

PHI SIGMA PI  
NATIONAL HONOR FRATERNITY



# Initiation Program Teaching Method





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## TEACHING METHOD

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

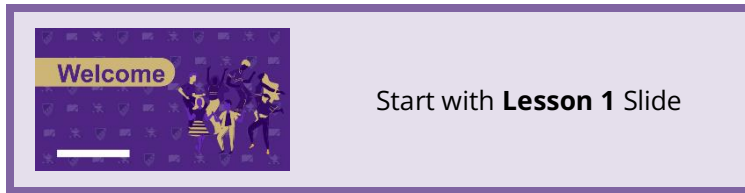
### During Meeting:

- 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

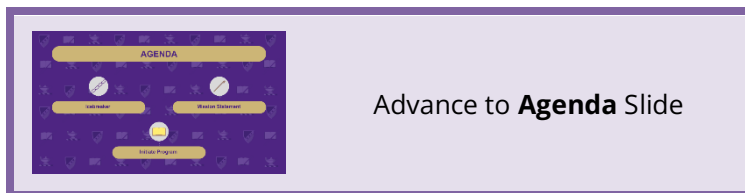
- Name Tags
- Pens
- Computer with internet access
- Projector
- Copies of *The Scholar's Province* and Initiate Handbook for each Initiate

## Post-Pinning Script

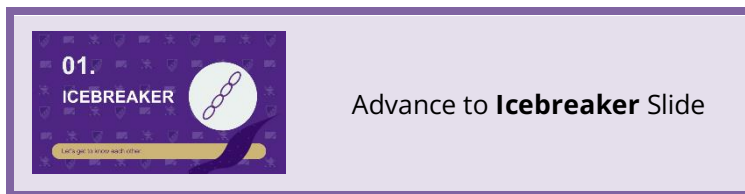


Welcome to the start of your journey as an Initiate of Phi Sigma Pi. We are so excited to have you here and to get to know all of you more.

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.



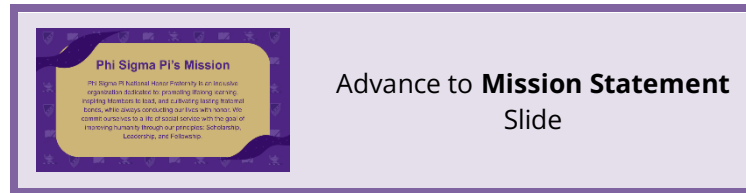
Pick an [icebreaker](#) for either in-person or virtual setting.



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.

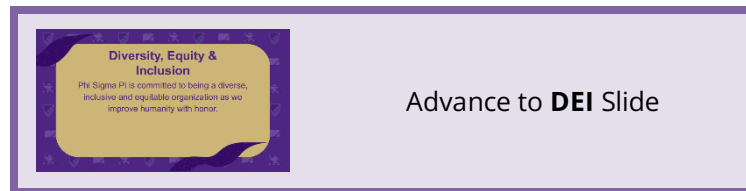
So what is our mission statement?



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.



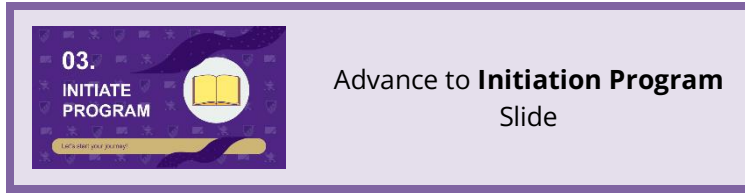
To add to that, Phi Sigma Pi is also committed to being a diverse, inclusive, and equitable organization as we improve humanity with honor.

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).

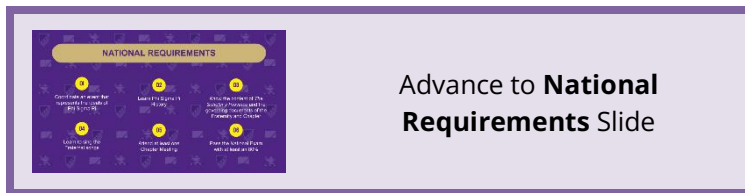
In order to continue the conversation, deliver educational material and provide resources, we offer actionable items and resources for all Members and Initiates. You can begin your journey by heading to [learn.phisigmapi.org/dei](http://learn.phisigmapi.org/dei) to find these items.

