

PHI SIGMA PI
NATIONAL HONOR FRATERNITY



Initiation Program Curriculum Guide

2021-2022



TABLE OF CONTENTS

Table of Contents	1
Purpose	3
National Requirements	4
Potential New Member to Initiate	6
Giving Bids	7
Initiate Pin	8
Pinning Ceremony	8
Initiation Program Schedule	10
Teaching Method	10
Activity Method	11
Preparing For The Initiation Program	12
The Scholar's Province	13
Resource Center	13
Initiate Meetings	13
Initiate Opportunities.....	14
Virtual Initiate-to-Initiate & Initiate-to-Member Bonding.....	14
Big/Little Program.....	15
The Big Brother Ceremony.....	15
Virtual Big/Little Matching	16
Virtual Big/Little Bonding Ideas	17
Midway Review (Mid Review)	17
Initiate Event	17
Quizzes.....	18
National Exam.....	18
Voting on Initiates.....	18
Induction.....	19
Initiate Dues	19
Teaching Method	21
Post-Pinning Meeting Agenda.....	22
Post-Pinning Script	23
Lesson 1 Agenda.....	27
Core Values Worksheet.....	28
Lesson 1 Script	28
Lesson 2 Agenda.....	37
Tripod Worksheet	38
Lesson 2 Script	39



Face Your Fears Activity	45
Face Your Fears Worksheet.....	47
Lesson 3 Agenda.....	48
Initiate Class Nomination & Election Process	50
Lesson 3 Script	52
Lesson 4 Agenda.....	59
Lesson 4 Script	60
Activity Method	65
Post-Pinning Meeting	66
Post-Pinning Script	67
Lesson 1 Agenda.....	72
Core Values Worksheet.....	73
Lesson 1 Script	74
Lesson 2 Agenda.....	78
Tripod Worksheet	79
Lesson 2 Script	80
Face Your Fears Activity	84
Face Your Fears Worksheet.....	86
Lesson 3 Agenda.....	87
Initiate Class Nomination & Election Process	88
Lesson 3 Script	90
Lesson 4 Agenda.....	94
Lesson 4 Script	95

PURPOSE

The primary purpose of the Initiation Program is to prepare Initiates for active membership in Phi Sigma Pi. The Initiation Program is a time of learning for the Initiate, as well as an opportunity to gather information about what each Initiate may contribute as part of the Chapter once a Member.

As Initiate Advisor, the successful implementation of the Initiation Program is your responsibility. The success of each Initiate who enters the program will depend largely upon how well you impart the information they must know to succeed as an Initiate, pass the National Exam and become a contributing member of your Chapter. It goes without saying that your role is one of great importance that directly impacts the future of your Chapter and the Fraternity. According to the [National Constitution \(Article IV, Section 5\)](#), your program must require Initiates to meet the following National expectations in order to become a Member:

- Coordinate an event that represents the ideals of Phi Sigma Pi
- Find virtual event ideas in [the Virtual Chapter Operations Guide](#)
- Learn Phi Sigma Pi history (National and Chapter)
 - Use the CORE E-Learning Center [Initiation Program](#) (more information on page 11)
- Know the content in *The Scholar's Province*, the governing documents of the Fraternity and Chapter
 - Find the virtual copy of *The Scholar's Province* [here](#).
- Learn to sing the Fraternal songs
- Attend at least one Chapter meeting to understand how meetings are structured
- Pass the National Membership Exam with at least an 80%
 - This can be completed using the [online National Exam](#) (see page 18 for details)

We go through all of the National Requirements on page 4.

Ensuring the success of Initiates requires a thoroughly planned and thoughtfully implemented Initiation Program based on best practices. The success of each Initiate relies on your ability to offer a comprehensive learning experience that imparts the values of our organization and the expectations of Phi Sigma Pi Members. Any aspect of your Initiation Program that deviates from the approved program as described below must be discussed with the National Office.



**National Constitution

NATIONAL REQUIREMENTS

The [Phi Sigma Pi National Constitution](#) lays out the requirements of becoming a Member. These requirements are important, just as our Rituals, as these requirements are what hold together every Initiate and Member of Phi Sigma Pi. It is the same path all of us goes through no matter which Chapter we belong to and bonds us as Members for life. It is important to note that additional requirements are not needed. In fact, for what will be an already different year for many students, now is the time to take a look at any Chapter requirements and ask the question "Is this requirement needed to make the Initiate a stronger leader for our Chapter?" or "Is this a requirement we can add into the Initiate Meetings/Activities or hold as an event following the Initiate term?" Also, something to keep in mind, in the National Constitution it uses the language "Each Collegiate Chapter shall" meaning that all of these requirements are actually the responsibility of the Chapter itself and not the Initiate.

Phi Sigma Pi National Constitution, Article IX: Collegiate Chapters, Section 5, B

Initiation. Each Collegiate Chapter shall, at least,

Hold an Initiation Program that does not span more than one academic semester or quarter;

This means that the Initiates will have completed the five lessons, taken the National exam, hosted a Tripod event and has been Inducted all in one academic term.

Hold a minimum of five Initiate Meetings;

The Initiate Meetings can be completed in-person (following state, community and university guidelines) or virtually. The Initiate Meeting is time where the Initiates can complete the requirements and spend time getting to know each other. *Note: This states five Initiate Meetings, not five weeks of Initiate Meetings.*

Require the Initiate class to complete at least one event that represents the ideals of Phi Sigma Pi as outlined in Article II, Section 2;

This event needs to be planned by Initiates, for Initiates and Members and be related to the Tripod. The purpose of this requirement is to teach Initiates how to plan and execute a Chapter event. This event can be completed in-person (following state, community and university guidelines) or virtually. For virtual event ideas check out the [Virtual Chapter Operations guide](#).

Require each Initiate to attend at least one Collegiate Chapter Meeting at the sheltering institution;

This requirement can also be completed virtually. The purpose of this is to introduce Initiates to how a Chapter meeting is held.

Assign each Initiate to one or more Collegiate Members or Active Alumni Members of a Collegiate Chapter. The Collegiate Members or Active Alumni Members shall serve as examples and sources of guidance to their assigned Initiate throughout the Initiation Program;

This is known to most as Big/Little. It is suggested to pair a Big/Little earlier in the Initiate process. The reasoning for this is because the Big should act as a mentor to the Initiate throughout the Initiation Program. The earlier the Big can do that, the more support the Initiate will receive. This also gives the Initiate someone to connect with in the Chapter earlier in the process. We highly recommend that anyone interested in becoming a Big goes through the [Leadership Training For Bigs](#) in the CORE E-Learning Center. Find Big/Little reveal ideas on page 15.

Issue copies of, and educate the Initiate on content contained in, *The Scholar's Province*, the governing documents of the National Fraternity, and the governing documents of the Collegiate Chapter;

The new 19th edition of *The Scholar's Province* has been released for the fall 2021. You can find the [copy virtually here](#).

Requests for hard copies can be made [here](#). If possible, we highly recommend that your Chapter Initiate Advisor fills out this form to avoid multiple submissions. We are offering two options this year, direct shipment to the Individual Initiate or shipped directly to a designated Chapter Officer for dissemination.

Require all Initiates to learn the Fraternity Songs;

The Fraternity Songs can be found online in the Phi Sigma Pi [Resource Center](#) or [here](#).

Require all Initiates to learn the Fraternity's history and the Collegiate Chapter's history;

This can be done in-person, (following state, community and university guidelines) virtually, or self-paced through the [Virtual Initiation Program](#) in the CORE E-Learning Center. If you plan on teaching the information, PowerPoints and scripts that touch on all the information that is needed for the test can be found on page 21.

Require all Initiates to achieve an individual score of at least 80% correct in order to pass the Phi Sigma Pi National Membership Exam;

You can find the National Exam for [paper](#) and [online](#). For the [online exam](#), the password to access the exam should be given to the Initiate when you would like them to complete it. The password is **1916pspnhf**. Initiates can take the exam at any time once supplied with the link and password. The Initiate can take the exam as many times as they need to in order to pass. There is no need for a local final exam per the National Constitution. It is your responsibility to ask if accommodations are needed.

Ensure each Initiate is provided feedback in person at least once on the Initiate's progress on the requirements of the Chapter Initiation Program.

In order to ensure due process, Initiates must get feedback on their progress. Feedback may include acknowledging:

- Strengths the Initiate has
- The Initiates progress in the Initiation Program
- Favorite/Least favorite parts of the Initiation Program
- Challenging parts of the Initiation Program and how the Chapter can be more accommodating

We suggest that the Initiate Advisor along with the Bigs or whole Chapter complete the Leadership in Action Module Successful Feedback- Giving Constructive Feedback before the Initiate Mid-Review.



***Characteristics of an Excellent Member*

POTENTIAL NEW MEMBER TO INITIATE

As soon as your Chapter votes on the Potential New Members to begin their journey as an Initiate, the Initiates move from the Recruitment Advisor to the Initiate Advisor. It is important to note that the only reasons Potential New Members should not be voted in to start the process is if they do not meet the [Characteristics of an Excellent Member](#). Potential New Members should not be seen as the perfect Phi Sigma Pi Member but instead the perfect Initiate to learn and grow through your Initiation Program. Let's break down each part of the process step-by-step.

Giving Bids

Bids are fun ways to acknowledge the Potential New Member that you are interested in inviting them into your Chapter. There are ways to do this both in-person (following state, community and university guidelines) or virtually.

In-Person

- Print out a Bid Card found in the Phi Sigma Pi Resource Center [here](#) and deliver the news.

Virtual

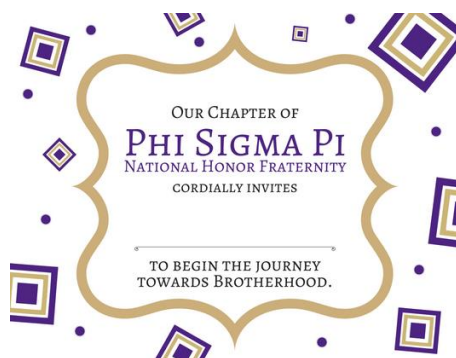
- FaceTime or Video Conference with each Potential New Member to surprise them about their new journey.
- Use a Bid Card found in the Phi Sigma Pi Resource Center [here](#) and send it virtually in an email. Find example email copy below.

Sample Email Copy

Hello!

Thank you so much for dedicating the time to go through our Recruitment process. We are so appreciative to have gotten the opportunity to meet you and have loved getting to know you at our events.

With the process now completed, we officially would like to invite you to be a part of our Brotherhood! You embody the characteristics that make you an excellent addition to our Chapter and we are so excited for you to begin your lifelong journey in Phi Sigma Pi.



If you would like to accept your bid, please reply to this email within 48 hours. From there, we will be in contact with you regarding the rest of the process. Looking forward to hearing from you!

Fraternally,
President/Recruitment Advisor/Initiate Advisor



***Bid Cards*



***Initiate Pin & Pinning Ceremonies*

Initiate Pin

The Initiate Pin should be pinned on your shirt, on the left side, over your heart. Depending on your school's decision for the academic year, using Initiate Pins may look different. Here are some options:

Using Your Chapter Initiate Pins- The Initiate Pin is collected each year when the Initiates receive their Membership pin. Your Chapter is then expected to repurpose this pin year after year. If your Chapter needs to purchase new pins, you can buy them at phisigmapi.org/merchandise.

Print Initiate Pin- Print a picture of the Initiate Pin which you can find [here](#) and add tape to the back to allow the Initiate to attach it to their shirt.

Update Facebook/Instagram Profile Picture with Frame- [Use this Canva Template](#) to update the Initiate's Facebook/Instagram profile picture to include the Initiate Pin. After uploading your picture and adding it to the inside of the frame, download your picture as a png file before uploading it to Facebook or Instagram.

Zoom Background- Initiates can [use these Zoom background](#) during Initiate Meetings or classes.

Pinning Ceremony

In-Person Ceremony- If able to hold the Pinning Ceremony in-person (following state, community and university guidelines), feel free to continue to hold this ceremony as stated in The Ceremonies and Ritual Book. If you do not have access to The Ceremonies and Ritual Book, you can download a copy of the [in-person ceremony here](#). This ceremony is confidential information and should be shredded or fully deleted from all devices immediately after use. This is the only way we can control our sacred materials and Rituals.

Virtual Ceremony- You may complete the Pinning Ceremony virtually. You can find the [virtual instructions online here](#). This ceremony is confidential information and should be shredded or fully deleted from all devices immediately after use. This is the only way we can control our sacred materials and Rituals. We highly recommend that you use Zoom to hold this ceremony and to practice this version more than once with those who have speaking parts. Zoom backgrounds are available to set the scene of the ceremony.

Email to send to (almost) Initiates before ceremony

%Name of student%

Congratulations! We are so excited for you to start your journey in Phi Sigma Pi. The Pinning Ceremony is your first step on that journey. We will be holding the Pinning Ceremony virtually on %Day of the week, Month, Date% at %time% on Zoom. You do not need to have a Zoom account to participate.

Zoom Link:

Zoom ID:

Zoom Password:

In order to participate in the ceremony, we ask that you dress in business attire, have your video on and, if able, use the Zoom background attached to this email. If you need assistance with this, please let me know and we can work something out together.

I am looking forward to working with you closely during your journey to Brotherhood.

Fraternally,

%Your Name%

Initiate Advisor

Phi Sigma Pi, _____ Chapter

INITIATION PROGRAM SCHEDULE

With many school schedules altered for the academic year, this is a suggested and condensed Initiation Program. With an altered academic year, it is important for your previous Initiation program Chapter requirements to alter as well. Now is the time to make your Initiate events and requirements accommodating and inclusive. The Initiation Program has been made to bring out the potential in an Initiate. The only requirements that are necessary are those in the National Constitution (see page 4). Let's walk through two Initiation Program options. After you decide which option you would like to lead, you can walk through the program step-by-step.

Teaching Method

The "Teaching Method" is the method most of our Chapters are used to. At each Initiate Meeting, the Initiate Advisor (or other positions depending on the week) will walk the Initiates through the learning aspects of the program. Almost like a teacher leading a classroom. You use *The Scholar's Province* and the Initiation Program PowerPoints to teach the Initiates everything they need to know for the National Exam.

