



LIFESTYLE & EDUCATION WORKSHOP

OFFICER MANUAL

**“Tell me and
I’ll forget
show me
and I may
remember.
Involve me
and I learn.”**

- Benjamin Franklin



CODE OF ETHICS

As a member of Triangle, I recognize my obligation to:

1.
Observe the Fraternity as set forth in the Ritual;
2.
Accept cheerfully my full share of any task, however menial, involved in maintaining a chapter home;
3.
Preserve and promote the chosen ideals of my Fraternity;
4.
Pay all personal bills promptly and always live within my means;
5.
Help create in my chapter home an environment in which enduring friendships may be formed;
6.
Maintain a creditable scholastic record.
7.
Promote the welfare of my profession;
8.
Maintain my self-respect by proper conduct at all times;
9.
Uphold faithfully the traditions and program of my Alma Mater;
10.
Pay the price of success in honest effort.



A LEADER IS SOMEONE WHO DEMONSTRATES WHAT'S POSSIBLE.



WELCOME

Thank you for joining us this weekend, for what we promise to be a thought-provoking, memorable, and of course, fun experience!

Leadership & Training Weekend is one of our four National events for active members and is designed to provide you as the executive board with the tools, resources, and knowledge to be able to elevate your chapter and create a culture of success.

Our time together this weekend will explore the nuts and bolts that are necessary to run a student organization. Furthermore, LTW will focus on building a framework of leadership which will not only help you in this role but beyond.

In order for you to get the most out of this weekend, we encourage you to be an active participant. So what exactly does that mean? Sit next to someone that you don't know. Use the gathering time and general sessions to continue your conversations. Ask questions. Take notes. Meet with staff and councilmen. Challenge each other. Be vulnerable. Share your thoughts, views, concerns, and goals.

Our best piece of advice would be to remember that your work doesn't end here. It is actually just beginning. Start thinking about what you want your legacy to be. What goals do you want to accomplish? What do you want to be known for? What do you want to inspire others to do? Hopefully this participant book and officer manual will help you to start thinking about those things.

Thank you for traveling to Indianapolis in January and spending the weekend with us. But most importantly, thank you for your commitment to Triangle. We are happy to have you.

Ariel Tarosky,
Director of Education & Communication



EXPECTATIONS

WHAT ENCOURAGED YOU TO ATTEND?

WHAT ARE YOUR EXPECTATIONS OF YOURSELF?

WHAT ARE YOUR EXPECTATIONS OF OTHERS (I.E. OTHER OFFICERS WITH SIMILAR RESPONSIBILITIES, YOUR EXECUTIVE BOARD MEMBERS, STAFF, ADVISORS, FACILITATORS)

WHAT SUPPORT DO YOU NEED THIS WEEKEND AND THROUGHOUT YOUR TERM?

MEMBER DEVELOPMENT

WHEN YOU THINK ABOUT MEMBER DEVELOPMENT FOR YOUR ORGANIZATION, WHAT DO YOU
FEEL IT ACCOMPLISHES?

WHAT CAN MEMBER DEVELOPMENT OFFER OUR MEMBERS?

WHAT DO YOU THINK YOUR ORGANIZATION WOULD LOOK LIKE IF YOU DIDN'T OFFER
MEMBER DEVELOPMENT OR EDUCATIONAL OPPORTUNITIES?



WHAT'S THE POINT?



CURRENT PROGRAM PHILOSOPHY

WHAT IS THE CURRENT MEMBER DEVELOPMENT PHILOSOPHY OF YOUR ORGANIZATION?

WHAT WOULD YOU LIKE THE MEMBER DEVELOPMENT PHILOSOPHY TO BE?

WHAT CAN YOU DO TO REACH THAT?

EXPECTATIONS

WHAT PROGRAMS/TRAINING DO WE CURRENTLY OFFER?

WHAT PROGRAMS/TRAININGS DO WE CURRENTLY REQUIRE/ENCOURAGE MEMBERS TO ATTEND?

WHO ATTENDS THOSE PROGRAMS?

DO OTHER DEPARTMENTS OR ORGANIZATIONS OFFER SIMILAR PROGRAMS?

WHAT SKILLS ARE OUR MEMBERS RECEIVING AS A RESULT OF THOSE PROGRAMS?

WHAT AREAS ARE NOT BEING COVERED THROUGH OUR PROGRAMMING?

WHAT AREAS ARE BEING OVER-PROGRAMMED?



SKILLS

WHAT SKILLS DO YOUR MEMBERS HAVE CURRENTLY AS A RESULT OF THEIR FRATERNITY EXPERIENCE?

WHAT SKILLS WOULD YOU LIKE YOUR MEMBERS TO HAVE AS A RESULT OF THEIR FRATERNITY EXPERIENCE?



TOP 10 QUALITIES OF SUCCESSFUL EVENT MANAGERS

THEY HAVE PEOPLE SKILLS

The number one quality shared by successful event managers? People skills. You need to be comfortable connecting with all different types of people: active and new members, alumni, faculty, staff, upper-administration, potential members, other students, and outside stakeholders. To successfully work with this wide range of people, you'll need to be able to nimbly resolve conflicts, be a confident but pleasant negotiator, and maintain your sense of humor.

THEY ARE FLEXIBLE

Event managers must double as janitors and firemen. Cleaning up messes and putting out fires - quickly, quietly, and efficiently - is part of the job. Stay calm, get it done, then get back to running the show.

SCHEDULE YOUR RECRUITMENT EVENTS

The chair is responsible for making sure that all events are planned well in advance.

THEY ARE GOOD LISTENERS

The ability to understand what key stakeholders want from your event is critical. These folks may not be as skilled in this arena as you are, so they might not speak the lingo or know what's realistic. You have to be able to discern their needs and make sure all parties share the same expectations. Pay attention to what's said - and what's not said - in key conversations. Tapping into these spoken (and unspoken) needs throughout your planning process will help you stay one step ahead.

THEY'RE ORGANIZED

To successfully run any event, you need to be able to juggle about 50 things at once. This multi-tasking prowess is required for both smooth planning and flawless execution of an event or program. The best planners have foolproof systems, step-by-step checklists, and handy tech tools. Working in events requires the ability to focus on the big picture while keeping track of all the little details. To avoid burnout, get comfortable delegating some of your more time-consuming tasks. And if things don't go according to plan, don't be afraid to switch to plan "B."

THEY'RE PASSIONATE

With all the stress of the job, you have to really love what you do. Genuine passion helps you overcome bumps in the road and stay cool when all seems lost. It also leads to bursts of creativity and the inspiration to create something great instead of just trying to get through the day. Things like time management can be learned, but you can't teach passion, and you'll need it in order to succeed. Being an event manager can, at times, be a thankless job.