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





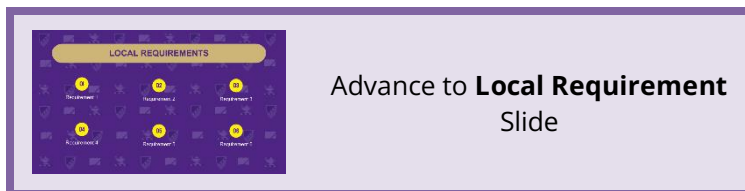
You started your journey into Phi Sigma Pi when you went through the Pinning Ceremony and now that journey continues with the Initiation Program. Here is what I will help guide you through the next couple of weeks. These requirements will make sure you each understand the history of Phi Sigma Pi and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



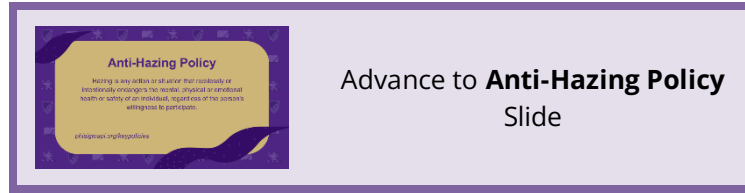
Our Chapter falls underneath a National organization. Therefore, we have a National Council of Alumni that guides us throughout the year and a National Staff that works with us and supports us as a Chapter.

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 organization 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%

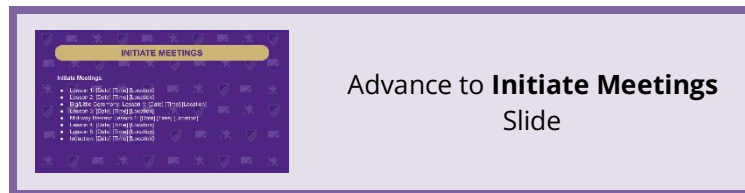


Add any Chapter Requirements and discuss.



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](http://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

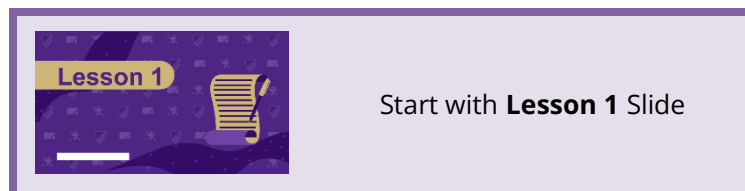
Please write down words resonate with you as core values that you possess:

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

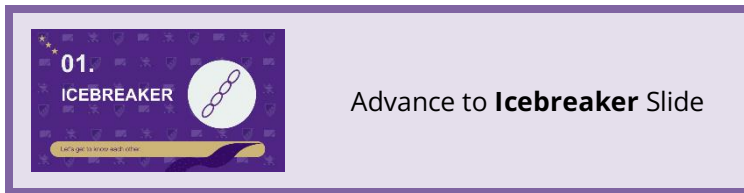


Welcome to the first meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.



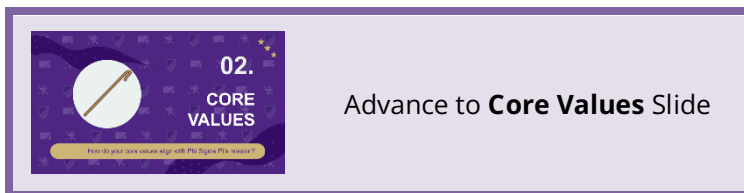
Advance to **Agenda** Slide

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.



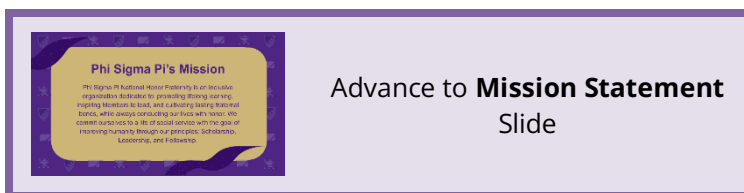
Advance to **Icebreaker** Slide

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.


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



Brother

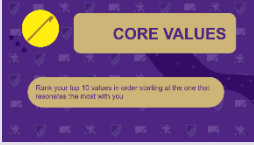


Brothers Are We



**Advance to Core Values Words Slide**

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




**CORE VALUES**

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

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.