Below is a sample suggested calendar:

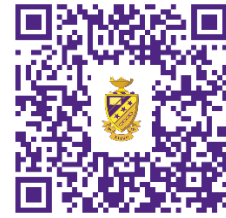
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	Pinning/ Post Pinning Meeting (pgs 22-26)			Lesson 1 (pgs 27-36)		
	Lesson 2 (pgs 37-47)			Big/Little Reveal		
	Lesson 3 (pgs 48-58)			Mid- Review with each Initiate		
	Lesson 4 (pgs 59-64)			Initiate Event		
	National Exam			Induction		

Activity Method

The second method we will call the “Activity Method.” An [Online Initiation Program](#) has been designed through the CORE E-Learning Center filled with interactive learning pieces that align with the Initiate Advisor Curriculum Guide. This allows for Initiates to complete the learning objectives/requirements online, allowing you to use your five required meetings to review the lessons, play games/ice breakers, provide Officer interviews, host calls with Alumni, host speakers from on campus resources, host a LiA Module, complete service activities and plan and hold the one Initiate event. This will allow you to make better and more connections with the Initiates instead of it feeling like a class. If you are interested in using the Online Initiation Program, please sign-up [here](#). *Notes: There are also options to customize this program. You will get a notification that the Initiates completed sections of the program to stay up to date on their progress.*

A sample calendar for this method looks like this:

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	Pinning/ Post Pinning Meeting (pgs 66-71)			Activity 1 (pgs 72-77)		
	Activity 2 (pgs 78-86)			Big/Little Reveal		
	Activity 3 (pgs 87-94)			Mid- Review with each Initiate		
	Activity 4 (pgs 94-96)			Initiate Event		
	National Exam			Induction		



****Online Initiation
Program**

PREPARING FOR THE INITIATION PROGRAM

Before the Initiation Program begins you should begin planning to ensure that you are prepared to offer Initiates a meaningful and complete experience. The following is a list of tasks that you should complete prior to the start of the Initiation Program:

- ☐ Decide if you will be leading the Initiation Program the traditional way through the “Teaching Method” starting on page 21 or if you want to use the “Activity Method” starting on page 65
- ☐ Review the materials contained in this Curriculum Guide, including meeting agendas and presentation outlines, to familiarize yourself with the required content
- ☐ Read [The Scholar's Province](#) to refresh your knowledge of the information included
- ☐ If in person, following all local, state, and university guidelines, submit room reservations to ensure that you are able to secure a space that is suitable for meetings and includes the necessary technology. If virtual, create a recurring meeting on the platform of your choosing (check out different platforms in the [Virtual Chapter Operations Guide](#)) for your meetings.
- ☐ Establish a means for communicating with Initiates leading up to the Initiation Program and throughout
 - ☐ Email
 - ☐ Closed Facebook Group
 - ☐ Group Message
- ☐ Set meeting dates and communicate them to Initiates and any Members you plan to have attend
- ☐ Explore the [Initiate Advisor folder](#) on the [Resource Center](#) for additional resources to help you excel in your role as Initiate Advisor

The Scholar's Province

Initiates may use the [online copy](#) of *The Scholar's Province* or requests for hard copies can be made [here](#). If possible, we highly recommend that your Chapter Initiate Advisor fills out this form to avoid multiple submissions. We are offering two options this year, direct shipment to the Individual Initiate or shipped directly to a designated Chapter Officer for dissemination.

Resource Center

A ton of great resources have been created to make your job of teaching Initiates about Phi Sigma Pi easier. While the Curriculum Guide is complete as presented, there are a number of additional resources that may be used to make meetings with Initiates more engaging. Check out the [Initiate Advisor folder](#) on the resource center to explore everything available to make your Initiation Program a success, including the [Recruitment Advisor/Initiate Advisor Handbook](#).

Initiate Meetings

Once the Initiation Program begins, you will have tasks to complete to ensure that you are prepared for meetings with Initiates. If you are well-prepared, you will feel more successful in your role and Initiates will have a better experience.

Before Meetings

- ☐ Review resources
- ☐ Practice presentation
- ☐ Gather necessary supplies
- ☐ Plan activities
 - ☐ [Icebreakers](#)
 - ☐ Activities
- ☐ Send meeting reminder to Initiates
- ☐ Arrive early to set up the room and test technology

During Meetings

- ☐ Provide name tags (if in person)
- ☐ Take attendance
- ☐ Introduce guests
- ☐ Review requirements
- ☐ Teach content/complete activity
- ☐ Assess learning
- ☐ Answer questions



****The Scholar's Province**



****Initiate Advisor Folder with resources**

Initiate Opportunities

The National Office also supports Initiates with additional resources.

- [Update CORE Profile](#)- Initiates can create and update their CORE profile, add Members and fellow Initiates as contacts and send messages.
 - *If Initiates need any assistance with logging into CORE they can email core@phisigmapi.org or call the National Office at 717-299-4710.*
- Leadership in Action [Virtual Facilitator Training](#)- Initiates can start their process to get a Leadership position right away through becoming a Leadership in Action Facilitator via the E-Learning Center in CORE.
- [Leadership in Action Modules](#) - Director of Leadership of Advancement is releasing Leadership in Action Modules that can be completed on their own time and still earn 6 LiA points. Here are a few Modules to get them started.
 - [Art Of Effective Communication- Communicating By Styles](#)
 - [The Power Of Innovation- Discovering Your Innovative Style](#)
 - [Juggling Multiple Priorities- I Can Do That Later](#)
 - [The Power Of Innovation- When It Comes To Change](#)

When the Initiates complete the Modules, those LiA points will be able to be claimed and added to their account after they are Inducted into Membership.

Virtual Initiate-to-Initiate & Initiate-to-Member Bonding

During the Initiation Program, Initiates form close connections with their Initiate Class and with active Members in their Chapter. While many Chapters may not meet in person for the foreseeable future, there are still many ways to promote bonding between Initiates and Members.

Virtual Initiate-to-Initiate Bonding

1. Make a collaborative Initiate Class playlist
2. Have Initiates send in pictures from when they were a baby or young child and try to guess who is in each picture
3. Virtual Show and Tell: have Initiates show and explain an interesting or unique item at virtual meetings
4. Highs and Lows: have Initiates share a high (or good) moment from their week and a low (or tough) moment from their week

5. Play virtual games such as skribbl.io, cardgames.io, [Club Penguin](https://clubpenguin.com), or any [Jackbox game](https://jackbox.com)
6. Take the [True Colors Inventory](#)
7. Initiate Bingo: have Initiates submit fun and unique things about them and make a bingo sheet out of those fun facts. Initiates have to talk to each other to uncover clues and get bingo first! Another variation is doing an Initiate Kahoot

Virtual Initiate-to-Member Bonding

1. Have a speed meet-and-greet using [Glimpse](#)
2. Use a [wheel of questions](#) to get to know Members
3. Host a virtual family dinner: have Initiates and Members cook the same meal from their own home and eat it together over a video chat
4. Have an Initiate of the Week so that Members can learn more about each Initiate. Feature information such as their year in school, their field of study, any fun hobbies they have, favorite candy or any other information

Big/Little Program

See the [Recruitment Advisor/Initiate Advisor Training Manual](#) for more information on selecting, matching and responsibilities.

The Big Brother Ceremony

In-Person Ceremony- If able to hold The Big Brother Ceremony in-person (following state, community and university guidelines), feel free to continue to hold this ceremony as stated in The Ceremonies and Ritual Book. If you do not have access to The Ceremonies and Ritual Book, you can download a copy of the [in-person ceremony here](#). This ceremony is confidential information and should be shredded or fully deleted from all devices immediately after use. This is the only way we can control our sacred materials and Rituals.

Virtual Ceremony- You may complete The Big Ceremony virtually. You can find the [virtual instructions online here](#). This ceremony is confidential information and should be shredded or fully deleted from all devices immediately after use. This is the only way we can control our sacred materials and Rituals. We highly recommend that you use Zoom to hold this ceremony and to practice this version more than once with those who have speaking parts. Zoom backgrounds are available to set the scene of the ceremony.



****RA/IA Training Manual**



****Ceremonies**

Virtual Big/Little Matching

Tips for virtual Big/Little matching:

- Plan ahead! There are so many different platforms to reveal yourself, such as video calls, phone calls and social media. Envision how you want the reveal to go and make it happen!
- Incorporate traditions. If there is a tradition that your Chapter uses for Big Little Ceremonies, think about how you can still incorporate that tradition over a virtual call. Make the most out of the situation!
- Get creative! Don't be afraid to go all out with music, decorations, signs and outfits. Make it fun for both you and your future Little!
- Ask for help. If you are not super creative, brainstorm with your Chapter, post a discussion on CORE or check out other Chapter's social media pages for ideas. Also if possible, don't be afraid to ask someone to help you out during the reveal if there are a lot of moving parts!

Examples:

Virtual Clue Week - Use email, social media, snail mail and more to send clues and puzzles to Littles for the week leading up to the reveal

Zoom Breakout Rooms - On Zoom, send Littles into breakout rooms with their new Big as a surprise. This can be done in a planned meeting for reveal, or during a Chapter Meeting they are attending

Food delivery services - Utilize Grubhub, DoorDash, Postmates, etc. to send your Little some treats throughout the week

Care Package - Send/deliver a care package to your little and leave a phone number for them to call or a message revealing who their big is

Mail A Letter - Bigs can write a physical letter to their Little and send it to them via snail mail. Mail is fun to get and it keeps the excitement going for a few days! To add more suspense, write multiple letters with a series of clues to figure out who the Little's Big is

Virtual Game - Bigs can create a Powerpoint, Kahoot, Bingo or other fun game about themselves

Virtual Big/Little Bonding Ideas

1. Follow each other on social media.
2. Keep calls and meetings between the two of you fun. Talk about what's going on in your personal life, play games, swap recipes, discuss movies, etc.
3. Bigs can send their Littles random happy notes and words of encouragement. Try sending a cute gif or meme, an inspirational quote or even a virtual greeting card.
4. Play online games or phone mini-games together.
5. Take the True Colors Inventory, Love Language test, Enneagram, or Myers-Briggs Type Indicator together.
6. Send each other a joke or funny moment of the day.
7. Have a virtual house or apartment tour.
8. Read the same book together and discuss it at a Big/Little Book Club.
9. Make a collaborative playlist together.
10. Get crafty. Find a fun DIY or craft to do and try to make it while on a call with each other. You could do something similar with recipes, too.

Midway Review (Mid Review)

Each Initiate must receive feedback on their progress at least once during the Initiation Program as required by the [National Constitution](#). This should occur around the midway point of the program to provide Initiates an opportunity to make improvements. Making decisions about whether or not an Initiate should continue in the program at this point is a violation of their due process rights.

We suggest that the Initiate Advisor along with the Bigs or whole Chapter complete the Leadership in Action Module Successful Feedback- Giving Constructive Feedback before the Initiate Mid-Review.

See the [Recruitment Advisor/Initiate Advisor Training Manual](#) for more information on selecting, matching and responsibilities.

Initiate Event

This event needs to be planned by Initiates, for Initiates and Members and be related to the Tripod. The purpose of this requirement is to teach Initiates how to plan and execute a Chapter event. This event can be completed in-person (following state, community and university guidelines) or virtually. For virtual event ideas check out the [Virtual Chapter Operations guide](#).



****RA/IA Training Manual**



****Virtual Chapter Operations**

Quizzes

You can find the Initiate quizzes a couple of ways:

1. Share with Initiates the [hard copy quizzes](#) or print it out for Initiates if in person.
2. Find the quizzes if you sign up for the [Online Initiation Program](#) (Activity Method).
3. Find all of the quizzes online in the [CORE E-Learning Center](#).

National Exam

Initiates can take the National Exam as many times as they need to in order to pass (80%). There is no need for a local final exam per the National Constitution. It is your responsibility to ask if accommodations are needed.

You can have the Initiates complete the National Exam a couple of ways:

1. Share with Initiates the [hard copy](#) National Exam or print it out for Initiates if in person.
2. Access the [online National Exam](#). The password to access the exam should be given to the Initiate when you would like them to take the exam. The password is **1916pspnhf**. Initiates can take the exam at any time once supplied with the link and password.

Voting on Initiates

According to the [National Constitution](#), Article IV, Section 7:

Nominating and Voting: *Phi Sigma Pi Members in good standing may nominate qualified individuals to become Collegiate or Honorary Members. Voting shall be by ballot and shall be completed at least forty-eight (48) hours prior to the scheduled Ritual Induction Ceremony at a prior called meeting with quorum and with notice of voting on the meeting agenda. No less than forty-eight (48) hours notice shall be given for this meeting. At least a three-fourths (3/4) vote of the Active Collegiate Members in good standing present and eligible to vote at the meeting with quorum shall be required for confirmation.*

Voting on Initiates can also take place virtually. Here is the process for voting on Initiates based on Robert's Rules of Order:

1. Create a slide that lists all Initiates from the Initiate Class. Share it with all Members.
2. Initiate Advisor makes a motion as follows: "I move that the [CHAPTER NAME] Chapter votes to confirm all Initiates from the [INITIATE CLASS NAME] Class for membership once conferred through The Ritual Induction Ceremony."

3. If a Member believes that more discussion should be had regarding an individual Initiate, they may choose to amend the motion during debate as follows: "I move to amend the motion to allow for debate on Initiate [INITIATE FULL NAME] following the vote to confirm all other Initiates from the [INITIATE CLASS NAME] Class."

Some other tips for voting on Initiates virtually include:

- Consider including a quick note beside each Initiate's name on the slide to indicate that an Initiate completed all of the requirements of the Initiation Program ("COMPLETED") or to indicate that some requirements were not completed ("DID NOT COMPLETE").
- Consider using an electronic ballot created with [Google Forms](#) or a similar tool.
- Remember to keep any debate on an individual Initiate focused on completion of the revised Initiation Program based upon the [Characteristics of an Excellent Member](#).



****Characteristics of an Excellent Member**

Induction

In-Person Ceremony- If able to hold *The Ritual: Formal Induction Ceremony* in-person (following state, community and university guidelines), feel free to continue to hold this ceremony as stated in The Ceremonies and Ritual Book. If you do not have access to The Ceremonies and Ritual Book, you can download a copy of the [in-person ceremony at here](#). This ceremony is confidential information and should be shredded or fully deleted from all devices immediately after use. This is the only way we can control our sacred materials and Rituals.

Virtual Ceremony- You may complete *The Ritual: Formal Induction Ceremony* virtually. You can find the [virtual instructions online here](#). This ceremony is confidential information and should be shredded or fully deleted from all devices immediately after use. This is the only way we can control our sacred materials and Rituals. We highly recommend that you use Zoom to hold this ceremony and to practice this version more than once with those who have speaking parts. Zoom backgrounds are available to set the scene of the ceremony.



****Ceremonies**

INITIATE DUES

We have received several inquiries about how we can support Chapters with accepting New Member dues. Thank you for your continued commitment to all operation facets. As a non-profit organization during this current situation, we have two goals; 1. Make sure our Members, volunteers and staff are safe and 2. Keep the lights on and continue

supporting our Members so that they can fully live into our mission through the Tripod today, tomorrow and for years to come.

First and foremost, the National Office appreciates the communication Chapters have been providing. Communication is key, and we can and want to provide flexibility, as we are certainly working through some unusual times. We also will be able to provide, for any Initiate, needed flexibility or extensions via an agreed upon plan by contacting pspoffice@phisigmapi.org.

Second, Staff has finalized alternative modes to assist Chapters in fulfilling requirements via collecting dues. Traditionally, New Members submit their dues through the Chapter Treasurer. Recognizing that many Members will not be back on campus, you may not have access to local banks, both signers, Members and/or onsite school resources, etc. With that the following is shared:

Processing School Check

If your Chapter is on Campus and is required to send a school check, please provide the school's contact information including name, phone number and email. You will be responsible for contacting the school to discuss how they would like to handle the collection of dues. The National Office will only reach out on your Chapter's behalf to provide an invoice and if the school has not remitted dues. You will be copied in on all correspondence so that you can monitor the progress. Any delays on the school's behalf will not impact the Chapter's status. Again, communication is key.

Request Online Processing

If your Chapter needs to coordinate New Member dues, the National Office is offering, at your request, an online solution to accept dues. This option is only available once you have Inducted your new Members through the Chapter Admin Portal. The National Office will issue an invoice covering the cost of Induction & National Dues to the Member's email address on file. The Member will have the option of paying through invoice (fees apply) or sending in a check. Please allow 6-8 weeks for the Chapter's Financial Statement to be credited. The Chapter's Financial Statement will be credited with each individual Member's payment to ensure transparency.

Requests to elect the online processing will be sent to the Chapter President.

TEACHING METHOD

This method is the traditional way you are used to. Below is the information you will need for before, during and after the meeting.