THEY'RE GOOD COMMUNICATORS

Clear, firm and kind communication establishes you as a leader of the team, keeps everyone on track, and ensures that the goals of the event are clear to everyone involved. It also allows you to effectively share your vision and get others excited about it, too. Communicate in a way that is respectful to everyone and doesn't put anyone down. Accept criticism and be open to new ideas. Everyone plays a part in the success of an event, so make sure you're communicating with them in a clear, confident, and empowering way.

THEY'RE CALM UNDER PRESSURE

Your team will look to you for answers for almost everything. In moments of stress, the last thing they need is a shaky leader who makes poor decisions because they're cracking under the pressure. Successful event managers stay level-headed and continue to treat everyone with respect, no matter what. Try to remain cool, calm and collected when dealing with other people, even if you're a bundle of nerves inside.

THEY'RE CREATIVE PROBLEM SOLVERS

Whether it's tracking down some emergency duct tape or reworking a keynote presentation at the last minute, you have to be resourceful with what you have. No matter how well you plan, something will go wrong. And it will be a lot easier to address if you enjoy finding creative solutions to the challenges that arise.

THEY'RE DECISIVE

Event managers need to be able to make several decisions at once, and make them quickly. And, perhaps more importantly, they need to be able to recognize when it's too late to change those decisions - and have the resolve to stand by them.

THEY'RE EXPERIENCED

It will be a lot easier for people to trust you if you have a significant amount of experience. And your job will be easier for you once you've seen the range of challenges an event can throw at you. Plus, the experienced manager has a network of trusted professionals to call on when things get tough. If you don't have ton of experience yet, don't worry - just give it time!

MAKING CONNECTIONS



PROJECT MANAGEMENT

PHASE 1: PROJECT INITIATION

This is the start of the project, and the goal of this phase is to define the project at a board level. This phase usually begins with a business case. So, is the project feasible and should it be undertaken? This is where you will want to outline the requirements and needs of the project (resources, people, money, time, logistics, etc.)

PHASE 2: PROJECT PLANNING

This phase is key to successful project management and focuses on developing a road map that everyone will follow. This phase typically begins with setting goals.

If you want your organization to be successful, you need to set goals. Without goals you lack focus and direction. Goal setting not only allows you to take control of your organization's direction; it also provides you a benchmark for determining whether you are actually succeeding. You want to set goals that motivate you and that are SMART.

PHASE 3: PROJECT EXECUTION

This is the phase where deliverables are developed and completed. This often feels like the meat of the project since a lot is happening during this time, like the status reports and meetings, development updates, and performance reports.

PHASE 4: PROJECT PERFORMANCE/MONITORING

This is all about measuring project progression and performance and ensuring that everything happening aligns with the project management plan. Project managers will use key performance indicators (KPIs) to determine if the project is on track.

PHASE 5 : PROJECT CLOSURE

This phase represents the completed project. There may still be things to accomplish like closing out the budget, doing an assessment, and recognizing contributors, but in general your project is complete.





SPECIFIC GOALS

Your goal must be clear and well defined. Vague or generalize goals are unhelpful because they don't provide sufficient direction. Remember, you need goals to show you the way. Make it as easy as you can to get where you want to go by defining precisely where you want to end up.

MEASURABLE GOALS

Include precise amounts, dates, and so on in your goals so you can measure your degree of success. If your goal is simply defined as "to reduce expenses" how will you know when you have been successful? Without a way to measure your success you miss out on the celebration that comes with knowing you have actually achieved something.

ATTAINABLE GOALS

Make sure that it's possible to achieve the goals you set. If you set a goal that you have no hope of achieving, you will only demoralize yourself and erode your confidence.

However, resist the urge to set goals that are too easy. Accomplishing a goal that you didn't have to work hard for can be anticlimactic at best, and can also make you fear setting future goals that carry a risk of non-achievement. By setting realistic yet challenging goals, you hit the balance you need. These are the types of goals that require you to "raise the bar" and they bring the greatest personal satisfaction.

RELEVANT GOALS

Goals should be relevant to the direction you want your organization to take. By keeping goals aligned with this, you'll develop the focus you need to get ahead and do what you want. Set widely scattered and inconsistent goals, and you'll fritter your time - and your life - away.

TIME-BOUND GOALS

Your goals must have a deadline. Again, this means that you know when you can celebrate success. When you are working on a deadline, your sense of urgency increases achievement will come that much quicker.

During this phase, the scope of the project is defined and a project management plan is developed. It involves identifying the cost, quality, available resources, and a realistic timetable.

PROJECT EXECUTION TASKS

MAKING CONNECTIONS



MEMBERS NEEDS

SENIORS

**JUNIORS
SOPHOMORES**

FRESHMEN



EFFECTIVE ON BOARDING

1. IT ALLOWS NEW MEMBERS TO HIT THE GROUND RUNNING

If they have a clear understanding of the organization, their role, and expectations, they can jump into the process immediately and start to make a difference.

2. IT INSTILLS NEW MEMBERS WITH CONFIDENCE

In both their own ability to be effective - because they have the information and contacts they need - and the organization which has had the foresight to provide them with that background, and made them feel a part of the vision.

3. IT IMPROVES RETENTION

Through facilitating a good start and providing appropriate background - that people will do a good job in the long term... and stay longer with the organization.

4. IT MAKES LIFE EASIER FOR OTHERS IN THE ORGANIZATION

By eliminating the need for new members to ask them constantly for information and advice.

5. IT ENFOLDS NEW MEMBERS INTO THE EXISTING SOCIAL STRUCTURE

Thereby helping them to feel comfortably and to bond with others, and at the same time helping to improve the organizational climate (the way the organization “feels” to those who are a part of it and have contact with it).

6. IT FORMALLY WELCOMES NEW MEMBERS INTO THE ORGANIZATION

And makes them feel that they have support and resources to rely on.

ELEMENTS OF A SUCCESSFUL ON BOARDING PROGRAM

INTRODUCTION TO THE ORGANIZATION'S HISTORY

Even if your organization is brand new, it has a history, and there is the national history. How was it started and by whom, how has it garnered support, and how has it gotten to the point of where it is today?

All of this is important to understanding the organization as it currently exists. Equally important, it gives new members access to the references and events that are part of the common language of the organization, and that allows one to be an “insider.”

MISSION

Your organization has a mission/purpose statement and new members should have a copy of it and be given a chance to discuss and digest what it means. They should also understand clearly the real mission of the organization if it is not stated directly.

This will help new members understand not just what the organization does, but what it stands for.

ORGANIZATIONAL PHILOSOPHY

Often tied with its mission, an organization's philosophy guides its structure; the roles of various people within it; the way it treats its members, volunteers and stakeholders; the methods it uses in whatever programs or services it provides; and its ethics.