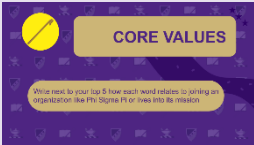
**CORE VALUES EXAMPLE**

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.



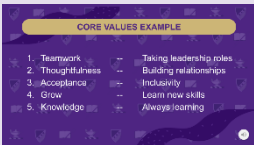
**CORE VALUES**

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

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*.



**CORE VALUES EXAMPLE**


1. Teamwork	→ Taking leadership roles
2. Thoughtfulness	→ Building relationships
3. Acceptance	→ Inclusivity
4. Grow	→ Learn new skills
5. Knowledge	→ Always learning

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 organization 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 organization 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.

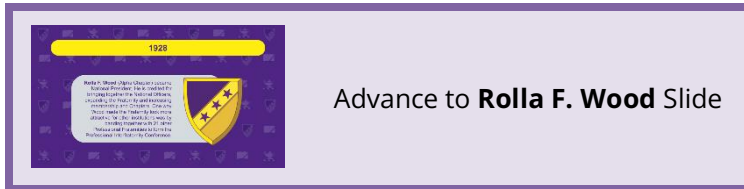


Advance to **1921-1925** Slide

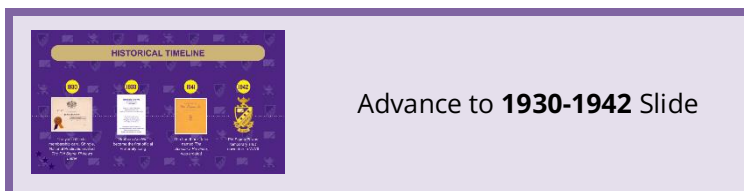


Just five years after the founding, Phi Sigma Pi became a National Organization as it expanded to another university, Gamma Chapter at Bradley University in Peoria, Illinois.

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.

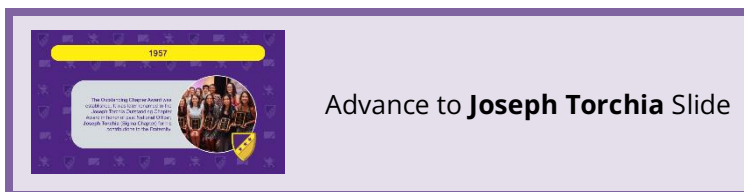


In 1928, Rolla F. Wood (Alpha Chapter) became National President. He is credited for bringing together the national Officers, expanding the organization and increasing membership and Chapters. One way Wood made the organization look more attractive for other institutions was by banding together with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



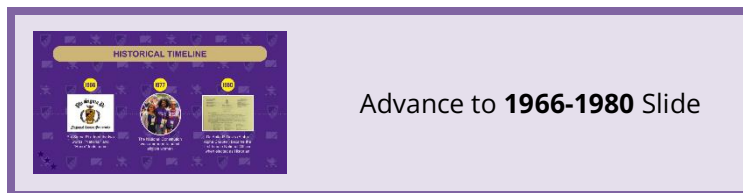
For the next decade, the experience of Phi Sigma Pi expanded. The membership card, Shingle, Newsletter, first organization Song called "Brothers Are We" and handbook, now called *The Scholar's Province* were created.

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.



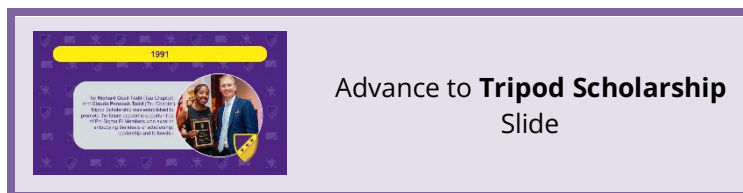
In 1957, Joseph Torchia served as the Chapter Advisor for the Sigma

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



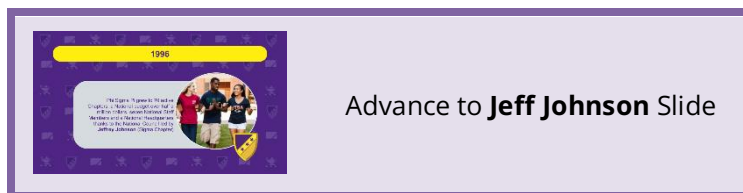
In 1960, Phi Sigma Pi added two words to its name, National and Honor.