Inviting guests to meetings- For each meeting we suggest inviting guests to assist you with the content. Here are the guests we suggest for each meeting:

- Post-Pinning Meeting- Chapter President
- Lesson 1- Historian, Alumni Advisor & anyone interested in becoming a Big
- Lesson 2- Anyone interested in becoming a Big
- Lesson 3- Parliamentarian, Officers/Chairs, HOBY Alumni, Leadership in Action Facilitators
- Lesson 4- Alumni ([How to plan an Alumni Panel](#))



****Powerpoint Slides**



****Icebreakers**

Post-Pinning Meeting Agenda

Length of Meeting- 30 Minutes

[Powerpoint Slides](#) - To edit these slides, go to File>Make a copy>Entire Presentation

Before Meeting:

- ☐ Send meeting reminder to Initiates
- ☐ Review Post-Pinning Meeting Presentation Script
- ☐ Choose an [Icebreaker](#)
- ☐ Add any Diversity, Equity & Inclusion planning your Chapter is working on to SLIDE 6
- ☐ Add Chapter Initiation Program Requirements to SLIDE 9 of the Post-Pinning Meeting Presentation
- ☐ Add Initiate Meeting Expectations to SLIDE 11 of the Post-Pinning Meeting Presentation
- ☐ Arrive early to set up the room and test computer/projector
- ☐ Place a name tag, *The Scholar's Province* and an Initiate Handbook at each Initiate's seat, if able
- ☐ Invite Chapter President to help lead

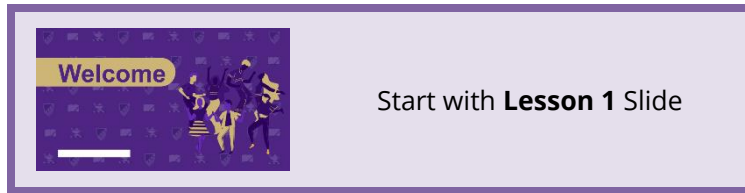
During Meeting:

- ☐ Introductions
- ☐ Phi Sigma Pi's Mission Statement
- ☐ Diversity, Equity & Inclusion
- ☐ National Initiation Program Requirements
- ☐ Chapter Initiation Program Requirements (if applicable)
- ☐ Anti-Hazing Policy
- ☐ Initiate Meeting Requirements

Supplies

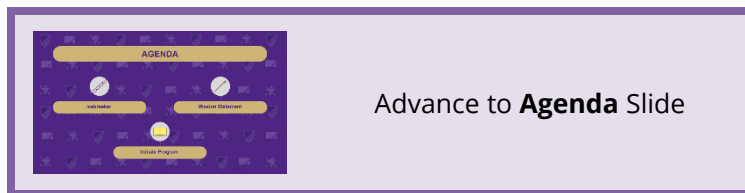
- ☐ Name Tags
- ☐ Pens
- ☐ Computer with internet access
- ☐ Projector
- ☐ Copies of *The Scholar's Province* and Initiate Handbook for each Initiate

Post-Pinning Script

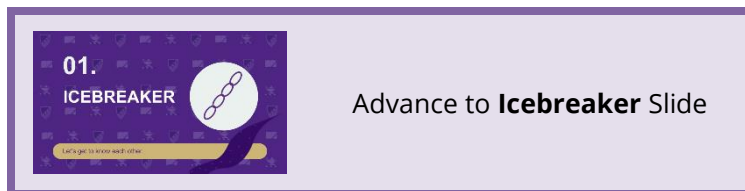


Welcome to the start of your journey as an Initiate of Phi Sigma Pi. We are so excited to have you here and to get to know all of you more.

All of you make up the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.



Today we are going to start our meeting with an ice breaker. Then, learn about Phi Sigma Pi's mission statement and talk through what the Initiation Program will look like.



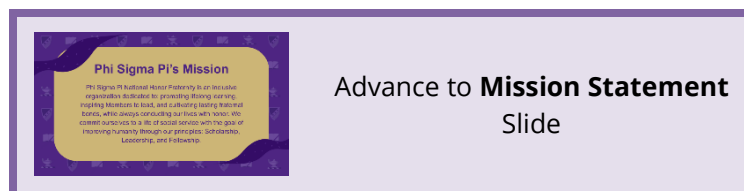
Pick an [icebreaker](#) for either in-person or virtual setting.



Let's dive into our mission statement. To start, a mission statement is a formal summary of the aims and values of a company, organization or individual.

Basically, our mission statement is why we are here. It is what you will pledge yourself to when you go through the Induction Ceremony at the end of this process. And, what everything we do as a Chapter should reflect back on.

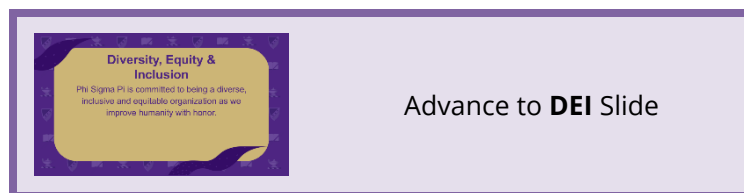
So what is our mission statement?



Phi Sigma Pi National Honor Fraternity is an inclusive organization dedicated to: promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our lives with honor. We commit ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.

In short, our mission is to improve humanity with honor.

We will go over this in more detail in lesson one. Before then though, I challenge you to look at this mission statement and start to dissect it.



To add to that, Phi Sigma Pi is also committed to being a diverse, inclusive, and equitable organization as we improve humanity with honor.

It is the role of Phi Sigma Pi Members and Initiates to commit to actively learning, collaborating and implementing policies and practices that lead to cultural competency. By doing so, we are acknowledging the importance of being diverse, equitable and inclusive (DEI).

In order to continue the conversation, deliver educational material and provide resources, we offer actionable items and resources for all Members and Initiates. You can begin your journey by heading to learn.phisigmapi.org/dei to find these items.

Add any additional Diversity, Equity & Inclusion opportunities your Chapter is working on.



Advance to **Initiation Program** Slide

You started your journey into Phi Sigma Pi when you went through the Pinning Ceremony and now that journey continues with the Initiation Program. Here is what I will help guide you through the next couple of weeks. These requirements will make sure you each understand the history of Phi Sigma Pi and what being part of the Chapter is all about



Advance to **National Requirements** Slide

Our Chapter falls underneath a National organization. Therefore, we have a National Council of Alumni that guides us throughout the year and a National Staff that works with us and supports us as a Chapter.

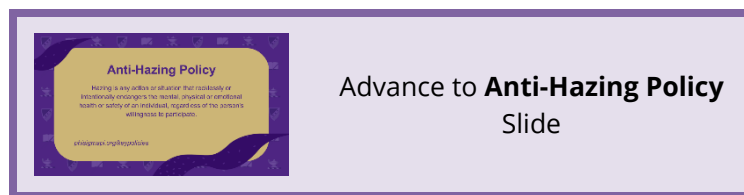
Because we are a National Organization, we have National requirements. These requirements are what we are expected to help each of you through.

1. Coordinate an event that represents the ideals of Phi Sigma Pi
2. Learn Phi Sigma Pi History
3. Know content of *The Scholar's Province* and the governing documents of the Fraternity and Chapter
4. Learn to sing the Fraternal songs
5. Attend at least one Chapter Meeting
6. Pass the National Exam with at least an 80%



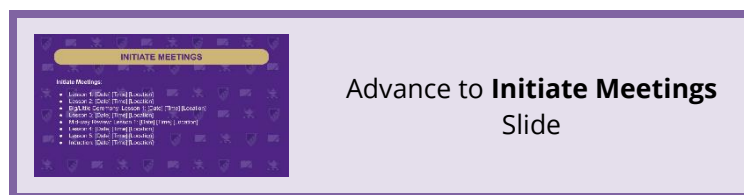
Advance to **Local Requirement** Slide

Add any Chapter Requirements and discuss.



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:

Hazing is any action or situation that recklessly or intentionally endangers the mental, physical or emotional health or safety of an individual, regardless of the person's willingness to participate.



Before we end today, I want to go over the full schedule for our Initiate Meetings and events.

Each time you come to an Initiate Meeting feel free to wear your Initiate Pin and your copy of *The Scholar's Province*.

For virtual options where Initiates might not have the Initiate Pin, Initiates can use one of the suggestions listed on page 7.

Lesson 1 Agenda

Length of Meeting- 60 Minutes

[PowerPoint Slides](#)- To edit these slides, go to File>Make a copy>Entire Presentation

Before Meeting:

- ☐ Send meeting reminder to Initiates
 - ☐ Reminder to complete Membership Agreement Form
 - ☐ Include [Core Values Worksheet](#)
- ☐ Review Week 1 Meeting Presentation
 - ☐ Choose an [Icebreaker](#)
 - ☐ Print [Core Values Worksheet](#), if in person
- ☐ Add Chapter History after SLIDE 25
- ☐ Arrive early to set up the room and test computer/projector
- ☐ Place a name tag at each Initiate's seat, if able
- ☐ Invite Historian to lead History part of the meeting
- ☐ Invite Alumni to lead Chapter History part of the meeting
- ☐ Invite anyone that is interested in becoming a Big

During Meeting: (page numbers are from [The Scholar's Province](#))

- ☐ Take attendance
- ☐ Introduce guests
- ☐ Mission Statement (pg. 6)
 - ☐ Core Values
 - ☐ Listen to [Brothers Are We](#) and [Brothers](#) during "thinking time"
- ☐ National History (pg. 11-17)
- ☐ Chapter History

Supplies (if in person)

- ☐ Name Tags
- ☐ Pens
- ☐ Core Values Worksheet
- ☐ Computer with internet access
- ☐ Projector



**Powerpoint Slides



**Icebreakers



**Core Values
Worksheet



**Brother



**Brothers Are We

***This is the worksheet the Initiates will be working off of*



Core Values Worksheet

Phi Sigma Pi Mission Statement

Phi Sigma Pi National Honor Fraternity is an inclusive organization dedicated to: promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our lives with honor. We commit ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.

Core Values

Your Core Values

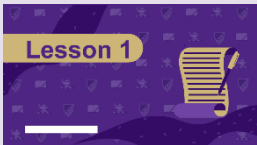
Please write down words resonate with you as core values that you possess:

Rank your top 10 values in order starting at the one that resonates the most with you:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

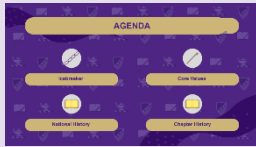
Next to your top 5 write how each word relates to joining an organization like Phi Sigma Pi or lives into its mission.

Lesson 1 Script



Start with **Lesson 1** Slide

Welcome to the first meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.



Advance to **Agenda** Slide

Today we are going to start our meeting with an ice breaker. Then, dive deeper into our core values and how they align with Phi Sigma Pi's mission statement and ideals. Lastly, we will take a step back in time and learn the history of Phi Sigma Pi on the National and Chapter level.



Advance to **Icebreaker** Slide

Pick an [icebreaker](#) for either in-person or virtual setting.



Advance to **Core Values** Slide

Let's get started. Before you join an organization, it makes sense to make sure your values align with the organization you are joining. This is why we want to start here. We want you to start thinking about how you fit into our Chapter and our organization.



Advance to **Mission Statement** Slide

Together, let's review Phi Sigma Pi's mission by stating it together as a group:

Phi Sigma Pi National Honor Fraternity is an inclusive organization dedicated to: promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our

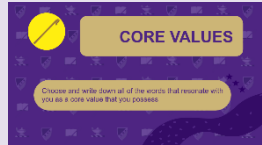


***More information on the Mission*

lives with honor. We commit ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.

In short, our mission is to improve humanity with honor.

What part of the mission stands out to you?



Advance to **Core Values Activity** Slide


So how does this mission align with you? Let's talk about core values. Grab a piece of paper.

On the next screen is a list of values. I want you to choose and write down all of the words that resonate with you as a core value that you possess.

Pass out this [worksheet](#) to help with discussion

If there is one you can think of that isn't on the list, jot it down. We'll take a couple of minutes to do this.

This is a great activity for those that are interested in becoming Bigs participate in. This activity was created to form deeper bonds in the Initiate Class, with the Initiate Advisor, with other Members, and with the organization.



Advance to **Core Values Words** Slide

Have Initiates write down on a piece of paper all of the values that they relate to.

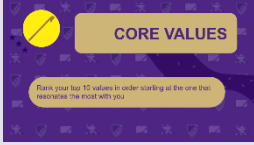
***Play "Brother" or "Brothers Are We" during quiet time*



Brother

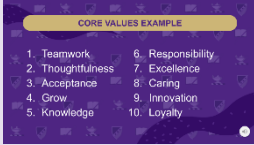


Brothers Are We



Advance to **Core Values Top 10** Slide

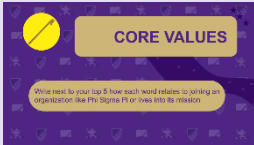
Now I want you to look at the core values you jotted down and rank your top 10 in order starting at the one that resonates with you the most.



Advance to **Core Values 10 Example** Slide

Here is an example.

Have Initiates rank their top 10 values in order. Have Initiates share if they'd like to.



Advance to **Core Values Top 5** Slide

For the last step, I want you to take your top 5 and write down how each word relates to joining an organization like Phi Sigma Pi or lives into its mission.

If you need the mission in front of you, turn to page 6 of *The Scholar's Province*.



Advance to **Core Values 5 Example** Slide

Here is an example. Teamwork would relate to taking leadership roles.

Thoughtfulness relates to building relationships with others.

Have Initiates write down how their values relate to joining Phi Sigma Pi or an organization. Have Initiates share.



Advance to **National History**
Slide

Now that we know why Phi Sigma Pi is here and how you relate let's travel back in time and look at the history of the national organization.



Advance to **The Founding** Slide

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 Dr. Eldo L. Hendricks, Dr. Claude A. Phillips and Dr. C.H. McClure.



Advance to **Founding Fathers**
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.

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.



Advance to **1921-1925** Slide


Just five years after the founding, Phi Sigma Pi became a National Organization as it expanded to another university, Gamma Chapter at Bradley University in Peoria, Illinois.

In the next few years, the first Grand Chapter was held, which continues today at National Convention and the first National Council was voted on and Joseph G. Bryan from the Alpha Chapter was the first National President.



Advance to **Rolla F. Wood** Slide


In 1928, Rolla F. Wood (Alpha Chapter) became National President. He is credited for bringing together the national Officers, expanding the Fraternity and increasing membership and Chapters. One way Wood made the Fraternity look more attractive for other institutions was by banding together with 21 other Professional Fraternities to form the Professional Interfraternity Conference.



Advance to **1930-1942** Slide

For the next decade, the experience of Phi Sigma Pi expanded. The membership card, Shingle, Newsletter, first Fraternity Song called "Brothers Are We" and handbook, now called *The Scholar's Province* were created.

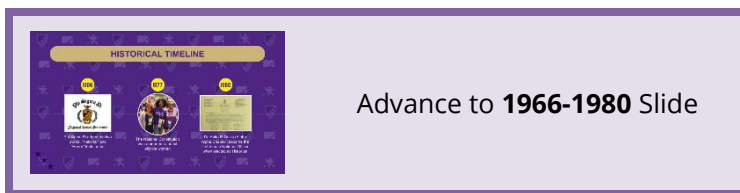
The only halt in Phi Sigma Pi in the 100+ years of its existence was in 1942 when Phi Sigma Pi temporarily shut down due to World War II. Two Chapters stayed active during this time the Kappa and Tau Chapters.



