academy is an award-winning, professional leadership development program for Phi Sigma Pi Members. The core curriculum includes personal leadership development, Officer and Committee Chair training, strategic planning and interpersonal skills.should small and large group discussions, leadership programming and networking opportunities. (Play the video on the slide.)



SLIDE 13

In preparation for next week's meeting, please read pages 69 to 71 in *The Scholar's Province* and study for Quiz 4 based on the material we covered today. You may also have assigned event planning tasks to complete before the Initiate Event this week. Let's review for the quiz now, and then you can finalize your Initiate Event. (Initiates should use the National Exam Study Guide to fill in the answers. They can look up the answers if they get stuck, and you can use the Quiz 4 Key to provide the correct answers as needed.)



- Welcome to the fifth and final weekly meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter. We will start by debriefing about the Initiate Event that you all planned and executed together. (Facilitate an open discussion with the entire Initiate Class.)
- SLIDE 2 Today we are going to discuss: Brotherhood for Life, Alumni Events and Engagement and Social Media.
- Membership in Phi Sigma Pi is a lifelong commitment. After Initiates complete the Initiation Program, they are Inducted and become Members. After graduation, Members become Alumni. As Alumni Members you will continue living into the Phi Sigma Pi mission and will have the opportunity to give back to the Fraternity that offered you so much.
- SLIDE 4 Our Chapter hosts a number of events and activities to stay connected with Alumni from our Chapter. (Review the items listed on the slide.)
- Take out your phone or laptop now and follow or like Phi Sigma Pi's social media accounts listed on page 72 of *The Scholar's Province*. You can tag the National Office to share anything you do as a Member of Phi Sigma Pi with other Members and Alumni. (Review your Chapter's social media accounts.)
- The National Exam will be held on [DATE] at [TIME] in [LOCATION]. Remember that you have to pass with an 80% to be Inducted, so study hard. Congratulations on completing the Phi Sigma Pi Initiation Program and good luck on the National Exam!