After Title IX, The National Constitution was amended to admit eligible women, Clauda 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 Clauda 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 organization after World War II and served five National Office positions.



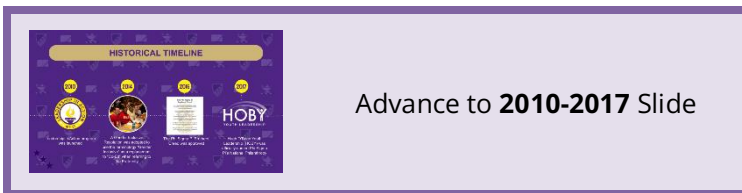
By 1996, Phi Sigma Pi grew to 70 active Chapters under the leadership of National Council President Jeffrey Johnson of the Sigma Chapter. Johnson also grew the National budget to over half a million dollars, led the development of the National Headquarters, and grew the National Staff to seven.



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 organization'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 organization to "Gender Inclusive."

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

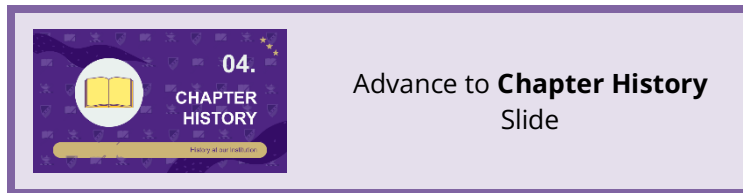
And in 2017, Phi Sigma Pi entered into a partnership with the Hugh O'Brian Youth Leadership or HOBY and officially named it Phi Sigma Pi's National Philanthropy.

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.

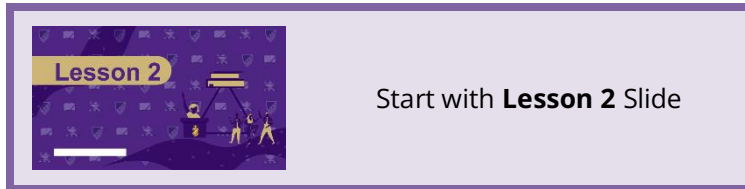
Fellowship- The knowledge gained through working closely with others toward common goals builds fellowship.

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

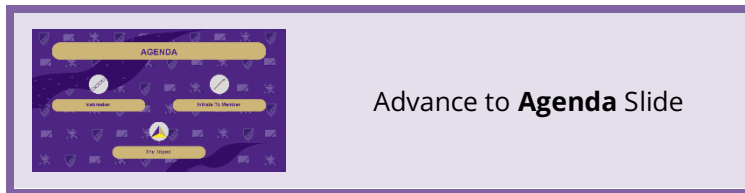
How do you live out the leadership ideal in your everyday life?

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

## Lesson 2 Script



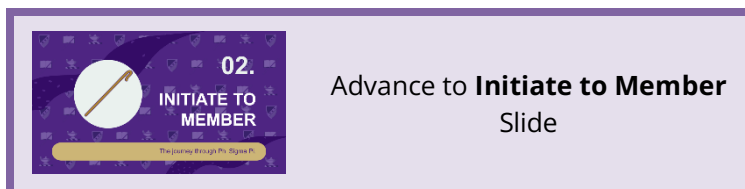
Welcome to the next meeting of the Initiation Program for the [INITIATE CLASS NAME] Class of the [CHAPTER NAME] Chapter.



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.



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



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

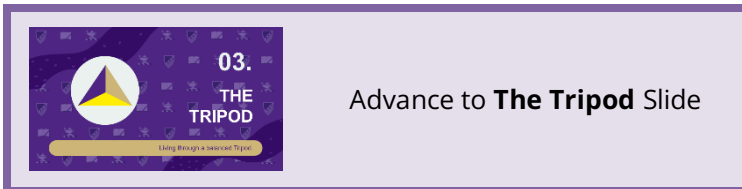
Participation in *The Ritual* will be one of the most significant experiences you have as a Member of Phi Sigma Pi. *The Ritual Induction Ceremony* is secret and only known to those in the Brotherhood. *The Ritual Induction Ceremony* is the only means by which an individual may become a Member of Phi 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.