Advance to **Joseph Torchia** Slide

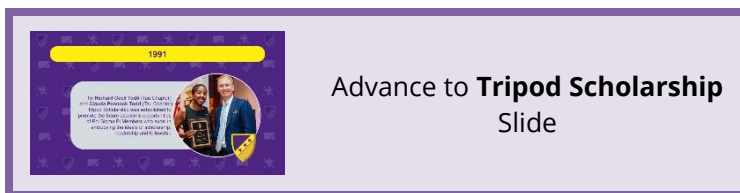
In 1957, Joseph Torchia served as the Chapter Advisor for the Sigma

Chapter. The Outstanding Chapter Award, which is the most prestigious award a Collegiate Chapter can receive, is named in his honor.



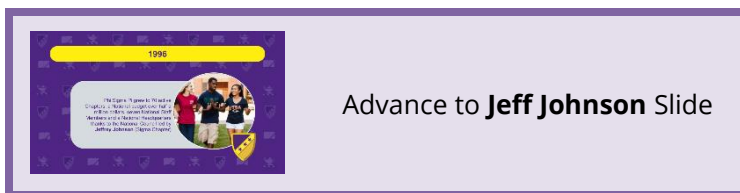
In 1960, Phi Sigma Pi added two words to its name, National and Honor.

After Title IX, The National Constitution was amended to admit eligible women, Claudia Pennock Todd of the Tau Chapter was one of the first female Members. Just three years later, Dr. Anita P. Davis from the Alpha Alpha Chapter became the first female National Officer and was elected to Historian.



In 1991, The Richard Cecil Todd (Tau Chapter) and Claudia Pennock Todd (Tau Chapter) Tripod Scholarship was established to promote the future academic opportunities of Phi Sigma Pi Members who excel in embodying the ideals of scholarship, leadership, and fellowship.

Dr. Todd was a History Professor at East Carolina University and also served as the Chapter Advisor for the Tau Chapter. He led the Fraternity after World War II and served five National Office positions.



By 1996, Phi Sigma Pi grew to 70 active Chapters under the leadership of National Council President Jeffrey Johnson of the Sigma Chapter. Johnson also grew the National budget to over half a million dollars, led the development of the National Headquarters, and grew the National Staff to seven.



In 1999, the Subrosa Fund was created. This fund assists Members facing financially challenging times due to natural disasters, medical expenses, or other extenuating hardships. At the National Headquarters, a Subrosa Tree was planted to honor these Members. This fund now falls under the Phi Sigma Pi Foundation which is a charitable foundation to collect and distribute funds to support the Fraternity's programs and goals. The Phi Sigma Pi Foundation was created in 2005.

Leading into the new millenium, "Brothers" became the second official Fraternal song.

In 2002, the first female National President was elected, Tammy Mleziva (Alpha Epsilon Chapter).



In 2010, Phi Sigma Pi's leadership certification program was created called Leadership in Action. As an Initiate of Phi Sigma Pi you can start to earn Leadership in Action points toward your Certification to add to your resume. Leadership in Action builds your soft skills such as communication, time management, managing stress, and giving/receiving feedback.

A gender-inclusive resolution was adopted in 2014. This resolution replaced the words 'Co-Ed' when referring to the Fraternity to "Gender Inclusive."

In 2015, The Phi Sigma Pi's Brothers' Creed was adopted.

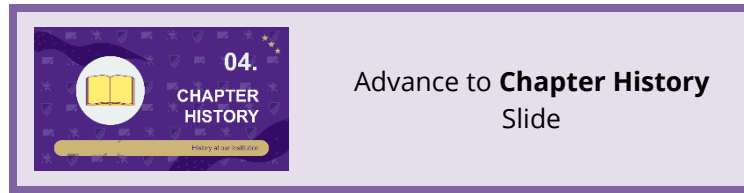
And in 2017, Phi Sigma Pi entered into a partnership with the Hugh O'Brian Youth Leadership or HOBY and officially named it Phi Sigma Pi's National Philanthropy.

That, in a nutshell, is the history of Phi Sigma Pi in the past 100+ years.



***Practice more
National History here*

There is more information in *The Scholar's Province* that you can reference on pages 11 to 17.



***This would be a good spot to have Alumni share the Chapter History.*

Go into Chapter History at your Institution. Use this [sheet](#) to help lead this discussion.

Lesson 2 Agenda

Length of Meeting- 60 Minutes

PowerPoint Slides- To edit these slides, go to File>Make a copy>Entire Presentation

Before Meeting:

- ☐ Send meeting reminder to Initiates
 - ☐ Include [Tripod Worksheet](#)
 - ☐ Include [Face Your Fears Exercise Worksheet](#)
 - ☐ Include [Quiz 1 worksheet](#) or [virtually](#)
- ☐ Review Week 2 Meeting Presentation
 - ☐ Choose an [Icebreaker](#)
 - ☐ Print [Tripod Worksheet](#), if in person
 - ☐ Print [Face Your Fears Exercise Worksheet](#), if in person
- ☐ Arrive early to set up the room and test computer/projector
- ☐ Place a name tag at each Initiate's seat, if in person
- ☐ Invite anyone that is interested in becoming a Big

During Meeting: (page numbers are from [The Scholar's Province](#))

- ☐ Take attendance
- ☐ Introduce guests
- ☐ Initiate to Member
 - ☐ Greek Letters (pg. 22)
 - ☐ Jewelry & Heraldry (pg. 18)
 - ☐ The Ritual (pg. 18)
 - ☐ The Shingle (pg. 18)
- ☐ The Tripod (pg. 8)
 - ☐ Listen to [Brothers Are We](#) and [Brother](#) during "thinking time"
- ☐ The Phi Sigma Pi Brothers' Creed (pg. 20)
- ☐ [Quiz 1 worksheet](#) or [virtually](#)

Supplies (if in person)

- ☐ Name Tags
- ☐ Pens
- ☐ [Tripod Worksheet](#)
- ☐ Include [Face Your Fears Exercise Worksheet](#)
- ☐ [Quiz 1 worksheet](#) or [virtually](#)
- ☐ Computer with internet access
- ☐ Projector



****Powerpoint Slides**



****Icebreakers**



****Tripod Worksheet**



****Face Your Fears Worksheet**



****Brother**



****Brothers Are We**

***This is the worksheet the Initiates will be working off of*



Tripod Worksheet

Scholarship- Expands outside the classroom and is part of a larger "always learning" philosophy.

Leadership- Leadership through service. By planning service projects, you can learn about the circumstances facing today's society which will better shape your views and leadership skills.


Fellowship- The knowledge gained through working closely with others toward common goals builds fellowship.

How do you live out the scholarship ideal in your everyday life?

How do you live out the leadership ideal in your everyday life?

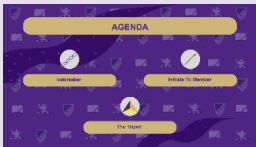
How do you live out the fellowship idea in your everyday life?

Lesson 2 Script




Start with **Lesson 2** Slide

Welcome to the next meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.




Advance to **Agenda** Slide

Today we are going to start our meeting with an ice breaker. Then, take a look at the journey from Initiate to Member and learn more about our mission and the three ideals we live by.



Advance to **Icebreaker** Slide

Pick an [icebreaker](#) for either in-person or virtual setting.

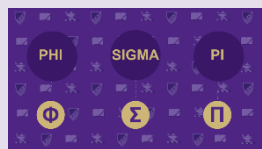


Advance to **Initiate to Member** Slide

Let's dive into the journey from Initiate to Member.



**Learn more about
Greek Letters here



Advance to **Greek Letters** Slide

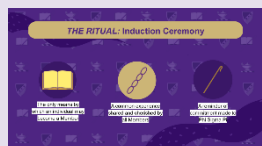
The Greek letters making up our name are a significant part of the identity of our organization. Phi, Sigma and Pi. These three letters are important for Members to know and also how to write them.

The Founding Members of Phi Sigma Pi formed the society with the idea that it would be dedicated to the pursuit of scholarship, leadership and fellowship. They chose these Greek letters that represented their secret motto, which is learned in *The Ritual*.



Advance to **Pins** Slide

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 which includes the three Greek letters, with the top superimposed on the Sigma.



Advance to **The Ritual** Slide

Participation in *The Ritual* will be one of the most significant experiences you have as a Member of Phi Sigma Pi. *The Ritual Induction Ceremony* is 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.



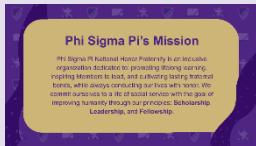
Advance to **Shingle** Slide

Once you become a Member of Phi Sigma Pi, you will receive a membership certificate called a Shingle. This is confirmation that you are a lifelong Member of Phi Sigma Pi.



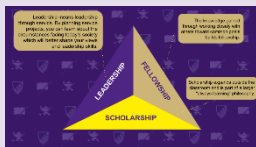
Advance to **The Tripod** Slide

Let's take a deeper dive into the Mission and the three key words that make up our Tripod.



Advance to **Mission Statement** Slide

As a Member of Phi Sigma Pi, it is important to live into the Mission of the organization which we've discussed two times before. The Mission Statement ends with this line "We commit ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship."



Advance to **Scholarship, Leadership & Fellowship** Slide

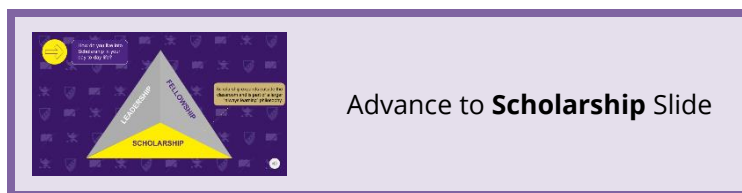
Scholarship, Leadership and Fellowship are the three pieces that make up our Tripod. It is when these three pieces are equally valued... and why they are in a triangle, that we live into and support the Fraternity's mission.

Let's break each three down and discuss ways you already value the three.

Give Initiates [worksheet](#) to work on



***Practice more with the Tripod*



Advance to **Scholarship** Slide

First up is Scholarship.

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.

Let’s take some time to jot down on your paper how you live into the scholarship ideal in your day-to-day life.

Play song while Initiates write

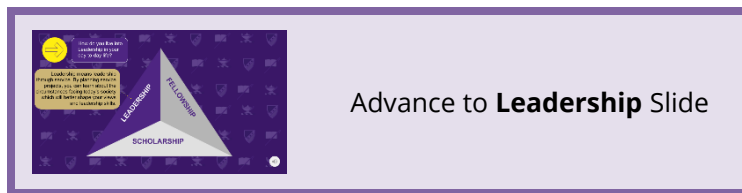
***Play “Brother” or
“Brothers Are We”
during quiet time*



Brother



Brothers Are We



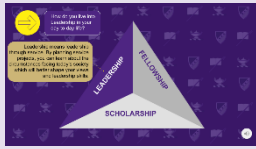
Advance to **Leadership** Slide

Next, Leadership.

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.

Let’s take some time to jot down on your paper how you live into the leadership ideal in your day-to-day life.

Play song while Initiates write



Advance to **Fellowship** Slide

Lastly, Fellowship.

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.

Let's take some time to jot down on your paper how you live into the fellowship ideal in your day-to-day life.

Play song while Initiates write



Advance to **Brothers' Creed** Slide

It is when you live into these ideals that you truly understand the purpose and mission of Phi Sigma Pi.

In 2015, the Grand Chapter in Washington, D.C. approved The Phi Sigma Pi Brothers' Creed. This creed is what combines the ideals and mission of the Fraternity into one message that our Members recite which connects them with each other Members across the nation.

The Phi Sigma Pi Brothers' Creed is:

I am a Pilgrim, I come not boldly, but humbly, as I seek to uphold the ideals of Scholarship, Leadership and Fellowship.

As a Scholar, I accumulate a breadth of knowledge for the benefit of others.

As a Leader, I pursue the finest achievements with devotion that is unselfish.


As a Friend, I cherish thoughts that are kind and deeds that are noble.

As a Brother of Phi Sigma Pi, I devote myself to the ideals of social service through the ideals of my order.

Though I may become accomplished in my life, I am mindful that I will forever be a Pilgrim on my journey in Phi Sigma Pi.

Recite again one more time through, this time as a group

Face Your Fears Activity

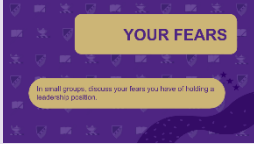


Advance to **Face Your Fears** Slide

To wrap up today's lesson we are going to discuss some of our fears that we may have of being a leader and/or holding a leadership position.

Make sure Initiates have [Face Your Fears worksheet](#) ready or open

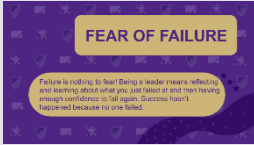
As an Initiate of our Chapter you are asked to possibly step out of your comfort zone by getting to know your fellow Initiates and Members of our Chapter, plan an event, learn new things and become a leader for your Initiate Class and Chapter. That is what we are going to focus on thinking about future leadership positions you may hold.



Advance to **Your Fears** Slide

The idea of holding a leadership and Officer position can bring up fears and concerns. We are going to work through some of those fears today. In small groups, discuss your fears you have of holding a leadership position. Write your thoughts in the space provided on your worksheet.

Ask for groups to share

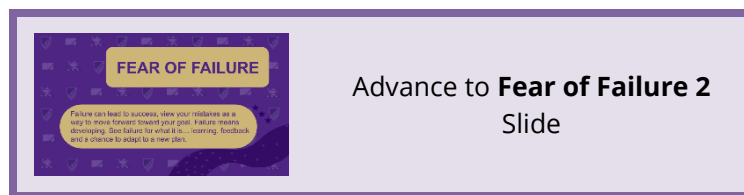


Advance to **Fear of Failure 1** Slide

One very common fear is failing, especially when others are depending on us. However, failure is nothing to fear. You need to give yourself permission to fail... over and over again. The most important part is actually after you fail. Being a leader means reflecting and learning about what you just failed at and then having enough confidence to fail again. Success hasn't happened because no one failed.

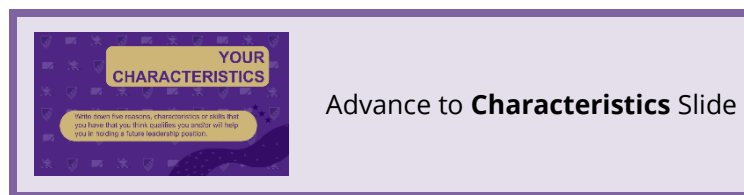


****Face Your Fears**
Worksheet



You can see failure in two different ways: unsuccessful or successful. It's successful if you know you need to make a few mistakes to move toward your goal. It's unsuccessful if you look at mistakes as permanent or personal. Failure means developing. Every time you try something new or face a challenge you run the risk of failing. See failure for what it is... learning, feedback and a chance to adapt to a new plan.

The fear of failing and some of the other fears that you mentioned earlier are normal when heading into a new role because it means you are concerned enough about the role that you want to do it well. You just have to remember all of the skills you have that qualifies you to hold that position.



On your worksheet I want you to write down five reasons, characteristics or skills that you have that you think qualifies you and/or will help you in holding a future leadership position.

If there are skills you think you could improve upon to be able to hold certain positions in the future, you can do so with Leadership in Action! We will be talking more about LiA during our next meeting. You can also learn more by going to phisgmapl.org/lia and the CORE E-Learning Center learn.phisgmapl.org.

Face Your Fears Worksheet

Instructions: In small groups, discuss your fears as new Officers or what your fears would be as a new Officer. Write your thoughts in the space provided on this page.

Instructions: Individually, write down 5 reasons that you were elected to your position or characteristics you have that will help you in the position.

1.
2.
3.
4.
5.