METHODS OR STRATEGIES

If your organization employs a particular method or technique, it's important that new members understand both what the method itself is, and the way they are expected to use it. This is your time to teach and train your new members how things are done within the organization.

PEOPLE

An organization is no more than the people who do its work, live its values, and give it life. Perhaps the most important task of a new member orientation is to assist new members in becoming familiar with the organization's people and to understand what each of them does.

ORGANIZATIONAL STRUCTURE

Help your new members understand how the organization is structured and what each piece is responsible for.

LOGISTICS & THE DAY-TO-DAY ROUTINE

This area covers the “rules” or protocols of the organization, and all the small pieces of knowledge that make it possible for everyone to function throughout the day. It is important to have a clear set of policies and procedures that explain and govern the various tasks and relationships necessary to keep the organization running.

ORGANIZATIONAL CULTURE

Every organization has its own culture, developed over its life. The culture is a result of the organization's history and of the thinking and behavior of its founders and former and current members. It may change a small amount with each departure and new addition to the group, but it is generally fairly stable, and includes not only standards for behavior, but the in-jokes references that everyone in the organization is expected to know and respond to.

Understanding the organizational culture will help new members become “one of the bunch” more quickly, and reduce the uncertainty (and the stress) of a new situation. It will make their transition into the organization that much easier.

INTRODUCTION TO THE POSITION

Taking it back into the job framework - you may have had the experience of starting a new job with very little knowledge of the job itself, and with the expectation that you'd simply figure out what it was you were supposed to do. If so, you would understand clearly why your new members need more than that if they're going to be effective.

Help your new members get an understanding of what the new member experience will look like, what their role will be, what projects they will work on, the objectives of the program, and their expectations.



NEW MEMBER EXPECTATIONS

MAKE FRIENDS

HAVE A POSITIVE EXPERIENCE

LEARN, GROW, AND DEVELOP

JOIN SOMETHING ORGANIZED, NOT DISORGANIZED

BE RESPECTED AS A MEMBER AND AS A PERSON

BE HELPED IN THEIR COLLEGE TRANSITION

BE TREATED FAIRLY

BE TAKEN CARE OF

BE CHALLENGED

FEEL WELCOMED

FEEL VALUED

HAVE EXPECTATIONS COMMUNICATED TO THEM

HAVE LOTS OF FUN

ACCOMPLISH SOMETHING GREAT

What are some of the ways that you can help your new members feel valued?



ELEMENTS OF A SUCCESSFUL ON BOARDING PROGRAM

APPRECIATE THEM

Notice your members doing things that add value to the organization. It could be their upbeat positive attitude or their hard work. It could be the effort and thought they put into a project. Let them know you appreciate who they are and what they do. But keep in mind that different people like to be appreciated differently.

OFFER CLARITY

Enroll your new members in the mission, vision, and values of the organization. Make sure that your new members clearly understand the expectations of their membership and the purpose behind the events that they go to or projects that they work on. It's tough to do a great job when you're not sure what is expected of you and the goal behind the task. It's also challenging to feel you matter when no one else has taken the time to clarify the program/job/goal. Help them understand that all tasks contribute to the success of the organization.

BE INTERESTED & SHOW THAT YOU CARE

Your members bring more than their physical presence to the organization; they bring their life history, their personal life, and their stories and experiences. Ask them about themselves. Connecting with them will help you gain an understanding of their past, their present, and their goals for their future.

OPENLY COMMUNICATE

According to a recent survey of 1,000 full-time employees across the US conducted by 15Five, 81% of those surveyed would rather work for a company that values open communication than one that offers great perks. This is no different for the organization experience. We feel valued when we're engaged in conversations that impact the organization.

SEEK OPINIONS

Ask for your member's feedback, ideas and opinions. They have a fresh and new perspective that could be just what your organization needs. Plus, someone whose ideas are considered is more likely to want to keep contributing as an integral part of the team.

HELP THEM GROW

Learn your member's strengths and aspirations. When you help your members grow-through offering connections, support, mentoring, new opportunities- you empower them. Make sure you are utilizing each of their strengths. It will bring out the best in them and in turn be of benefit to the organization.

TRUST THEM

Give them the freedom to own their experience and contributions. It is empowering to feel a sense of pride when we do good work and take personal ownership of the results.

BE ACCOUNTABLE

Follow through on the commitments you make. Being accountable is a way of showing respect. It's a way of saying the other person is important to you. Being accountable is a way of building trust and letting the other person know you value them.

WELCOME THEM

Getting new members off on the right foot is important to their success in the organization. Offering a warm welcome is a great first step. Setting them up for success includes acclimating them to the culture and providing and understanding for the overall vision including how their role fits into the bigger picture.

BE AUTHENTIC

When those around us are genuine and authentic, we tend to be freer to be ourselves. When honest and genuineness are the norm, we are more creative and open and, as a result, do our best work.



CREATING A CULTURE OF CHANGE

CURRENTLY NEW MEMBERS HAVE TO...

Recite the creed | Do study hours | Visit members & meet everyone
Clean after parties & events | Go to everything | Go to class
Wear special stuff | Do/build special projects
Know the trivia | Get good grades

CURRENTLY WE REQUIRE ACTIVE MEMBERS TO...

Behave | Show up to things | Pay dues | Get good grades

WHAT IF ACTIVE MEMBERS...

Recited and understood the oath | Studied more than partied
Visited different members and built real relationships
Took pride in their spaces & cleaned | Went to class
Took pride in their letters and badge | Did service just because
Knew the trivia | Showed up to events without it being mandatory
Got good grades | Paid their dues on time | Fulfilled their oath

(They are the ones who have sworn to an oath)



THE
EVERYMAN
NEW MEMBER EDUCATION PROGRAM

Everyman New Member Education Lesson Plan

Chapter Designation: Click or tap here to enter text.

Term: Click or tap here to enter text.

Year: Choose an item.

Chapter's and colonies should use the *Everyman New Member Education Facilitator Guides* (available in the Resource Library on www.triangle.org under "Active Members") to develop their written lesson plans. New member educators and/or new member education teams can utilize this lesson plan to assist in the organization and execution of their chapter's new member education program.

Please note that should your chapter decide to add or substitute different activities or assignments then what is suggested in the *Facilitator Guides* then you must complete and submit the *Activity Request Form* which is also located in the Resource Library online.