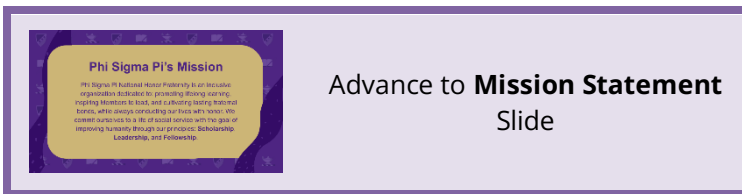
Advance to **Shingle** Slide

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

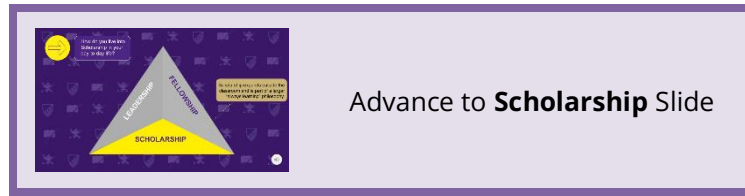
Scholarship, Leadership and Fellowship are the three pieces that make up our Tripod. It is when these three pieces are equally valued... and why they are in a triangle, that we live into and support the organization's mission.

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*



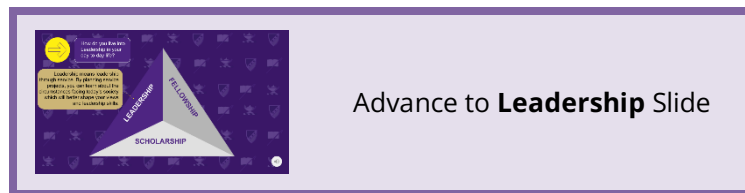
Advance to **Scholarship** Slide

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



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

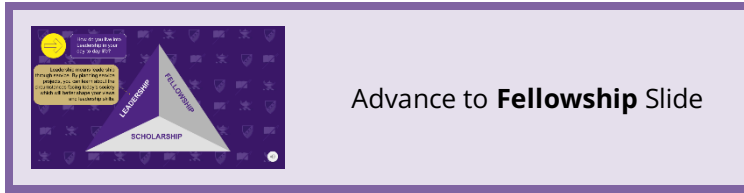
*\*\*Play “Brother” or “Brothers Are We” during quiet time*



Brother



Brothers Are We

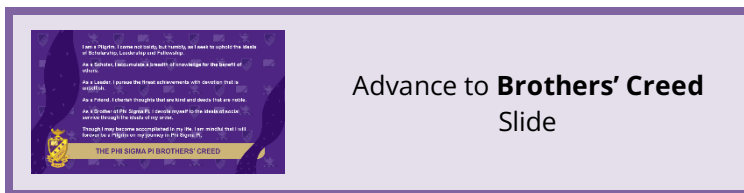


Lastly, Fellowship.

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



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 organization 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

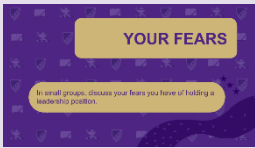


Advance to **Face Your Fears** Slide

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

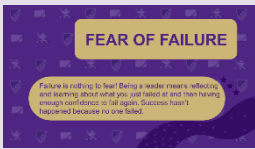
As an Initiate of our Chapter you are asked to possibly step out of your comfort zone by getting to know your fellow Initiates and Members of our Chapter, plan an event, learn new things and become a leader for your Initiate Class and Chapter. That is what we are going to focus on thinking about future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

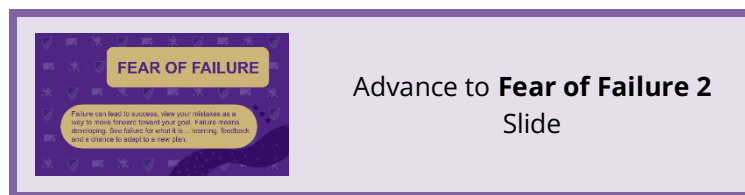


Advance to **Fear of Failure 1** Slide

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.

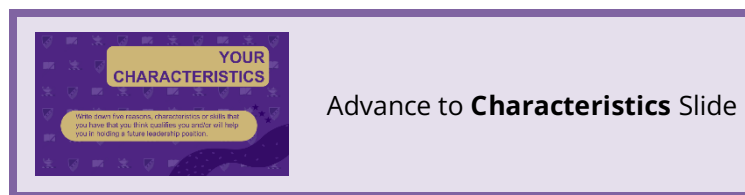


\*\*Face Your Fears  
Worksheet



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 [phisigmapi.org/lia](http://phisigmapi.org/lia) and the CORE E-Learning Center [learn.phisigmapi.org](http://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.
3.
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



\*\*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.