***This is the worksheet the Initiates will be working off of*



**Powerpoint Slides



**Icebreakers



**LiA Challenge



**CORE



**HOBY Hugs

Lesson 3 Agenda

Length of Meeting- 60 Minutes

PowerPoint Slides- To edit these slides, go to File>Make a copy>Entire Presentation

Before Meeting:

- ☐ Send meeting reminder to Initiates
 - ☐ Include the link to the Leadership in Action Challenge- [6 Skills for Collaboration](#)
 - ☐ Include the link to their [CORE profile](#)
 - ☐ Include the directions to [HOBY Hugs](#)
 - ☐ Materials Needed:
 - ☐ 3x5 index cards
 - ☐ Art supplies (colored pencils, crayons, markers, stamps, stickers, ec.)
 - ☐ Or complete it [virtually on Canva](#)
 - ☐ Include the link to the [Initiate Elections Worksheet](#)
- ☐ Review Lesson 3 Meeting Presentation
 - ☐ Choose an [Icebreaker](#)
 - ☐ Complete Leadership in Action Challenge- [6 Skills for Collaboration](#)
 - ☐ Update your [CORE profile](#)
 - ☐ Make a [HOBY Hug virtually](#)
- ☐ Arrive early to set up the room and test computer/projector
- ☐ Place a name tag at each Initiate's seat, if in person
- ☐ Invite the Parliamentarian
- ☐ Invite any Officers/Chairs
- ☐ Invite any HOBY Alumni in your Chapter
- ☐ Invite any Leadership in Action Facilitators

During Meeting: (page numbers are from [The Scholar's Province](#))

- ☐ Take attendance
- ☐ Introduce guests
- ☐ National Structure (pg. 23)
- ☐ National Opportunities
 - ☐ National Convention (pg. 27)
 - ☐ Leadership in Action (pg. 25)
 - ☐ Leadership in Action Challenge- [6 Skills for Collaboration](#)
 - ☐ CORE (pg. 25)
 - ☐ Setting up your [CORE profile](#)
 - ☐ HOBY (pg. 26)
 - ☐ Create [HOBY Hugs](#) (with materials or [virtually](#))
- ☐ Chapter Structure
 - ☐ Officers/Chairs (pg. 24)
 - ☐ Chapter Meetings (pg. 24)
 - ☐ Parliamentary Procedure
 - ☐ Subrosa

- ☐ Hold Initiate Elections
 - ☐ Use [Initiate Elections Worksheet](#)
- ☐ Planning Initiate Event
- ☐ [Quiz 2 worksheet](#) or [virtually](#)

Supplies (if in person)

- ☐ Name Tags
- ☐ Pens
- ☐ HOBY Materials
 - ☐ 3x5 index cards
 - ☐ Art supplies (colored pencils, crayons, markers, stamps, stickers, ec.)
- ☐ [Quiz 2 worksheet](#) or [virtually](#)
- ☐ Computer with internet access
- ☐ Projector

***This is the worksheet the Initiates will be working off of*



Initiate Class Nomination & Election Process

How to Open the Nomination Process

Initiate 1: "I move to open the floor for nominations for the _____ Initiation Class."

Initiate Advisor: "A motion has been made to _____ the floor for nomination. Is there a second?"

Initiate 2: "I _____".

Initiate Advisor: "The motion has been _____. The floor for nominations is now _____."

***Election Worksheet*

How to Nominate:

Initiate 1: "I nominate (insert name here) for the _____ of (insert position here)."

Initiate Advisor: (Insert name here), do you _____ the nomination?

Nominee: " _____ " or " _____ "

Close Nominations:

Initiate 1: "I move to _____ the floor for _____."

Initiate Advisor: "Is there a _____."

Initiate 2: "I second."

Initiate Advisor: "The motion _____, and we will now move to elections."

Elections:

Initiate Advisor: "We will not enter _____ on the candidates for (insert position here)"

The _____ debate on each candidate should be done individually and in the order in which they _____ to the group. You should be reminded that you are debating only the individuals' qualifications for the office they seek. Personal feelings or comments are not appropriate.


Initiate Advisor: "Is there any pro debate about (enter first candidate name here)?" You should _____ to indicate you want to speak. The Initiate Advisor will call on you, using the standard pattern of _____ between pro and con.

Initiate Advisor: "Is there any _____ debate about (enter second candidate name here)?"

Voting during elections is done by _____ ballot. You should write the _____ of the candidate you want to elect to that position. The _____ will be collected and counted by at least _____ people. Once the results are counted, the candidates can return to the room. The Initiate Advisor will announce the results. Individuals elected to office should have their names _____ from consideration for other officers yet to be voted on.

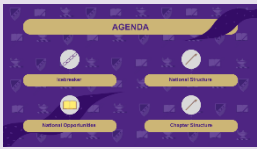
Initiate Advisor: " That _____ our elections."

Lesson 3 Script




Start with **Lesson 3** Slide

Welcome to the next meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.




Advance to **Agenda** Slide

Today we are going to start our meeting with an ice breaker. Then, we will take a look at the National Structure, National opportunities and Chapter Structure.



Advance to **Icebreaker** Slide

Pick an [icebreaker](#) for either in-person or virtual setting.



Advance to **National Structure** Slide

Let's dive into the National Structure of Phi Sigma Pi.



The Governance of Phi Sigma Pi starts with The Grand Chapter, the supreme legislative body of the National Fraternity.

Then, the National Council, the supreme executive and administrative body of the National Fraternity.

Lastly, the National Staff who are the full-time professionals to assist in the day to day affairs of the Fraternity.



The Grand Chapter consists of the National Council, one Delegate from each Chapter and two Delegates representing the National Alumni Association.

Each National Officer, Collegiate and Alumni Chapter Delegate and NAA Delegate receives one vote during official business.

Official business is held once a year during the Grand Chapter Meeting at the National Convention.

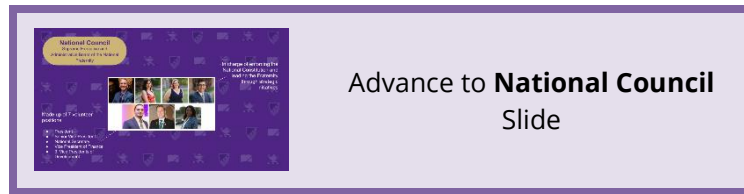
This is the time when amendments to our National Constitution and Ritual are voted on and elections are held for the National Officer positions (every other year).

It is important to note that changes to the National Constitution are only made by Members of the National Council, Members of Chapters and/or NAA delegates.

The requirements and directions listed in the National Constitution, on which our Fraternity is run, are entirely in the hands of Members.



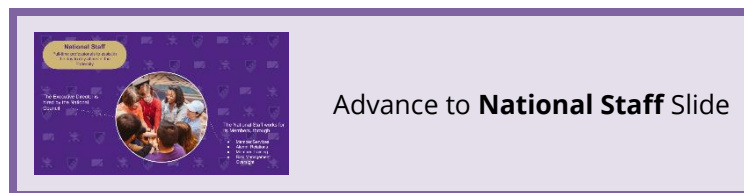
***More about the National Structure*



The National Council is the supreme executive and administrative body of the National Fraternity.

The National Council is made up of seven volunteer positions. These positions are National President, Senior Vice President, National Secretary, Vice President of Finance and three Vice Presidents of Development.

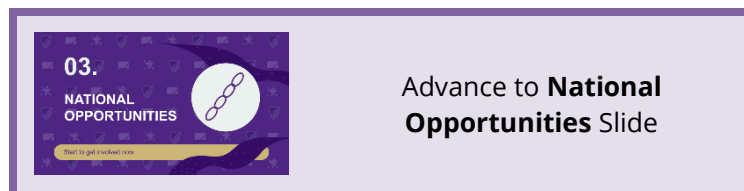
The National Council is charged with enforcing the National Constitution and leading the Fraternity through strategic initiatives.



The National Council employs full-time professionals to assist in the administrative affairs of the Fraternity, the National Staff.

The Executive Director is hired by the National Council. It is then the Executive Director's responsibility to hire and supervise the entire National Staff.

The National Staff works for its Members, through Member Services, Alumni Relations, Membership training and risk management oversight. The National Staff is available to all Members whenever you have a question, need guidance or have a suggestion.



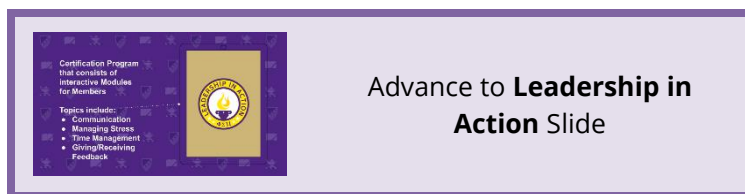
The National Staff also manages National Opportunities for Members. These opportunities include National Convention, Leadership in Action, CORE and our partnership with our National Philanthropy, Hugh O'Brian Youth Leadership Foundation (HOBY).



Members attend National Convention to strengthen themselves and the Brotherhood. Held annually, the event brings together students, Alumni, host institution faculty and honored guests.

National Convention is held at a different location every year. Past locations include Phoenix, AZ, Washington, D.C. and Orlando, FL

Some activities Members participate in at National Convention include Leadership in Action Modules and Facilitator Training, Completing Service Projects, attending the Awards Banquet, sharing ideas with other Members at the Roundtable Discussions and Dancing the night away at the After Hours Dance.



Leadership in Action is a nationally award-winning certification program that consists of interactive Modules for Members. The Modules are flexible courses based on leadership skills and soft skills that can be applied immediately to the participant's daily life.

Modules tackle a variety of topics that can take your leadership skills to the next level and leave you better equipped to the next level and leave you better equipped within groups and in the workforce. You've already gotten a taste of Leadership in Action through the activities you've been completing each week.

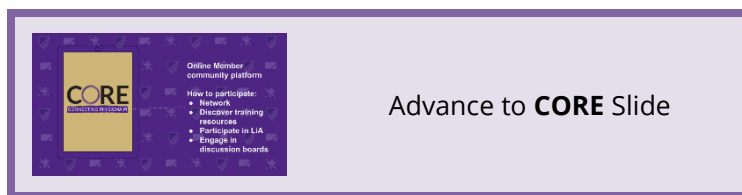
Let's earn some Leadership in Action points toward the 75 points you need to earn your Certification by completing the Leadership in Action Challenge: [6 Skills for Collaboration](#).



***Discover LIA
Modules on the
E-Learning Center*



**CORE

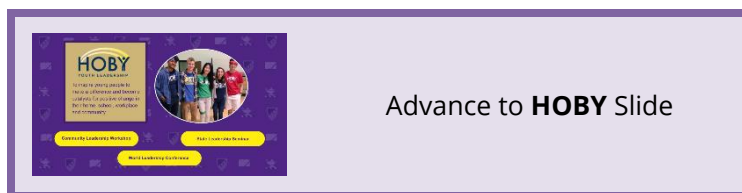


CORE is an acronym for Community, Opportunity, Resources and Engagement. CORE is Phi Sigma Pi's online Member community platform. CORE connects all Members, Collegiate and Alumni, and provides a place to network, discover training resources, participate in a Leadership in Action and engage in thoughtful discussion boards. The best CORE experience will be driven by you, so jump right in by updating your profile, commenting on a discussion post and connecting with fellow Members.

Let's dive into CORE and update our Chapter profiles.

Share this link

<https://core.phisigmapi.org/community/network/members/profile>



2015, Phi Sigma Pi approved to enter into a philanthropic partnership with Hugh O'Brian Youth Leadership (HOBY). Ever since we have been fostering a relationship of volunteerism, service and support that has benefited both of our organizations in big ways. HOBY's mission is to inspire young people to make a difference and become catalysts for positive change in their home, school, workplace and community.

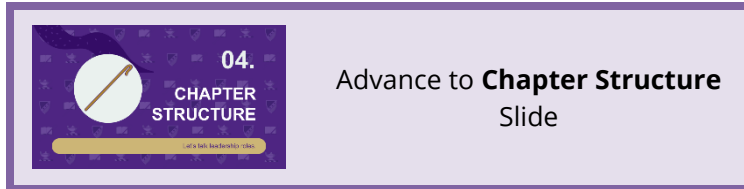
HOBY provides high school students unique leadership training, service learning and motivation-building experiences, many of which mirror our Tripod.

HOBY programs include:

- Community Leadership Workshop– One-day leadership program for high school freshman that focuses on leadership as a discipline to be explored and learned.
- State Leadership Seminars– The flagship program for high school sophomores to recognize/apply talents to become effective, ethical leaders in their home, school, workplace and community.

- World Leadership Conference– A five day practical and experimental program for high school juniors/seniors to learn how to use their abilities to organize and lead a service or social entrepreneurship project to address societal issues and create meaningful change.

Let's do our first service activity for HOBY by completing [HOBY Hugs](#).



Now that we are aware of the National structure, let's take a look at the Chapter structure.



Each Chapter is governed by its own Chapter Bylaws, which coincide with the National Constitution. The Bylaws are the basis for local Chapter operation and organization. Listed in the Chapter Bylaws are the Officer and Committee positions. Each Chapter Member is expected to accept responsibility and demonstrate leadership skills throughout ones undergraduate years by taking Officer/Committee roles in the Chapter.

Officers are elected by a vote of eligible Chapter Members. Officer positions include, President, Vice President, Secretary, Treasurer, Initiate Advisor, Parliamentarian and Historian

Next are the Chairs. The Chairs lead a Committee of several people to complete tasks. Chair positions and Committees vary from Chapter to Chapter. Some Committees may be permanent and some may be temporary.

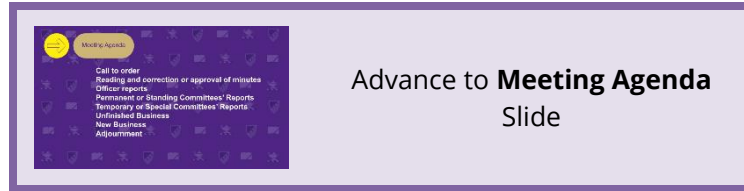
Each Member is expected to accept responsibility and demonstrate leadership skills throughout their undergraduate years by taking an Officer, Chair or Committee role.



**HOBY Hugs



***Practice with the Meeting Agenda*



During meetings, Officers and Chairs give reports on what they and their Committees are working on. This part comes after you take attendance and approves the minutes from the previous meeting.

After Officer and Committee reports are when proposing, amending and approving changes in operations and amendments take place. During Unfinished Business and New Business is also when nominations and elections happen before the adjournment of the meeting.



Meetings are run by Parliamentary Procedure. Parliamentary Procedure is the rules, precedents and practices commonly followed during meetings and other operations of organizations.

Parliamentary procedure was formed to ensure that meetings run smoothly and to also give everyone in the Chapter a voice. The Fraternity on the National level uses Robert's Rules of Order Newly Revised to make sure that happens.

During important meeting operations including elections and voting sessions it is important to make sure Members feel safe to speak their minds. That is why Phi Sigma Pi performs these tasks and more under Subrosa. Subrosa means "under the rose" and a rose is an ancient symbol of secrecy.

Subrosa protects our rights as members to make decisions, to agree or disagree, to debate and to ultimately decide the future of the Fraternity. It is not a secret keeping system, but, rather, a mindset of respect and consideration.