SAMPLE

Week 1: October 4, 2018

Theme: New Member Orientation

Meeting Logistics:

- Time: 7:30 – 9:00 p.m.
- Location: Student Union 252
- Supplies: (25) member manuals, (25) binders, (25) pens, PowerPoint, flipchart, markers
- Special Guests: N/A

Meeting Agenda:

- Welcome
 - Congratulations & Introduction of New Member Education Team
- Group Introductions
 - Around the room introductions & fun fact
 - Name Aerobics
- Two Truths & A Lie
- Purpose of New Member Education
- Expectations
- Triangle's Purpose & Philosophies
- Membership Requirements
- Assignments & Wrap Up
 - Member manual readings
 - Week 1 reflection

Week 1: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

Meeting Agenda:

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Week 2: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

Meeting Agenda:

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Week 3: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

Meeting Agenda:

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Week 4: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

Meeting Agenda:

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Week 5: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

Meeting Agenda:

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Week 5: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

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Week 6: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
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- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

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Week 7: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

Meeting Agenda:

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Week 8: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

Meeting Agenda:

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Week 9: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

Meeting Agenda:

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Week 10: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

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Week 11: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

Meeting Agenda:

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Week 12: Click or tap to enter a date.

Theme: Click or tap here to enter text.

Meeting Logistics:

- **Time:** Click or tap here to enter text.
- **Location:** Click or tap here to enter text.
- **Supplies needed:** Click or tap here to enter text.
- **Guests who will be in attendance (including advisors & alumni):** Click or tap here to enter text.

Meeting Agenda:

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THE
EVERYMAN
NEW MEMBER EDUCATION PROGRAM

Everyman New Member Education Syllabus

Chapter Designation: Choose an item.

Term: Click or tap here to enter text. Year: Choose an item.

Name of New Member Educator: Click or tap here to enter text.

New Member Educator Email Address: Click or tap here to enter text. Cell Phone: Click or tap here to enter text.

I. Overview

Triangle's new member education program is based on the commitments espoused in the [Code of Ethics](#). Embarking on this experience will take time, energy, commitment, and will challenge you to reach your potential as a leader and as a brother of Triangle Fraternity.

II. Our Expectations & Your Experience

As an organization founded on the principles of integrity and brotherhood, **Triangle expects that all members treat each other with dignity and respect.**

Triangle's purpose is to develop balanced men who cultivate high moral character, foster lifelong friendships, and live their lives with integrity. Therefore, we fundamentally oppose any activity that could be considered mentally, physically, or emotionally unsafe.

Active members, alumni members, and new members who are aware of behavior that is inconsistent with our shared principles and expectations should contact the National Headquarters at (317) 837-9640,

III. Membership Commitment

Membership is a lived commitment to the values and initiatives of brotherhood in Triangle. Fulfilling your role as a brother of Triangle includes fulfilling your time and financial obligations.

A. Time Commitment*: Click or tap here to enter text. (total hours per week, which includes):

- i. Click or tap here to enter text. new member meetings per week. New member meetings will occur on Click or tap here to enter text. from Click or tap here to enter text.;
- ii. Your attendance is required at Click or tap here to enter text. of chapter meetings;
- iii. Your attendance is required at Click or tap here to enter text. of fraternity events (including social activities);
- iv. Your attendance is required at Click or tap here to enter text. of service and philanthropy events.

**Certain events may be missed with approved excuses, per our excuse/absence policy.*

Everyman New Member Education Syllabus | Page 1

IV. Financial Commitment

- A. National Pledge Fee:** \$90.00 (due within 14 days of formal pledging ceremony).
 - i.** Provides each new member with the New Member manual and new member education materials
- B. National Initiation Fee:** \$250.00 (due 14 days prior to scheduled initiation).
 - i.** Provides each brother with the official Fraternity membership badge, certificate, and lifelong subscription to the Triangle Review (national magazine).
- C. National Active Fee:** \$350.00 (due once an active member, within two weeks after starting the academic term).
- D. Chapter Dues:** Click or tap here to enter text. **per** Click or tap here to enter text.
Dues are due on Click or tap here to enter text.

V. Academic Commitment

- A.** Sign a grade release form;
- B.** Maintain a minimum GPA of Click or tap here to enter text.;
- C.** Provide the New Member Educator with a copy of your course schedule;
- D.** Abide by the Academic Integrity/Honor Code of Click or tap here to enter text.;
- E.** Present a mid-term progress report from each instructor/professor to the Academic Chairman;
- F.** Present a progress report from each instructor/professor prior to initiation in order to ensure you have successfully demonstrated a desire to strive to attain the highest possible standards of scholarship.

VI. Requirements for Initiation

In order to be eligible for initiation, a new member must:

- A.** Participate in the following online modules (*LMS version coming soon*)
 - i.** Recruitment 101
 - ii.** Academic U
 - iii.** Risk Management Training/Certification
 - B.** Click or tap here to enter text.
 - C.** Click or tap here to enter text.
-



THE
EVERYMAN
NEW MEMBER EDUCATION PROGRAM

Everyman New Member Education Syllabus

Weekly Lessons

Week 1: Click or tap to enter a date.

Focus: *New Member Orientation*

Topics:

- New member expectations
- Time commitment
- Financial commitment
- Overview of the new member education process
- Requirements for initiation
- Getting familiar with the new member manual
- Triangle's anti-hazing policy

Activities:

- Suggested
 - Name Aerobics or other icebreaker to learn names
 - Candy Introductions
- Added
 -
 -
 -
 -

Assignments:

- Suggested
 - Member Manual readings
 - Week 1 Reflection
- Added
 -
 -
 -
 -

Week 2: Click or tap to enter a date.

Focus: *The History of Triangle*

Topics:

- Learn the history and purpose of Triangle's founding
- Introduced to the institution of fraternity and the progression of the present-day Greek-letter organization
- Discuss privilege and inclusiveness

Activities:

- Suggested
 - Crucible sharing
 - Privilege step-out
- Added
 - Click or tap here to enter text.
 -
 -

Assignments:

- Suggested
 - Greek Alphabet worksheet
 - Life Balance exercise
 - Member Manual Readings
- Added
 -
 -
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 -

Week 3: Click or tap to enter a date.

Focus: *Building One Triangle*

Topics:

- Become familiar with Greek alphabet
- Understand the purpose of the National Council
- Identify services that the National Fraternity offers
- Identify symbols of Triangle
- Learn the local and National organization structure

Activities:

- Suggested
 - Life Balance sharing
 - Greek Alphabet review
 - Who's on Exec exercise
- Added
 -
 -

Assignments:

- Suggested
 - Risk Management & Bystander Intervention webinar
 - Member Manual readings
- Added
 - Click or tap here to enter text.
 -
 -

Week 4: Click or tap to enter a date.

Focus: *Responsible Citizenship*

Topics:

- Discuss the importance of personal and chapter values
- Discuss the Code of Ethics
- Identify the difference between alignment and attunement
- Learn risk management policies
- Identify effective intervention strategies
- Begin to identify potential big brothers*

Activities:

- Suggested
 - PCF Values Activity
- Added
 -
 -
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Assignments:

- Suggested
 - Online self-assessment
 - Recruitment 101 webinar
- Added
 -
 -
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 -

**If you would like to adjust the timeline for when you select big brothers you can do so without approval. However, we would recommend keeping it earlier in the process to act as a mentorship role for your new members.*

Week 5: Click or tap to enter a date.