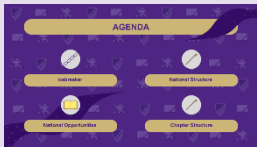
*Initiate Advisor:* " That \_\_\_\_\_ our elections."

## Lesson 3 Script

A slide thumbnail with a purple background and a white grid pattern. It features the text "Lesson 3" in a yellow box, a small organizational chart with three boxes, and a white progress bar at the bottom left.


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.

A slide thumbnail with a purple background and a white grid pattern. It features the word "AGENDA" at the top, followed by five yellow buttons with icons and text: "Icebreaker", "National Structure", "National Opportunities", and "Chapter Structure".


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.

A slide thumbnail with a purple background and a white grid pattern. It features the text "01. ICEBREAKER" and a circular icon containing a chain link. At the bottom, it says "Let's get to know each other".

Advance to **Icebreaker** Slide

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

A slide thumbnail with a purple background and a white grid pattern. It features the text "02. NATIONAL STRUCTURE" and a circular icon containing a pencil. At the bottom, it says "Welcome to Phi Sigma Pi".

Advance to **National Structure** Slide

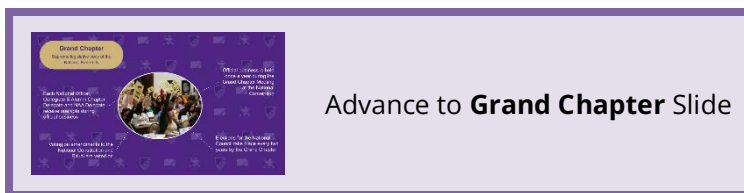
Let's dive into the National Structure of Phi Sigma Pi.



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

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

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



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.

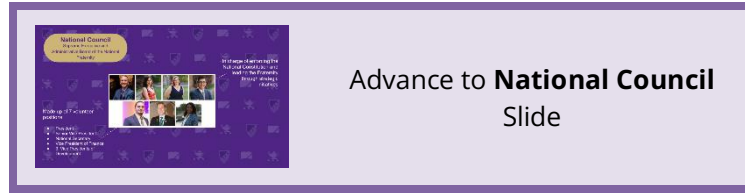
This is the time when amendments to our National Constitution and Ritual are voted on and elections are held for the National Officer positions (every other year).

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 organization is run, are entirely in the hands of Members.



*\*\*More about the National Structure*

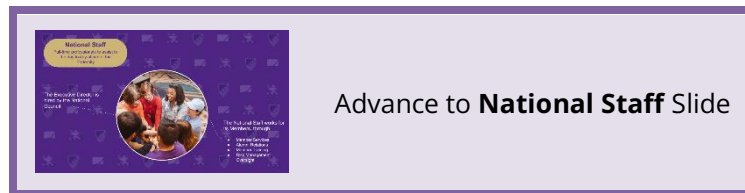


Advance to **National Council** Slide

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

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 organization through strategic initiatives.

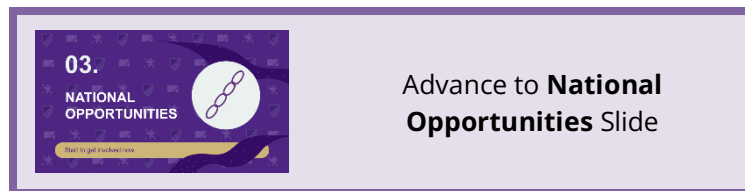


Advance to **National Staff** Slide

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

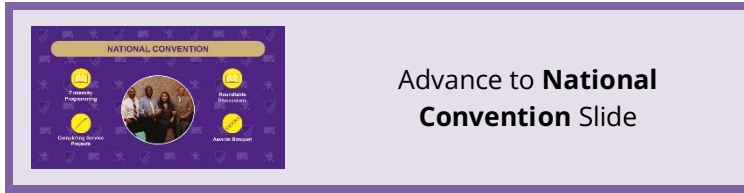
The Executive Director is hired by the National Council. It is then the Executive Director's responsibility to hire and supervise the entire National Staff.

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.



Advance to **National Opportunities** Slide

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.