Hold Initiate Elections using the [Initiate Elections Worksheet](#) and plan one Initiate Event. Give Initiates ideas using the [Virtual Chapter Operations](#). *If you want to complete/review quiz 2 in person, now would be a good time.*

Lesson 4 Agenda

Length of Meeting- 60 Minutes

[PowerPoint Slides](#)- To edit these slides, go to File>Make a copy>Entire Presentation

Before Meeting:

- ☐ Send meeting reminder to Initiates
- ☐ Review Week 4 Meeting Presentation
 - ☐ Choose an [Icebreaker](#)
- ☐ Arrive early to set up the room and test computer/projector
- ☐ Place a name tag at each Initiate's seat, if in person
- ☐ Invite Alumni to discuss the role of Alumni
- ☐ Invite your Chapter Excellence Board

During Meeting: (page numbers are from [The Scholar's Province](#))

- ☐ Take attendance
- ☐ Introduce guests
- ☐ Role of Alumni
 - ☐ NAA (pg. 28)
 - ☐ Alumni Organizations (pg. 28)
 - ☐ Chapter Excellence Board (pg. 28)
 - ☐ National Committees (pg. 28)
 - ☐ Leadership in Action Facilitator (pg. 28)
 - ☐ Alumni Advisor (pg. 28)
 - ☐ National Council & Foundation Board of Directors (pg. 29)
 - ☐ Phi Sigma Pi Foundation (pg. 29)
- ☐ Alumni Panel
- ☐ Planning Initiate Event
- ☐ [Quiz 3 worksheet](#) or [virtually](#)

Supplies (if in person)

- ☐ Pens
- ☐ Name tags
- ☐ [Quiz 3 worksheet](#) or [virtually](#)
- ☐ Computer with internet access
- ☐ Projector




****Powerpoint Slides**



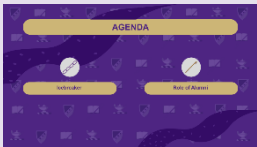
****Icebreakers**

Lesson 4 Script

A purple slide with a pattern of small white stars and the text "Lesson 4" in a yellow box at the top left. A small graphic of a mortar and pestle is on the right.


Start with **Lesson 4** Slide

Welcome to the next meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.

A purple slide with a pattern of small white stars and the text "AGENDA" in a yellow box at the top. Below it are two yellow boxes labeled "Icebreaker" and "Role of Alumni".


Advance to **Agenda** Slide

Today we are going to start our meeting with an ice breaker. Then, we will take a look at the role of Alumni.

A purple slide with a pattern of small white stars and the text "01. ICEBREAKER" in a yellow box at the top left. A graphic of a chain link is on the right.

Advance to **Icebreaker** Slide

Pick an [icebreaker](#) for either in-person or virtual setting.

A purple slide with a pattern of small white stars and the text "02. ROLE OF ALUMNI" in a yellow box at the top left. A graphic of a mortar and pestle is on the right.

Advance to **The Role of Alumni** Slide

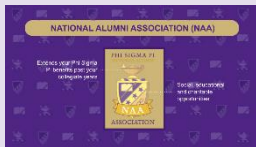
Membership in Phi Sigma Pi is a lifelong commitment.



Advance to **Graduating** Slide

Your first phase is as a Collegiate Member and when you graduate you become an Alumni Member. Your time as an Alumni Member is a great opportunity to continue living into Phi Sigma Pi's ideals. It also gives you an outlet to continue to invest in the Fraternity that offered you so much during your collegiate years.

There are many ways for our Members to give back to the Fraternity as Alumni. Let's walk through some of the options.



Advance to **NAA** Slide

First is the National Alumni Association (NAA)

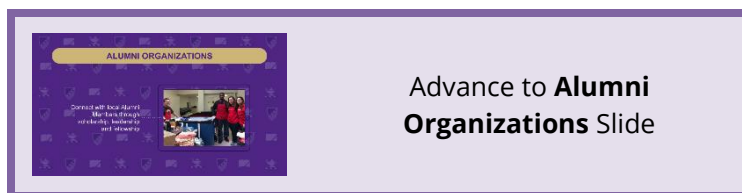
Alumni Members join the NAA to extend their benefits of Brotherhood beyond the collegiate years through social, educational, and charitable opportunities.

Members of the NAA enjoy benefits that include, being kept informed, event discounts, networking opportunities, acknowledgments of distinction and a stronger connection with the National Organization.

The vision of the National Alumni Association embraces the belief that, in ways significantly different from their collegiate counterparts, Alumni are in fact the present and future of Phi Sigma Pi National Honor Fraternity.

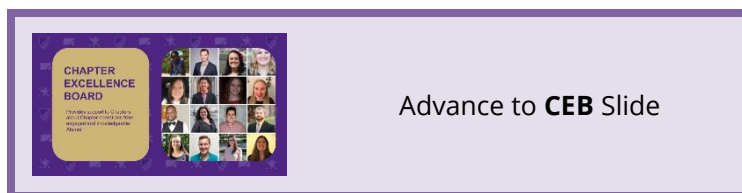


***Learn more about
the Alumni
Opportunities*



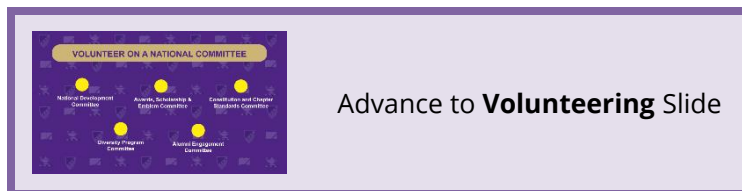
Next, you can join an Alumni Organization.

NAA Members are eligible to join a local Alumni Chapter or Alumni Association that provides opportunities to connect with fellow local Alumni through scholarship, leadership, and fellowship. Alumni organizations focus on promoting the Tripod through member programming, assist in the development of new Collegiate Chapters, reach out to nearby Collegiate Chapters, and lend a helping hand to support and strengthen the National Fraternity. Alumni Organizations stretch across the United States.



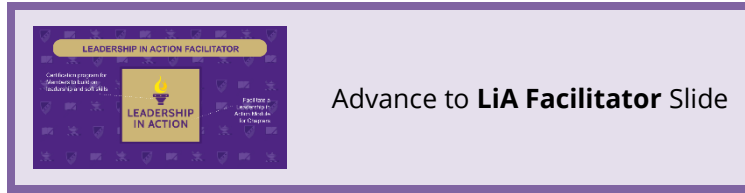
Become a Chapter Excellence Board Advisor.

The Chapter Excellence Boards (CEB) are an extension of the National Office's Chapter Services team in order to provide support from engaged and knowledgeable Alumni. Chapter Excellence Board volunteers are to serve as educators, coaches, and mentors to assist Collegiate Chapters in implementing strong and successful operational practices.



Volunteer on a Standing or Temporary Committees.

These Committees are run by the National Council and include, but are not limited to, National Development Committee, Awards, Scholarship & Emblem Committee, Constitution and Chapter Standards Committee, Diversity Program Committee and Alumni Engagement Committee.

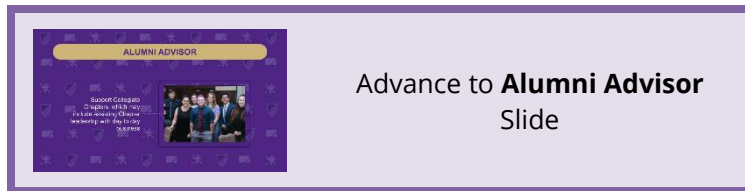


Advance to **LiA Facilitator** Slide

Become a Leadership in Action Facilitator.

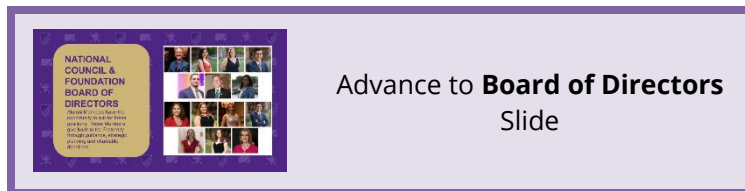
The opportunity to become a Leadership in Action Facilitator is extended to Alumni Members who may choose to give back to Members of a nearby Collegiate Chapter through facilitating a Leadership in Action Module.

A reminder, the Leadership in Action program consists of dozens of interactive Modules for Members, which are flexible courses based on leadership skills and soft skills that can be applied immediately to the participant's daily life. Examples include time management skills, giving/receiving feedback, managing stress, and how to communicate in tough situations.



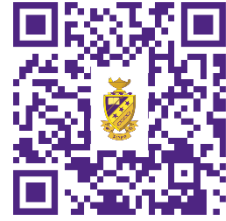
Advance to **Alumni Advisor** Slide

Alumni Advisors provide support to Collegiate Chapters, which may include assisting Chapter Leadership with day to day business. Some Chapters have an Alumni Advisory Board made up of multiple Alumni Advisors who oversee certain aspects of Chapter operations.

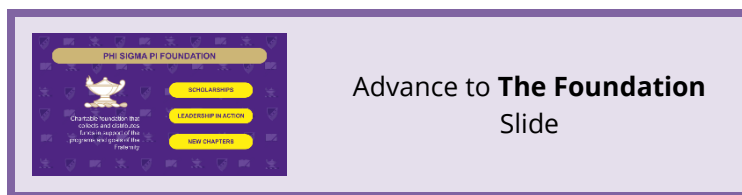


Advance to **Board of Directors** Slide

Alumni Members have the opportunity to run for positions on the National Council and the Foundation Board of Directors. Both of these positions give back to the National Fraternity through guidance, strategic planning, and charitable donations.



***Virtual Facilitator Training*



The Phi Sigma Pi Foundation, approved by the 2004 Grand Chapter, is a charitable foundation that collects and distributes funds in support of the programs and goals of the Fraternity. The Foundation has its own Constitution, Bylaws, and Board of Directors. Membership in The Foundation is granted to those who have made significant financial contributions. These Members reflect the dedication and commitment to Phi Sigma Pi's mission to enhance the collegiate experience for our Members. Donors may donate to the following funds.

- Scholarships- The Foundation offers two scholarships every year. The Richard Cecil Todd & Claudia Pennock Todd Tripod Scholarship Fund supports an annual scholarship awarded to Collegiate Members who exemplify the Tripod. The Rolla (Rah-la) F. Wood Graduate Scholarship Fund supports an annual scholarship awarded to an Alumnus who is accepted to or enrolled in Graduate school.
- Leadership in Action Program- Donations can be made to support the Fraternity's award-winning leadership development program, Leadership in Action. These donations go toward sponsored Modules and the continued growth of the program.
- New Chapters- Phi Sigma Pi wants to spread our mission of improving humanity through our ideals to as many campuses across the country as possible. Founding Chapter Members work hard for six weeks to learn and prepare themselves for Membership and running their own Chapter. This culminates with their Induction into our Brotherhood. Donations support the research, travel, materials and education of our newest Members and the Founding of Chapters in new locations.

Host Alumni Panel and plan one Initiate Event

If you want to complete/review quiz 3 in person, now would be a good time.

ACTIVITY METHOD

The second method we will call the “Activity Method.” An [Online Initiation Program](#) has been designed through the CORE E-Learning Center filled with interactive learning pieces that align with the Initiate Advisor Curriculum Guide. This allows for Initiates to complete the learning objectives/requirements online, allowing you to use your five required meetings to review the lessons, play games/ice breakers, provide Officer interviews, host calls with Alumni, host speakers from on campus resources, host a LiA Module, complete service activities and plan and hold the one Initiate event. This will allow you to make better and more connections with the Initiates instead of it feeling like a class. If you are interested in using the Online Initiation Program, please sign-up [here](#). *Notes: There are also options to customize this program. You will get a notification that the Initiates completed sections of the program to stay up to date on their progress.*

Along with the Online Initiation Program, we have suggested meeting ideas below.



***Online Initiation
Program*



**Powerpoint Slides



**Icebreakers

Post-Pinning Meeting

Length of Meeting- 30 Minutes

[PowerPoint Slides](#)- To edit these slides, go to File>Make a copy>Entire Presentation

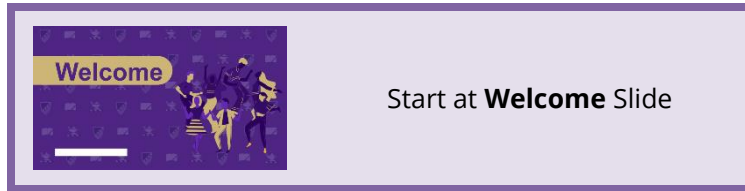
Before Meeting:

- ☐ Send meeting reminder to Initiates
 - ☐ Include link to online [The Scholar's Province](#)
 - ☐ Include link to the Chapter Initiate Handbook
 - ☐ Include a link to the Online Initiation Program
 - ☐ Reminder to complete Membership Agreement Form before the Meeting
- ☐ Review Post-Pinning Meeting Presentation Slides
- ☐ Choose an [Icebreaker](#)
- ☐ Add any Diversity, Equity & Inclusion planning your Chapter is working on to SLIDE 6
- ☐ Add Chapter Initiation Program Requirements to SLIDE 9 of the Post-Pinning Meeting Presentation
- ☐ Add Information for the Online Initiation Program on SLIDE 11 of the Post-Pinning Meeting Presentation
- ☐ Add Initiate Meeting Expectations to SLIDE 12 of the Post-Pinning Meeting Presentation
- ☐ Arrive early to test and set-up your computer
- ☐ Invite Chapter President to help lead

During Meeting:

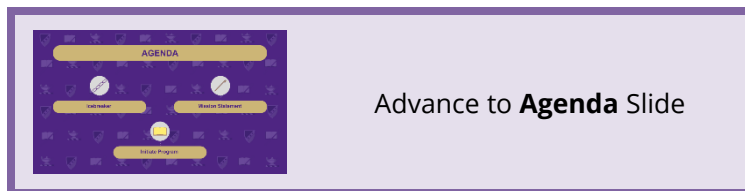
- ☐ Introductions
- ☐ Phi Sigma Pi's Mission Statement
- ☐ Diversity, Equity & Inclusion
- ☐ National Initiation Program Requirements
- ☐ Chapter Initiation Program Requirements (if applicable)
- ☐ Anti-Hazing Policy
- ☐ Online Initiation Program
- ☐ Initiate Meeting Requirements

Post-Pinning Script

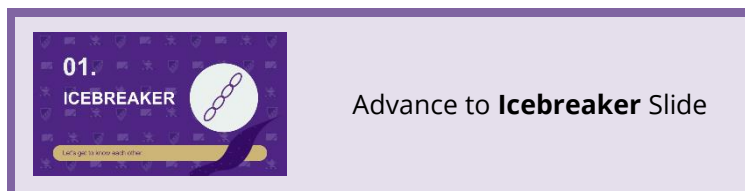


Welcome to the start of your journey as an Initiate of Phi Sigma Pi. We are so excited to have you here and to get to know all of you more.

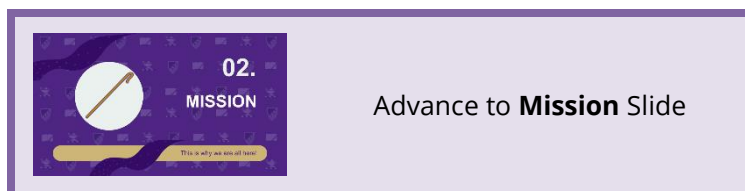
All of you make up the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.



Today we are going to start our meeting with an ice breaker. Then, learn about Phi Sigma Pi's mission statement and talk through what the Initiation Program will look like.



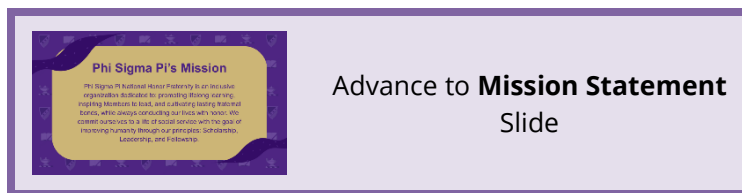
Pick an [icebreaker](#) for either in-person or virtual setting.