Focus: *Diligence*

Topics:

- Academic excellence
- Recruitment training

Activities:

- Suggested
 - Academic workshop specifically for new members*
 - Elevator pitches
- Added
 -
 -
 -
 -

Assignments:

- Suggested
 - Read Everyman
 - Continue to meet with potential big brothers
 - Finalize service project logistics
- Added
 -
 -
 -
 -

** Should you need assistance with developing an academic workshop tailored specifically for your new members you can contact your campus academic services department or career services. Additionally, you can contact Director of Education & Communication Ariel Tarosky at ariel@triangle.org.*

Week 6: Click or tap to enter a date.

Focus: *Making the Connections*

Topics:

- Receive big brother
- Discuss Everyman
- Leadership development

Activities:

- Suggested
 - Everyman debrief
- Added
 -
 -
 -
 -

Assignments:

- Suggested
 - Choice of two personal development e-webinars (*coming soon!!*)
 - Review information from weeks 1-6
- Added
 -
 -
 -
 -

Week 7: Click or tap to enter a date.

Focus: *New Member Retreat*

Topics:

- Develop meaningful relationships with brothers
- Solidify service project
- Discuss Everyman
- Create plan of action for 1-2 years of membership

Activities:

- Suggested
 - Icebreakers and teambuilders
 - SMART goal planning
- Added
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 -

Week 8: Click or tap to enter a date.

Focus: *Campus Relationships*

Topics:

- Introduced to available campus resources
- Understand purpose of IFC or other governing council
- Carry out service event

Activities:

- Suggested
 - Campus Panel
 - Community service event
- Added
 -
 -
 -

Assignments:

- Suggested
 - Review Everyman and Code of Ethics
- Added
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 -
 -
 -

Week 9: Click or tap to enter a date.

Focus: *Lifelong Commitment*

Topics:

- Importance of starting with “why”
- Meaning of r/Ritual
- Assess personal progress

Activities:

- Suggested
 - Initiation Jeopardy Prep Game (*coming soon!*)
 - Personal assessment
 - Initiation
 - Initiation Reflection
- Added
 -
 -
 -
 -

Assignments:

- Suggested
 - Personal assessment
 - National Quiz (optional) (*coming soon!*)
- Added
 -
 -
 -
 -

Should your campus request that your program be shortened, we recommend that you move the activities in weeks 7 and 8 to earlier weeks. Please contact Director of Education, Ariel Tarosky at ariel@triangle.org for assistance in adjusting your program.

Additionally, we are here to support your chapter and tailor a program that fits the needs of your chapter and members.

PART ONE: NEW MEMBER ORIENTATION

Recommended Amount of Meeting Time: 90 minutes (*should be held immediately following formal pledging ceremony*)

Goals for the Week:


- New members will understand the purpose of new member education and will be able to set goals and expectations for their class and self.
- New members will understand the expectations of membership and the requirements for initiation.
- New members will be introduced to their new member class and begin to bond as a group.
- New member will receive the new member syllabus and calendar of events for the semester.
- New members will receive their personal *Member Manual*.

Activities:

- Name Aerobics
- Candy Introductions

Supplies Needed:

- Flip chart or white board
- AV (lap top, projector)
- Large bag of skittles
- Copies of New Member Education Syllabus for each new member
- Additional supplies (calendar, binder, pens- OPTIONAL)
- Copies of *Member Manual* for each new member
- Crucible handout

5/5	New Member Educator Welcome
	<p>Congratulations! We are honored that you have chosen to join us. Get ready for a lifetime of brothers, memories and laughs all enhanced by your choice to become a brother of Triangle Fraternity.</p> <p>Your new member period is your introduction to a large organization stretching from coast to coast. Triangle is composed of men both undergraduate and alumni, who share the same principles and values.</p> <p>During your new member experience, you will learn Triangle basics and what sets our Fraternity apart from others. Our hope is that you will make this experience your own by challenging yourself and stepping outside of your comfort zone.</p> <p>Triangle is a special organization. Throughout your life you will draw strength from the lessons learned, the friendships made, the challenges overcome and the times you have shared through your fraternity.</p> <p>Through intentional programming, reflection, and uncommon opportunities, we will help you to understand the privilege and responsibility inherent in being a brother of Triangle.</p>

5/10 Around the Room Introductions	
	<p>New member educator and other executive officers should introduce themselves with the following information:</p> <ul style="list-style-type: none"> • Name • Position • Year • Major • Hometown <p>Remaining active and new members should now take turns by introducing themselves with the following information:</p> <ul style="list-style-type: none"> • Name • Year • Major • Hometown
10/20 Name Aerobics	
Needs	Open space
Purpose	Reinforce individual names, create group cohesion, remove cool caps, engage each participant in a physical activity.
	Have participants stand in a circle. Have them identify the first letter of the name that they would like to be called. This may be a nickname, last name, etc. Next step is to think of a characteristic/adjective that starts with that letter. Example: Crazy Clarence.
	After their name and descriptor have been identified, they must come up with an action that corresponds to the name. Example: Crazy Clarence might jump wildly. Reinforce with the group that the action should be one that the rest of the group would be comfortable doing. Keep actions “appropriate”.
	Identify a starting point in your circle. The entire group repeats the starter’s name and action. Continue around the circle, each time restarting at the beginning.
	You may add some fun alternatives at the conclusion, such as having the group mix into a new order, repeating as fast as they can, and/or going in reverse.
	<i>The activity must be started with great enthusiasm to have the greatest impact. Leaders set the mood of the group and this is a great opportunity to get things off on the right foot.</i>
	<ul style="list-style-type: none"> • Why would we do this activity? • What are the primary goals? • How can this activity influence our time together? • If someone doesn’t remove their “cool cap” how does that affect our group?
10/30 Candy Introductions	
Needs	Large bag of skittles, flip chart with color identifiers
Purpose	To continue introducing new members to one another through new facts that can be shared in an easy way.
	New member educator should make sure that the colors of skittles have corresponding questions/themes.
	Pass around the candy and tell each participant to choose anywhere from 1 to 5 pieces. Instruct them not to eat it yet, though. After they have chosen their candy, you will tell them what each candy color represents.
	<ul style="list-style-type: none"> • Red: Favorite hobbies • Green: Favorite place on earth • Purple: Favorite memory • Yellow: Dream job • Orange: Wildcard (tell us anything about yourself)



THE
EVERYMAN
NEW MEMBER EDUCATION PROGRAM

Everyman New Member Education Activity Request Form

Chapter Designation: [Choose an item.](#)

Term: [Click or tap here to enter text.](#)

Year: [Choose an item.](#)

I. Overview

Triangle's new member education program is based on the commitments espoused in the Code of Ethics. Embarking on this experience will take time, energy, commitment, and will challenge you to reach your potential as a leader and a brother of Triangle Fraternity.