The Executive Leadership Program is Phi Sigma Pi's brand-new leadership program. The Executive Leadership Program is a four-tiered professional leadership certificate program exclusively for Phi Sigma Pi Members. This program is designed with you in mind!

In a modern progressive 4-tiered leadership program, The Executive Leadership Program provides interactive, real-time, sought-after skill development. As you move through each tier, you'll grow your understanding, abilities and confidence.

The Executive Leadership Program courses are intentionally designed into six core professional competencies. These competencies were refined from Phi Sigma Pi's 17 Characteristics of an Excellent Member. The competencies are: Emotional Intelligence, Team Management, Honor through Inspirational Leadership, Inclusive Leadership, Collaborative Leadership and Strategic Thinking.

The Executive Leadership Program will be available to you after you are inducted as a Member of Phi Sigma Pi.

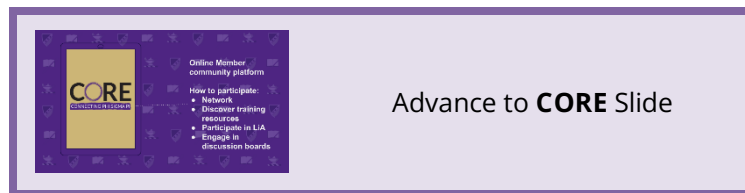


Leadership in Action is a nationally award-winning certification program that consists of interactive Modules for Members. The Modules are flexible courses based on leadership skills and soft skills that can be applied immediately to the participant's daily life.

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.

Phi Sigma Pi will continue to offer the Leadership in Action program until June 30, 2024. As a new member, you are highly encouraged to participate in the Executive Leadership Program. Additionally, you are more than welcome to participate in Leadership in Action and work towards obtaining your certification.

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

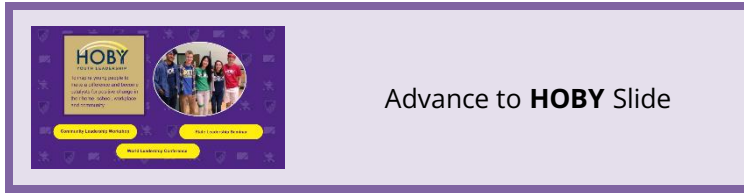
CORE is an acronym for Community, Opportunity, Resources and Engagement. CORE is Phi Sigma Pi's online Member community platform. CORE connects all Members, Collegiate and Alumni, and provides a place to network, discover training resources, participate in a Leadership in Action and engage in thoughtful 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>





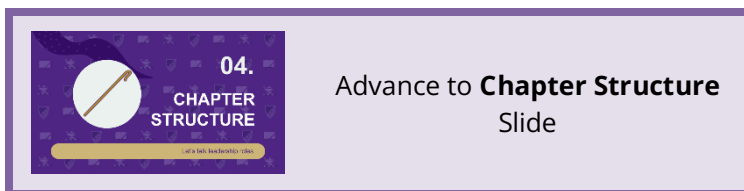
2015, Phi Sigma Pi approved to enter into a philanthropic partnership with Hugh O'Brian Youth Leadership (HOBY). Ever since we have been fostering a relationship of volunteerism, service and support that has benefited both of our organizations in big ways. HOBY's mission is to inspire young people to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



\*\*HOBY Hugs



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.

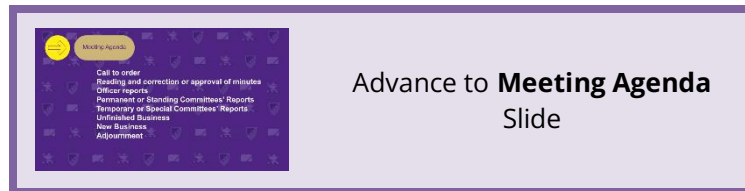
Officers are elected by a vote of eligible Chapter Members. Officer positions include, President, Vice President, Secretary, Treasurer, Initiate Advisor, Parliamentarian and Historian

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.



*\*\*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 organization 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 organization. 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



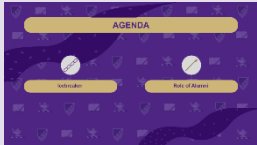
\*\*Icebreakers

## Lesson 4 Script

A purple slide with a pattern of small white stars. At the top left, it says "Lesson 4" in white text on a yellow background. In the center, there is a white graduation cap (mortarboard) with a tassel. At the bottom, there is a white horizontal line.