Let's dive into our mission statement. To start, a mission statement is a formal summary of the aims and values of a company, organization or individual.

Basically, our mission statement is why we are here. It is what you will pledge yourself to when you go through the Induction Ceremony at the

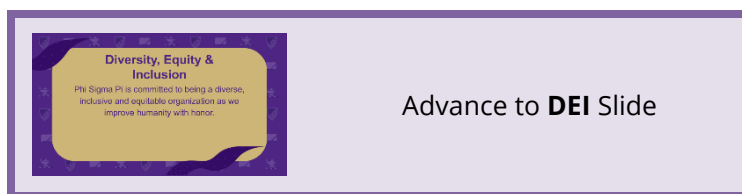
end of this process. And, what everything we do as a Chapter should reflect back on. So what is our mission statement?



Phi Sigma Pi National Honor Fraternity is an inclusive organization dedicated to: promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our lives with honor. We commit ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.

In short, our mission is to improve humanity with honor.

We will go over this in more detail in the upcoming weeks. Before then though, I challenge you to look at this mission statement and start to dissect it.



To add to that, Phi Sigma Pi is also committed to being a diverse, inclusive, and equitable organization as we improve humanity with honor.

It is the role of Phi Sigma Pi Members and Initiates to commit to actively learning, collaborating and implementing policies and practices that lead to cultural competency. By doing so, we are acknowledging the importance of being diverse, equitable and inclusive (DEI).

In order to continue the conversation, deliver educational material and provide resources, we offer actionable items and resources for all Members and Initiates. You can begin your journey by heading to learn.phisigmapi.org/dei to find these items.

Add any additional Diversity, Equity & Inclusion opportunities your Chapter is working on.



Advance to **Initiation Program** Slide

You started your journey into Phi Sigma Pi when you went through the Pinning Ceremony and now that journey continues with the Initiation Program. Here is what I will help guide you through the next couple of weeks. These requirements will make sure you each understand the history of Phi Sigma Pi and what being part of the Chapter is all about.



Advance to **National Requirements** Slide

Our Chapter falls underneath a National organization. Therefore, we have a National Council of Members that guide us throughout the year and a National Staff that works with us and supports us as a Chapter.

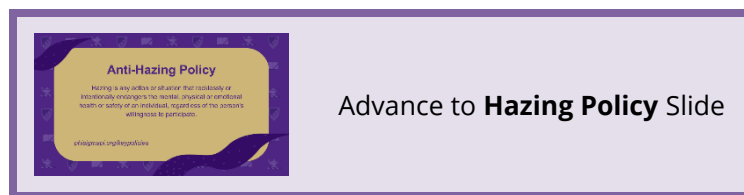
Because we are a National Organization, we have National requirements. These requirements are what we are expected to help each of you through.

1. Coordinate an event that represents the ideals of Phi Sigma Pi
2. Learn Phi Sigma Pi History
3. Know content of *The Scholar's Province* and the governing documents of the Fraternity and Chapter
4. Learn to sing the Fraternal songs
5. Attend at least one Chapter Meeting
6. Pass the National Exam with at least an 80%



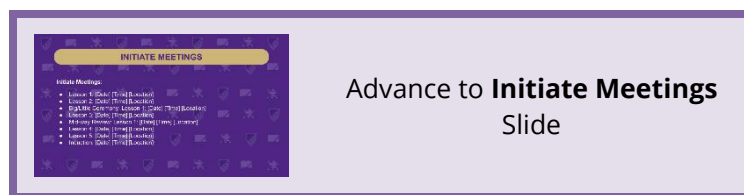
Advance to **Chapter Requirements** Slide

Add any Chapter Requirements and discuss.



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:

Hazing is any action or situation that recklessly or intentionally endangers the mental, physical or emotional health or safety of an individual, regardless of the person's willingness to participate.



Before we end today, I want to go over details on how the Initiate Meetings and events will go.

We will be completing part of the Initiation Program on our CORE E-Learning Center. I sent you the link in an email. What I want us to do is make sure we test it out now and walk through the first piece together.

Initiates must have claimed their Phi Sigma Pi accounts to have access to this program. If they forgot their password they should hit "forgot my password." If an Initiate gets locked out, the Initiate can email pspoffice@phisigmapi.org to get unlocked.

The information you learn on the CORE E-Learning Center is all of the information you will find in your *The Scholar's Province*. This information will also be on the National Exam. You will see that all of the pieces are fun and interactive and an engaging way to learn all about Phi Sigma Pi.

Discuss if there will be any deadlines for each lesson or if they just need to complete everything and the National Exam by a certain date. You will receive updates on their progress and should be able to assist Initiates if they start to fall behind in the process.

We will also be meeting several times over the next couple of weeks. During these meetings we will review important information, complete fun activities and bond together through fellowship.

Each time you come to an Initiate Meeting feel free to wear your Initiate Pin or use the Initiate Pin Zoom Background and have your copy of *The Scholar's Province* nearby.

For virtual options where Initiates might not have the Initiate Pin, Initiates can use one of the suggestions listed on page 7.



**Powerpoint Slides



**Icebreakers



**Core Values
Worksheet



**Brother



**Brothers Are We

Lesson 1 Agenda

Length of Meeting- 45 Minutes

[PowerPoint Slides](#)- To edit these slides, go to File>Make a copy>Entire Presentation

Before Meeting:

- ☐ Send meeting reminder to Initiates
 - ☐ Include [Core Values Worksheet](#)
- ☐ Review Lesson 1 Meeting Presentation
 - ☐ Choose an [Icebreaker](#)
- ☐ Arrive early to set up and test your computer
- ☐ Invite anyone that is interested in becoming a Big

During Meeting: (page numbers are from [The Scholar's Province](#))

- ☐ Take attendance
- ☐ Introduce guests
- ☐ Icebreaker
- ☐ Mission Statement (pg. 6)
 - ☐ Core Values
 - ☐ Listen to [Brothers Are We](#) and [Brothers](#) during "thinking time"

Core Values Worksheet

Phi Sigma Pi Mission Statement

Phi Sigma Pi National Honor Fraternity is an inclusive organization dedicated to: promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our lives with honor. We commit ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.

Core Values

Abundance	Collaboration	Excellence	Inspiration	Playfulness	Selflessness
Acceptance	Community	Fairness	Intelligence	Popularity	Service
Accountability	Commitment	Flexibility	Intuition	Power	Simplicity
Achievement	Compassion	Freedom	Joy	Preparedness	Spirituality
Adventure	Consistency	Fun	Kindness	Professionalism	Stability
Advocacy	Contribution	Generosity	Knowledge	Punctuality	Success
Ambition	Cooperation	Grace	Leadership	Quality	Teamwork
Appreciation	Creativity	Growth	Learning	Recognition	Thankfulness
Attractiveness	Credibility	Happiness	Love	Relationships	Thoughtfulness
Autonomy	Curiosity	Health	Loyalty	Reliability	Trustworthiness
Balance	Daring	Honesty	Mindfulness	Resilience	Uniqueness
Boldness	Decisiveness	Humility	Motivation	Resourcefulness	Usefulness
Brilliance	Dedication	Humor	Optimism	Responsibility	Versatility
Calmness	Dependability	Inclusiveness	Originality	Risk Taking	Vision
Caring	Diversity	Independence	Passion	Safety	Wealth
Challenge	Empathy	Individuality	Peace	Security	Well-being
Cheerfulness	Enthusiasm	Innovation	Perfection	Self-Control	Wisdom

***This is the worksheet the Initiates will be working off of*

Your Core Values


Please write down words resonate with you as core values that you possess:

Rank your top 10 values in order starting at the one that resonates the most with you:

1.	6.
2.	7.
3.	8.
4.	9.
5.	10.

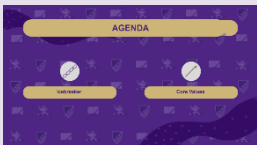
Next to your top 5 write how each word relates to joining an organization like Phi Sigma Pi or lives into its mission.

Lesson 1 Script




Start with **Lesson 1** Slide

Welcome to the first meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.




Advance to **Agenda** Slide

Today we are going to start our meeting with an ice breaker. Then, dive deeper into our core values and how they align with Phi Sigma Pi's mission statement and ideals.




Advance to **Icebreaker** Slide

Pick an [icebreaker](#) for either in-person or virtual setting.



Advance to **Core Values** Slide

Let's get started. Before you join an organization, it makes sense to make sure your values align with the organization you are joining. This is why we want to start here. We want you to start thinking about how you fit into our Chapter and our organization.



Phi Sigma Pi's Mission

The Sigma Pi National Honor Fraternity is an inclusive organization dedicated to promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our lives with honor. We commit ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.

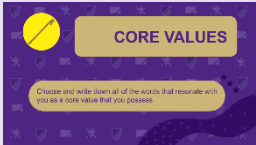
Advance to **Mission Statement** Slide

Together, let's review Phi Sigma Pi's mission by stating it together as a group:

Phi Sigma Pi National Honor Fraternity is an inclusive organization dedicated to: promoting lifelong learning, inspiring Members to lead, and cultivating lasting fraternal bonds, while always conducting our lives with honor. We commit ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.

In short, our mission is to improve humanity with honor.

What part of the mission stands out to you?



CORE VALUES

Choose and write down all of the words that resonate with you as a core value that you possess.

Advance to **Core Values Activity** Slide

So how does this mission align with you? Let's talk about core values.

Grab a piece of paper. On the next screen is a list of values. I want you to choose and write down all of the words that resonate with you as a core value that you possess.

If there is one you can think of that isn't on the list, jot it down.

We'll take a couple of minutes to do this.

This is a great activity for those that are interested in becoming Bigs to participate in. This activity was created to form deeper bonds in the Initiate Class, with the Initiate Advisor, with other Members, and with the organization.

Pass out this [worksheet](#) to help with discussion. Play "[Brothers](#)" or "[Brothers Are We](#)" during quiet time.



***More information on the Mission*



***Play "Brother" or "Brothers Are We" during quiet time*



Brothers Are We



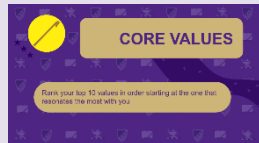
Brother



Accountability	Adaptability	Teamwork	Integrity	Resilience	Leadership	Communication	Service
Compassion	Collaboration	Perseverance	Empathy	Openness	Humility	Patience	Gratitude
Respect	Kindness	Generosity	Curiosity	Optimism	Confidence	Self-awareness	Empathy
Resilience	Adaptability	Teamwork	Integrity	Resilience	Leadership	Communication	Service
Compassion	Collaboration	Perseverance	Empathy	Openness	Humility	Patience	Gratitude
Respect	Kindness	Generosity	Curiosity	Optimism	Confidence	Self-awareness	Empathy

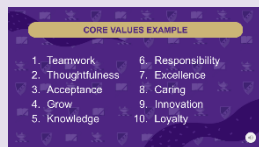
Advance to **Core Values Words**
Slide

Have Initiates write down on a piece of paper all of the values that they relate to.



Advance to **Core Values Top 10**
Slide

Now I want you to look at the core values you jotted down and rank your top 10 in order starting at the one that resonates with you the most.

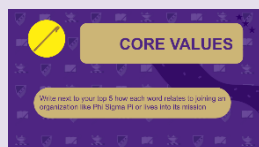


CORE VALUES EXAMPLE	
1. Teamwork	6. Responsibility
2. Thoughtfulness	7. Excellence
3. Acceptance	8. Caring
4. Grow	9. Innovation
5. Knowledge	10. Loyalty

Advance to **Core Values 10**
Example Slide

Here is an example.

Have Initiates rank their top 10 values in order. Have Initiates share if they'd like to.



Advance to **Core Values Top 5**
Slide

For the last step, I want you to take your top 5 and write down how each word relates to joining an organization like Phi Sigma Pi or lives into its mission.

If you need the mission in front of you, turn to page 6 of *The Scholar's Province*.



Here is an example. Teamwork would relate to taking leadership roles.

Thoughtfulness relates to building relationships with others.

Have Initiates write down how their values relate to joining Phi Sigma Pi or an organization. Have Initiates share.

Wrap up this meeting with a fun fellowship event from the [Virtual Chapter Operations Guide](#) and any important announcements.



**Powerpoint Slides



**Icebreakers



**Tripod Worksheet



**Face Your Fears
Worksheet



**Brother



**Brothers Are We

Lesson 2 Agenda

Length of Meeting- 45 Minutes

[PowerPoint Slides](#)- To edit these slides, go to File>Make a copy>Entire Presentation

Before Meeting:

- ☐ Send meeting reminder to Initiates
 - ☐ Include [Tripod Worksheet](#)
 - ☐ Include [Face Your Fears Exercise](#)
- ☐ Review Lesson 2 Meeting Presentation
 - ☐ Choose an [Icebreaker](#)
- ☐ Arrive early to set up and test your computer
- ☐ Invite anyone that is interested in becoming a Big

During Meeting: (page numbers are from [The Scholar's Province](#))

- ☐ Take attendance
- ☐ Introduce guests
- ☐ The Tripod Activity (pg. 8)
 - ☐ Listen to [Brothers Are We](#) and [Brothers](#) during "thinking time"
- ☐ [Face Your Fears Exercise Worksheet](#)

Tripod Worksheet

Scholarship- Expands outside the classroom and is part of a larger "always learning" philosophy.

Leadership- Leadership through service. By planning service projects, you can learn about the circumstances facing today's society which will better shape your views and leadership skills.

Fellowship- The knowledge gained through working closely with others toward common goals builds fellowship.

How do you live out the scholarship ideal in your everyday life?


How do you live out the leadership ideal in your everyday life?

How do you live out the fellowship idea in your everyday life?



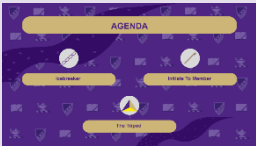
***This is the worksheet the Initiates will be working off of*

Lesson 2 Script




Start with **Lesson 2** Slide

Welcome to the first meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.



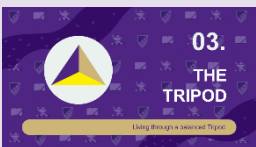
Advance to **Agenda** Slide

Today we are going to start our meeting with an ice breaker. Then, learn more about our mission and the three ideals we live by and end with a fun activity that will help you grow your leadership skills.



Advance to **Icebreaker** Slide

Pick an [icebreaker](#) for either in-person or virtual setting.



Advance to **The Tripod** Slide

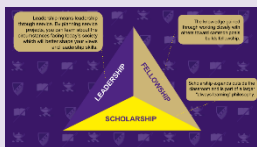
Let's take a deeper dive into the Mission and the three key words that make up our Tripod.

Phi Sigma Pi's Mission

Phi Sigma Pi National Honor Fraternity is an inclusive organization dedicated to providing lifelong learning, inspiring Members to look and act with a global perspective, and, while always considering our focus with vision, we extend ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship.

Advance to **Mission Statement** Slide

As a Member of Phi Sigma Pi, it is important to live into the Mission of the organization which we've discussed two times before. The Mission Statement ends with this line "We commit ourselves to a life of social service with the goal of improving humanity through our principles: Scholarship, Leadership, and Fellowship."



Advance to **Scholarship, Leadership & Fellowship** Slide

Scholarship, Leadership and Fellowship are the three pieces that make up our Tripod. It is when these three pieces are equally valued... and why they are in a triangle, that we live into and support the Fraternity's mission.

Let's break each three down and discuss ways you already value the three.

Give Initiates this [worksheet](#) to work on.



Advance to **Scholarship** Slide

First up is Scholarship.

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.