II. Our Expectations & Your Experience

As an organization founded on the principles of integrity and brotherhood, **Triangle expects that all members will treat each other with dignity and respect.**

Triangle's purpose is to develop balanced men who cultivate high moral character, foster lifelong friendships, and live their lives with integrity. Therefore, we fundamentally oppose any activity that could be considered mentally, physically, or emotionally unsafe.

Active members, alumni and new members who are unaware of behavior that is inconsistent with our shared principles and expectations should contact the National Headquarters at (317) 837-9640.

With that said, we want to ensure that each chapter and colony has the opportunity to create an experience that is unique to their campus. Chapters/colonies may substitute any activity listed in the *Facilitator Guide* so long as:

1. The proposal listed below is completed fully and submitted to the Director of Education & Communication 1 month prior to implementing said activity;
 2. The activity meets the goals and objectives of the session and substituted activity;
 3. The activity does not contradict Triangle's or the host institutions policies on hazing;
 4. The proposal has been approved by a member of Triangle's staff.
-

III. Activity Substitution Proposal

New Member Educator Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Submission Date: Click or tap to enter a date.

Activity Date: Click or tap to enter a date.

Week in Program: Click or tap here to enter text.

Are you substituting this activity for one that is already included? ☐ Yes ☐ No

If yes, what activity? Click or tap here to enter text.

Please provide a detailed description of the activity you wish to offer to your new members:
Click or tap here to enter text.

Why do you wish to offer this activity? Click or tap here to enter text.

What is the intent of this activity? Click or tap here to enter text.

TO BE FILLED OUT BY A MEMBER OF FRATERNITY STAFF:

☐ Approved

☐ Denied

Staff Member: Click or tap here to enter text.

Submission Date: Click or tap to enter a date.

Activity Date: Click or tap to enter a date.

Week in Program: Click or tap here to enter text.

Are you substituting this activity for one that is already included? ☐ Yes ☐ No

If yes, what activity? Click or tap here to enter text.

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TO BE FILLED OUT BY A MEMBER OF FRATERNITY STAFF:

☐ Approved

☐ Denied

Staff Member: Click or tap here to enter text.



THE IMPORTANCE OF CONTINUING MEMBER EDUCATION

THE ABILITY TO ENGAGE IN VULNERABLE CONVERSATIONS

INTRODUCTION TO A MORE HOLISTIC MEMBER EXPERIENCE

THE OPPORTUNITY TO LIVE A BETTER LIFESTYLE

A CHANCE TO IMPROVE THEIR DISCIPLINE

OPPORTUNITIES TO NETWORK WITH VARIOUS STAKEHOLDERS

A CHANCE TO GAIN CONFIDENCE THROUGH MEMBER INTERACTIONS, PUBLIC SPEAKING, OR DEVELOPING
NEW SKILLS

OPPORTUNITY TO GAIN A COMPETITIVE EDGE

THE CHANCE TO ENGAGE IN CRITICAL CONVERSATIONS AROUND RELEVANT TOPICS

TOPIC IDEAS FOR CONTINUING MEMBER EDUCATION

EQUALITY

EQUITY

DIVERSITY

SOCIAL JUSTICE

PROFESSIONAL DEVELOPMENT

ACADEMIC SUCCESS

POLITICS

RELIGION

VALUES ALIGNMENT & ATTUNEMENT

CONSENT

MASCULINITY

FINANCIAL STABILITY

BYSTANDER BEHAVIOR

MENTAL HEALTH & ANXIETY

FINDING YOUR PASSION

LEAVING A LEGACY

LEADERSHIP DEVELOPMENT

SOCIAL SKILL DEVELOPMENT

JOHN C. MAXWELL'S

17 INDISPUTABLE LAWS OF TEAMWORK

1. “The Law of Significance”

People tend to admire bold, innovative, successful individuals. But while many onlookers identify with great individuals, the reality is that people who work alone rarely accomplish great things. Look behind the great success of any individual, from Daniel Boone to Albert Einstein, and you'll see that each one had backup from a team. Most great achievers freely acknowledged their debt to the accomplishments and discoveries of their predecessors. A person can join a game, but the entire team wins the large contests. Those who understand that a team can do more than a lone individual readily accept the power of teamwork – and they qualify to be a part of your team.

2. “The Law of the Big Picture”

When individuals become part of a team, they realize that greater issues than their individuality are at stake. The individual has to subordinate his or her selfish ambitions to help achieve the larger goal. Someone who acknowledges the overall goal also recognizes that the team is the way to achieve that objective. A former Notre Dame football coach said he would rather not print player's names on their jerseys. Instead, he wanted to print only the initials of their positions to subordinate their egos for the team's benefit. The goal must become more important than the individual. To get people to acknowledge the team's objective, tell them what must be achieved. The leader should select the right players, tell the team how far they are from the goal and provide the right tools. Leave ego at the door.

3. “The Law of the Niche”

Every person has certain strengths. To produce the outcome you want as a leader, place the right person in the right team position. Fitting the right people exactly into appropriate positions is essential to a team's success, and it is crucial for the individuals involved.

4. “The Law of Mount Everest”

Sherpa guide and experienced climber Tenzing Norgay understood Mount Everest. A British expedition that needed about two tons of equipment and food carried to numerous base camps hired him in 1953. The expedition sought porters and climbers of various skills to reach their camps at different stations going up the mountain. The higher the elevation, the greater the skill required. As the climbing team approached the summit, two members tried to reach it and failed. They returned to the camp and told Norgay and team member, Edmund Hillary, about the obstacles they had encountered. With their guidance, on May 29, 1953, Hillary and Norgay became the first climbers to scale the top of Mount Everest. The lesson of the law: As a task becomes greater, the need for teamwork increases. Specifically design your team for its task. The size of the team depends on the size of the challenge, but meeting a challenge requires a creative, flexible team. You also need a motivated team, particularly if the situation is unpleasant.

5. “The Law of the Chain”

Any team is dependent on its weakest member. That was the case when the Exxon Valdez tanker went aground off Alaska on March 24, 1989. The ensuing oil spill became the most expensive environmental disaster in U.S. history and cost Exxon its good reputation and about \$3.6 billion. Authorities traced the disaster to the malfeasance of the ship's captain. The lesson: Some people are not team players. This may be because they have other priorities, prefer the status quo or are uncertain about their talents. Coaches or leaders may be able to help team members who are “weak links,” or may be able to trade them for more suitable players. As a team leader, you should fix weak links to protect your team's synergy.