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. At the top, it says "AGENDA" in white text on a yellow background. Below that, there are two yellow buttons: "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. At the top left, it says "01. ICEBREAKER" in white text. To the right is a white circle containing a chain-link icon. At the bottom, there is a yellow horizontal line with the text "Let's get to know each other" in white.

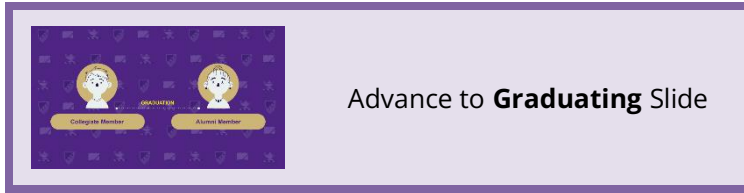
Advance to **Icebreaker** Slide

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

A purple slide with a pattern of small white stars. At the top left, it says "02. ROLE OF ALUMNI" in white text. To the right is a white circle containing a pencil icon. At the bottom, there is a yellow horizontal line with the text "Membership is for life" in white.

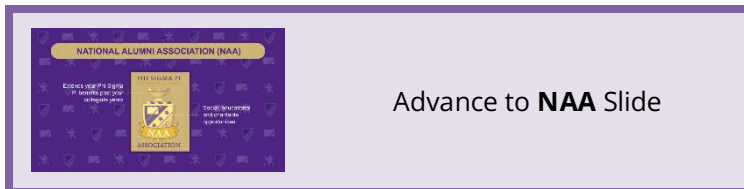
Advance to **The Role of Alumni** Slide

Membership in Phi Sigma Pi is a lifelong commitment.



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 organization that offered you so much during your collegiate years.

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



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*




ALUMNI ORGANIZATIONS

Connect all TriPod staff, members, and chapters to support the development and delivery of the Tripod program.

Advance to **Alumni Organizations** Slide

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 organization. Alumni Organizations stretch across the United States.




CHAPTER EXCELLENCE BOARD

Provide support to Collegiate Chapters and Chapter Excellence Board members and advisors.

Advance to **CEB** Slide

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 NATIONAL COMMITTEE

National Development Committee, Awards, Scholarship & Emblem Committee, Constitution and Chapter Standards Committee, Diversity Program Committee, Alumni Engagement Committee

Advance to **Volunteering** Slide

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.



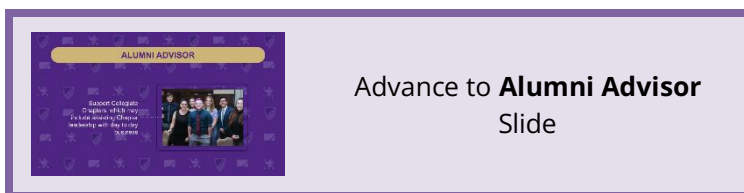
Advance to **LiA Facilitator** Slide

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.

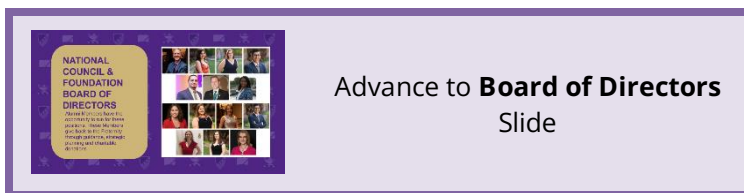
A reminder, the Leadership in Action program consists of dozens of interactive Modules for Members, which are flexible courses based on leadership skills and soft skills that can be applied immediately to the participant's daily life. Examples include time management skills, giving/receiving feedback,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

Phi Sigma Pi will continue to offer the Leadership in Action program until June 30, 2024.



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.



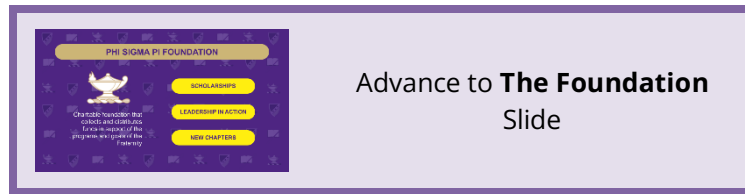
Advance to **Board of Directors** Slide

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 organization 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 organization. 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 & Clauda 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 organization'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.*