***Practice more with the Tripod*

***Play "Brother" or "Brothers Are We" during quiet time*



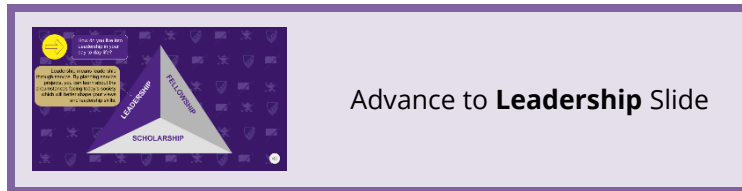
Brothers Are We



Brother

Let's take some time to jot down on your paper how you live into the scholarship ideal in your day-to-day life.

Play "[Brothers](#)" or "[Brothers Are We](#)" while Initiates write.

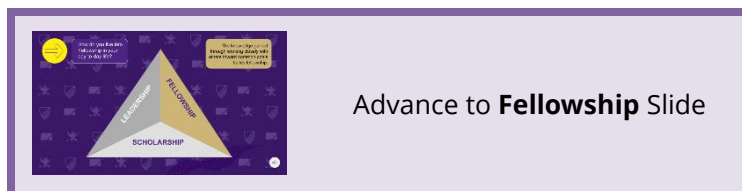


Next, Leadership.

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.

Let's take some time to jot down on your paper how you live into the leadership ideal in your day-to-day life.

Play "[Brothers](#)" or "[Brothers Are We](#)" while Initiates write.

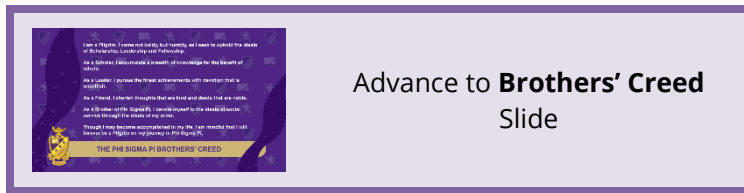


Lastly, Fellowship.

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.

Let's take some time to jot down on your paper how you live into the fellowship ideal in your day-to-day life.

Play "[Brothers](#)" or "[Brothers Are We](#)" while Initiates write.



It is when you live into these ideals that you truly understand the purpose and mission of Phi Sigma Pi.

In 2015, the Grand Chapter in Washington, D.C. approved The Phi Sigma Pi Brothers' Creed. This creed is what combines the ideals and mission of the Fraternity into one message that our Members recite which connects them with each other Members across the nation.

The Phi Sigma Pi Brothers' Creed is:

I am a Pilgrim, I come not boldly, but humbly, as I seek to uphold the ideals of Scholarship, Leadership and Fellowship.

As a Scholar, I accumulate a breadth of knowledge for the benefit of others.

As a Leader, I pursue the finest achievements with devotion that is unselfish.

As a Friend, I cherish thoughts that are kind and deeds that are noble.

As a Brother of Phi Sigma Pi, I devote myself to the ideals of social service through the ideals of my order.

Though I may become accomplished in my life, I am mindful that I will forever be a Pilgrim on my journey in Phi Sigma Pi.

Recite again one more time through, this time as a group.



****Face Your Fears
Worksheet**

Face Your Fears Activity

03. FACE YOUR FEARS ACTIVITY



Let's talk through the fears of being a leader.

Advance to **Face Your Fears**
Slide

To wrap up today's lesson we are going to discuss some of our fears that we may have of being a leader and/or holding a leadership position.

Make sure Initiates have [Face Your Fears worksheet](#) ready or open

As an Initiate of our Chapter you are asked to possibly step out of your comfort zone by getting to know your fellow Initiates and Members of our Chapter, plan an event, learn new things and become a leader for your Initiate Class and Chapter. That is what we are going to focus on thinking about future leadership positions you may hold.

YOUR FEARS

In small groups, discuss your fears you have of holding a leadership position.

Advance to **Your Fears** Slide

The idea of holding a leadership and Officer position can bring up fears and concerns. We are going to work through some of those fears today. In small groups, discuss your fears you have of holding a leadership position. Write your thoughts in the space provided on your worksheet.

Ask for groups to share

FEAR OF FAILURE

Failure is nothing to fear! Being a leader means reflecting and learning about what you just failed at and then having enough confidence to fail again. Success hasn't happened because no one failed.

Advance to **Fear of Failure 1**
Slide

One very common fear is failing, especially when others are depending on us. However, failure is nothing to fear. You need to give yourself permission to fail... over and over again. The most important part is actually after you fail. Being a leader means reflecting and learning about what you just failed at and then having enough confidence to fail again. Success hasn't happened because no one failed.

Advance to **Fear of Failure 2** Slide

You can see failure in two different ways: unsuccessful or successful. It's successful if you know you need to make a few mistakes to move toward your goal. It's unsuccessful if you look at mistakes as permanent or personal. Failure means developing. Every time you try something new or face a challenge you run the risk of failing. See failure for what it is... learning, feedback and a chance to adapt to a new plan.

The fear of failing and some of the other fears that you mentioned earlier are normal when heading into a new role because it means you are concerned enough about the role that you want to do it well. You just have to remember all of the skills you have that qualifies you to hold that position.

Advance to **Characteristics** Slide

On your worksheet I want you to write down five reasons, characteristics or skills that you have that you think qualifies you and/or will help you in holding a future leadership position.

If there are skills you think you could improve upon to be able to hold certain positions in the future, you can do so with Leadership in Action! We will be talking more about LiA during our next meeting. You can also learn more by going to phisigmapi.org/lia and the CORE E-Learning Center learn.phisigmapi.org.

Face Your Fears Worksheet

Instructions: In small groups, discuss your fears as new Officers or what your fears would be as a new Officer. Write your thoughts in the space provided on this page.

Instructions: Individually, write down 5 reasons that you were elected to your position or characteristics you have that will help you in the position.

1.
2.
3.
4.
5.

Lesson 3 Agenda

Length of Meeting- 45 Minutes

[PowerPoint Slides](#)- To edit these slides, go to File>Make a copy>Entire Presentation

Before Meeting:

- ☐ Send meeting reminder to Initiates
 - ☐ Include the link to the Leadership in Action Challenge- [6 Skills for Collaboration](#)
 - ☐ Include the link to their [CORE profile](#)
 - ☐ Include the directions to [HOBY Hugs](#)
 - ☐ Materials Needed:
 - ☐ 3x5 index cards
 - ☐ Art supplies (colored pencils, crayons, markers, stamps, stickers, etc.)
 - ☐ Or complete it [virtually on Canva](#)
 - ☐ Include the link to the [Initiate Elections Worksheet](#)
- ☐ Review Lesson 3 Meeting Presentation
 - ☐ Choose an [Icebreaker](#)
 - ☐ Complete Leadership in Action Challenge- [6 Skills for Collaboration](#)
 - ☐ Update your [CORE profile](#)
 - ☐ Make a [HOBY Hug virtually](#)
- ☐ Arrive early to set up and test computer
- ☐ Invite the Parliamentarian
- ☐ Invite any Officers/Chairs
- ☐ Invite any HOBY Alumni in your Chapter
- ☐ Invite any Leadership in Action Facilitators

During Meeting: (page numbers are from [The Scholar's Province](#))

- ☐ Take attendance
- ☐ Introduce guests
- ☐ National Opportunities
 - ☐ Leadership in Action (pg. 25)
 - ☐ Leadership in Action Challenge- [6 Skills for Collaboration](#)
 - ☐ CORE (pg. 25)
 - ☐ Setting up your [CORE profile](#)
 - ☐ HOBY (pg. 26)
 - ☐ Create [HOBY Hugs](#) (with materials or [virtually](#))
- ☐ Hold Initiate Elections
 - ☐ Use [Initiate Elections Worksheet](#)
- ☐ Planning Initiate Event



**Powerpoint Slides



**Icebreakers



**LiA Challenge



**CORE



**HOBY Hugs

***This is the worksheet the Initiates will be working off of*



***Election Worksheet*

Initiate Class Nomination & Election Process

How to Open the Nomination Process

Initiate 1: "I move to open the floor for nominations for the _____ Initiation Class."

Initiate Advisor: "A motion has been made to _____ the floor for nomination. Is there a second?"

Initiate 2: "I _____".

Initiate Advisor: "The motion has been _____. The floor for nominations is now _____."

How to Nominate:

Initiate 1: "I nominate (insert name here) for the _____ of (insert position here)."

Initiate Advisor: (Insert name here), do you _____ the nomination?

Nominee: " _____ " or " _____ "

Close Nominations:

Initiate 1: "I move to _____ the floor for _____."

Initiate Advisor: "Is there a _____."

Initiate 2: "I second."

Initiate Advisor: "The motion _____, and we will now move to elections."

Elections:

Initiate Advisor: "We will not enter _____ on the candidates for (insert position here)"

The _____ debate on each candidate should be done individually and in the order in which they _____ to the group. You should be reminded that you are debating only the individuals' qualifications for the office they seek. Personal feelings or comments are not appropriate.


Initiate Advisor: "Is there any pro debate about (enter first candidate name here)?" You should _____ to indicate you want to speak. The Initiate Advisor will call on you, using the standard pattern of _____ between pro and con.

Initiate Advisor: "Is there any _____ debate about (enter second candidate name here)?"

Voting during elections is done by _____ ballot. You should write the _____ of the candidate you want to elect to that position. The _____ will be collected and counted by at least _____ people. Once the results are counted, the candidates can return to the room. The Initiate Advisor will announce the results. Individuals elected to office should have their names _____ from consideration for other officers yet to be voted on.

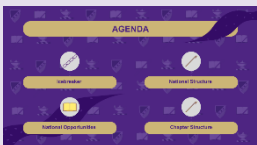
Initiate Advisor: " That _____ our elections."

Lesson 3 Script




Start with **Lesson 3** Slide

Welcome to the next meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.



Advance to **Agenda** Slide

Today we are going to start our meeting with an ice breaker. Then, we will test out some National opportunities, hold our Initiate elections and start to plan our Initiate event.




Advance to **Icebreaker** Slide

Pick an [icebreaker](#) for either in-person or virtual setting.



***More about the National Structure*



Advance to **National Convention** Slide

The Phi Sigma Pi National Staff manages National Opportunities for all of its Members.

These opportunities include National Convention, Leadership in Action, CORE and our partnership with our National Philanthropy, Hugh O'Brian Youth Leadership Foundation (HOBY).

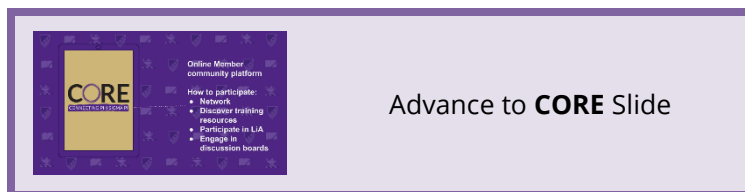
We are going to walk through three of these now to give you an idea of some of the benefits of becoming a Member!



Leadership in Action is a nationally award-winning certification program that consists of interactive Modules for Members. The Modules are flexible courses based on leadership skills and soft skills that can be applied immediately to the participant's daily life.

Modules tackle a variety of topics that can take your leadership skills to the next level and leave you better equipped to the next level and leave you better equipped within groups and in the workforce. You've already gotten a taste of Leadership in Action through the activities you've been completing each week.

Let's earn some Leadership in Action points toward the 75 points you need to earn your Certification by completing the Leadership in Action Challenge: [6 Skills for Collaboration](#).



CORE is an acronym for Community, Opportunity, Resources and Engagement. CORE is Phi Sigma Pi's online Member community platform. CORE connects all Members, Collegiate and Alumni, and provides a place to network, discover training resources, participate in a Leadership in Action and engage in thoughtful discussion boards. The best CORE experience will be driven by you, so jump right in by updating your profile, commenting on a discussion post and connecting with fellow Members.

Let's dive into CORE and update our Chapter profiles.

Share this link

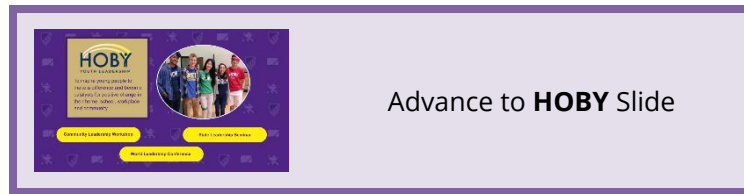
<https://core.phisigmapi.org/community/network/members/profile>



***Discover LiA Modules on the E-Learning Center*



***CORE*



In 2015, Phi Sigma Pi approved to enter into a philanthropic partnership with Hugh O'Brian Youth Leadership (HOBY). Ever since we have been fostering a relationship of volunteerism, service and support that has benefited both of our organizations in big ways. HOBY's mission is to inspire young people to make a difference and become catalysts for positive change in their home, school, workplace and community.

HOBY provides high school students unique leadership training, service learning and motivation-building experiences, many of which mirror our Tripod.

HOBY programs include:

- Community Leadership Workshop– One-day leadership program for high school freshman that focuses on leadership as a discipline to be explored and learned.
- State Leadership Seminars– The flagship program for high school sophomores to recognize/apply talents to become effective, ethical leaders in their home, school, workplace and community.
- World Leadership Conference– A five day practical and experimental program for high school juniors/seniors to learn how to use their abilities to organize and lead a service or social entrepreneurship project to address societal issues and create meaningful change.

Let's do our first service activity for HOBY by completing [HOBY Hugs](#).



****HOBY Hugs**



I hope you had fun getting a taste of some of the opportunities of membership in Phi Sigma Pi.

Next, up we are going to hold our Initiate elections. I hope you've spent the past week thinking about your strengths from the Leadership in Action Module we held at our last meeting and thought about ways you

can use those strengths to give back to your Initiate Class and the Initiate Event we are about to plan together.

Hold Initiate Elections using the [Initiate Elections Worksheet](#) and plan one Initiate Event. Give Initiates some ideas using the [Virtual Chapter Operations](#).



**Powerpoint Slides



**Icebreakers



Lesson 4 Agenda

Length of Meeting- 60 Minutes

[PowerPoint Slides](#)- To edit these slides, go to File>Make a copy>Entire Presentation


Before Meeting:

- ☐ Send meeting reminder to Initiates
- ☐ Review Week 4 Meeting Presentation
 - ☐ Choose an [Icebreaker](#)
- ☐ Arrive early to set up and test computer
- ☐ Invite Alumni to discuss the role of Alumni
- ☐ Invite your Chapter Excellence Board

During Meeting:

- ☐ Take attendance
- ☐ Introduce guests
- ☐ Alumni Panel
- ☐ Planning Initiate Event

Lesson 4 Script




Start with **Lesson 4** Slide

Welcome to the next meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.




Advance to **Agenda** Slide

Today we are going to start our meeting with an ice breaker. Then, we will learn the role of Alumni by Phi Sigma Pi Alumni themselves.



Advance to **Icebreaker** Slide

Pick an [icebreaker](#) for either in-person or virtual setting.



Advance to **The Role of Alumni** Slide

Membership in Phi Sigma Pi is a lifelong commitment and we are so lucky to have some of the best Alumni here to share what life is like as an Alumni Member.



***Learn more about
the Alumni
Opportunities*

Have your Alumni Panel share information about themselves including Name, Collegiate Chapter, where they currently live and employment. Start to ask questions such as, what has been your favorite memory of Phi Sigma Pi, what is a leadership skill that you learned as a Member, what would you tell your Initiate self if you could and how have you stayed involved as an Alumni Member. Then have Initiates ask additional questions. It is suggested that Initiates should come up with at least 5 questions. Thank the panel at the end of the Alumni Panel.

Plan one Initiate Event.