6. “The Law of the Catalyst”

Once a team is built, it has a natural tendency to slow down. It can lose its focus, vision or key people. When this happens, the team needs someone who can re-energize it, as superstar basketball player Michael Jordan revitalized the Chicago Bulls and the Washington Wizards. Teams need people with energy because they are most likely to achieve results. The path isn't always easy. These spark-plugs may say things others do not want to hear and may have a superior understanding of what the team needs. They are often energetic, passionate and creative.

7. **“The Law of the Compass”**

IBM was once one of the world's top corporations, but by the late 1980s, it had become increasingly unresponsive to new technological changes. IBM was losing \$8 billion annually by 1991. In 1993, a new CEO began to build a fresh team. The company adopted a single marketing theme: focus on e-business. It decided to use its existing hardware to meet its new purpose. The idea galvanized the company and helped point it in a single direction. Creating and assessing a vision is difficult, but you can accomplish the same thing by examining your team's collective moral goals and the visions of your individual team members. Tradition also plays a vital role. To foster better team members, leaders must explain the vision so that everyone can participate in realizing it.

8. **“The Law of the Bad Apple”**

Teams need many factors in place to thrive. For instance, a good attitude is an essential component. Often, talented individuals lose ground because of bad attitudes. Members' individual attitudes distinguish great teams from weak ones. Shared attitudes can elevate or denigrate any team, and can be either corrosive or invigorating, because people tend to reflect the prevailing attitude. When Roger Bannister became the first man to run a mile in less than four minutes in 1954, other runners quickly broke the magic barrier. Positive attitudes are inspiring, especially in the face of adversity. A San Francisco experiment illustrates the importance of attitude. Three schoolteachers were told that since they were the brightest in the district, they were getting a special class of students with high IQs to see how much the kids could learn. By year's end, their students had achieved 20% to 30% more than other students. The principal then told the teachers that the experiment was a hoax. They were not the brightest teachers. In fact, they had been chosen at random. Likewise, their students were average, but a positive attitude and high expectations had produced real results. Unfortunately, bad attitudes spread faster than positive ones, so correct them quickly. There is no upside to pessimism or envy, since attitudes color a person's overall outlook.

9. **“The Law of Countability”**

Team members have to rely on each other. Personal accountability is critical. The trait of reliability stems from a person's character, commitment and ability to work with others, regardless of the circumstances. When a team member breaks this bond, the damage penetrates all levels of the team. In contrast, hearing that your teammates know they can rely upon you under all circumstances is one of the highest possible compliments.

10. **“The Law of the Price Tag”**

When a company fails to spend the money to develop new ideas or buy new talent, it suffers the consequences – right up to a penalty as dramatic as going out of business. A salesman who envisioned selling goods directly from manufacturers to rural customers founded Montgomery Ward in 1872. The company was well established by 1900. It even came to own the biggest skyscraper west of Manhattan. But, over the years, Wards failed to keep pace with changing times and new methods. By 2000, it was out of business. Afraid to pay the price of keeping up, Wards lost everything. Teams must pay a price to win.

11. **“The Law of the Scoreboard”**

Walt Disney and his brother, Roy, founded their company in the 1920s and it soon earned a reputation for innovation. In 1937, Disney produced “Snow White,” which some consider the most successful movie of all time. But by the mid-1980s, the company was losing money. Under the threat of a hostile takeover, it hired a new chairman and CEO, Michael Eisner, who restored Disney to its creative roots by being objective and setting new goals. Every team has goals and ways to measure success. Winning teams change their plans to manage new situations, and then they consistently monitor the results. When a team operates at a very high level, it has to make only minor adjustments to stay successful.

12. **“The Law of the Bench”**

Great teams are built on the backs of great players. Sports teams have strong starters and players on the bench. But having a deep bench, or a number of very qualified substitutes for the starters, allows teams to do well over the long term. Alternately, a team that has great starters and no substitutes often will not last the entire game. Do not dismiss people on the bench as having limited potential. Given the right coaching, motivation and opportunity, substitutes can become key players. Developing a deep bench requires good recruiting. To build a legacy, teams have to attract very qualified new people and continue to find fresh challenges for important players.

13. “The Law of Identity”

Shared values form the common bond that makes a team cohesive. These values can stem from common priorities and a mutual vision. Teams need a bond of common beliefs or experiences. When people with mutual values unite, they attract others who feel a kinship with those values. A team must define and communicate the values that shape its identity.

14. “The Law of Communication”

Interaction is a basic component of winning teams. When leaders communicate with their team members, they build new bonds and make it easier to implement change. Share good and bad news with all of your team members. Failing to share news with each other can undermine the team’s harmony, decision-making capabilities and personal interactions.

15. “The Law of the Edge”

When two teams have equal capacity, but one achieves more, the quality of leadership usually makes the difference. Leadership provides the edge in competition. In the late 1990s the Los Angeles Lakers had good players, but they did not have a successful season. In 2000, the team hired former Chicago Bull’s coach Phil Jackson and became the NBA champions. The team was the same; new leadership made the difference. Good leaders let their team members do what they do best. Often, each person is highly trained and wants responsibility, even though people incorrectly assume that a team can have only one leader. Leadership roles should be rotated based on the situation at hand. Good leaders provide an edge by preparing the team for the future.

16. “The Law of High Morale”

When a team believes it can accomplish a goal, it can. High morale psychologically prepares teams for difficult tasks. A winning streak often is due to team members’ strong belief that they can accomplish anything, even in adversity. But morale comes in various strengths. When team morale is low, the leader often becomes responsible for the team’s work. When morale builds, the leader should get more members involved. Once morale reaches a high level, the leader should keep the team focused and build on its successes.

17. “The Law of Dividends”

A team’s successes compound over time, like well-invested dividends. Coaches invest time in their team members, and develop the talents of the best people they can find. Collectively, these team members develop into their own community. When each team member has the authority to act at the top of his or her abilities, the entire team gains power and success.



NO-MATERIAL TEAM BUILDERS

2 TRUTHS & A LIE

How to Play: Have each person share 3 facts about themselves: 2 true and 1 entirely fabricated. Have the rest of the group vote on which “fact” is the lie, after which the speaker can reveal which statement is indeed false.

CONDUCTED STORY

How to Play: Have your team sit in a circle and start your story by saying, “Once upon a time...” and having the person next to you finish your sentence. Go around the circle, each person adding a sentence, the goal being to create a coherent, interesting story by the time you get to the end of the circle (or have rounded the circle a few times, depending on your number of team members).

CONTACT

How to Play: One person chooses a secret word. They tell the rest of the group what letter it starts with—let’s say, D—then the group asks questions to categorize the mystery word, like, “Is it an animal?”

If the answer is no, the word keeper must answer it by saying “No, it is not a Duck.” (They must answer with a word that fits the letter clues and category given—here, an animal that starts with a D.) If they can’t think of a word matching those restraints before a set amount of time, they have to tell the group the next letter.

This one works best with small teams and can take a few tries to get a handle on, but once you do, it’s super fun!

HUMAN KNOT

How to Play: In a circle, shoulder to shoulder, have each person reach out their right hand and grab another hand around the circle at random. Repeat with left hands. The group must untangle their circle without releasing hands within half an hour.

BLIND DRAWING

How to Play: Divide everyone into groups of two. Have the two individuals sitting back-to-back. Give one person the pen and paper and the other person the picture. The person with the picture describes the picture to their teammate without actually saying what it is. For example, if the image is a worm in an apple, do not say, “Draw an apple with a worm in it.” The person with the pen and paper draws what they think the picture depicts, based on the verbal description. Set a time limit for 10 - 15 minutes.

GET IN LINE

How to Play: Without talking everyone has to get in order by their ages oldest to youngest (to the day).



OVERVIEW

Journey. A passage or progress from one stage to another. This idea will guide the members of Triangle Fraternity throughout their membership experience as they try to achieve new milestones in their personal, professional, and social development.

This Journey will be comprised of four levels. In each level, members will be able to self-select activities that expose them to new ideas, prepare them for important life lessons, and challenge them to put the lessons into practice. As members reach the next level they will be provided with more challenging and rewarding experiences routed in the values and Ritual of Triangle. Level 1 will focus on brotherhood and solidarity. Level 2 emphasizes personal management and cohesion, level 3 integrity and influence. And level 4 concentrates on authenticity and veracity.

PROGRAM PHILOSOPHY

- Individuals learn and grow through personal reflection and real-world application of concepts.
- The best trajectory for development involves a series of progressively more challenging experiences.
- Personal development depends on the individual's readiness and sense of initiative, but brothers should provide a strong source of encouragement, learning, and support.
- In an effort to offer a compelling experience, The Journey will offer a gamification aspect. The game mechanics will drive behavioral changes in players.
- There will be four types of gamers: Killer, Achiever, Socializer and Explorer (Bartle, R. 1996).
 - Killers thrive on competition
 - Achievers want to accomplish and complete
 - Explorers want to discover stuff
 - Socializers participate for the social aspect, rather than to play the game itself

HOW TO PLAY

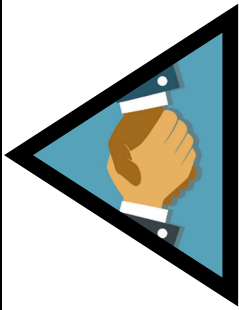
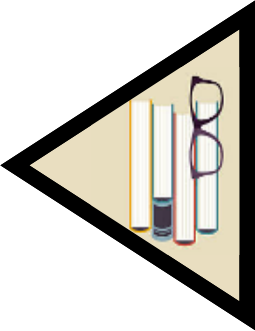
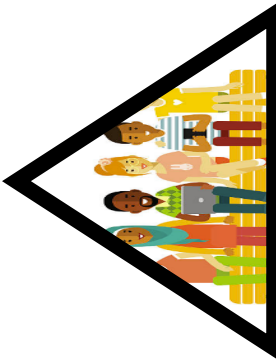
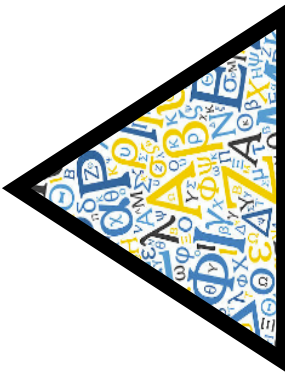
1. Before playing, members must create an online account which will notify Triangle HQ that they are beginning the game. Registration forms can be found [here](#).
2. Once players are registered they will receive a link to access a group web forum for weekly updates and support tool.
3. In order to reach the next level, players will need to earn a specified number of points. Players will achieve points by unlocking badges.
4. Players can unlock badges by completing various activities, which will be self-selected.
5. Once a player feels that they have unlocked a badge they will need to complete the request form located [here](#). This form will notify Triangle HQ and result in the player receiving their badge and update to the player [leaderboard](#).
6. Players do not need to complete every activity; they simply must earn the required number of points to level up.
7. The primary focus of players should be to unlock badges and earn the required points to level up; however, highest scores will be calculated at the end of every year and will be awarded prizes.

PROGRAM GOALS

1. By participating in this program, players will be able to identify the values and mission of Triangle.
2. By participating in this program, players will be able to develop lasting meaningful relationships.
3. By participating in this program, players will have an increased level of self-awareness.
4. By participating in this program, players will be able to identify at least three interests or passions.
5. By participating in this program, players will see improvement in at least one area (physical, mental, social, professional).
6. By participating in this program, players will get connected to the National organization.

Level 1

Must earn 50 points to move on to Level 2

BADGE	NAME	FOR	WORTH
	Triangle Novice	Signing your bid and starting the new member process.	5 PTS.
	Historian	Receiving an 80% or higher on the history quiz in new member education.	5 PTS.
	Awareness	Viewing the Privilege training webinar .	10 PTS.
	Fundamentals	Receiving a 100% on the Greek alphabet quiz in new member education.	5 PTS.

FAQ'S

1. How much does it cost to play?

Nothing! It is free to play.

2. How do I get started?

If The Journey sounds like something you are interested in, you just have to sign up and start selecting the activities you want to complete.

3. How to I level up?

You level up by earning the specified number of points. You earn points by unlocking certain badges, and you unlock badges by completing activities.

4. Does the chapter play any role in The Journey?

Yes and no. There is nothing that is required of the chapter or a certain position. We would however, recommend that the individual that is responsible for your member education offers programs and opportunities that can help members unlock badges.

5. I want to play but I am a Senior, is there still time?

Of course! There are no player requirements, except that you are a Triangle active member, new member, or alumnus.

While a lot of the level one activities are geared towards new members, there are still plenty of opportunities for any age to participate in. Plus- no one is saying you can't complete the activities geared for new members! It never hurts to have a refresher.

6. What are the weekly challenges?

Weekly challenges will be at random and will be communicated to players via social media. Challenges may include responding to an e-mail from HQ, sharing a picture on Facebook, retweeting an event announcement, or answering a trivia question.

7. How do you win?

There isn't an overall winner in The Journey, because the game really never ends. There is however, opportunities for you to be a high scorer each year and take home additional prizes! You can view the leaderboard [here](#).

RISK MANAGEMENT CHAIR RESPONSIBILITIES

To educate all members about Triangle, FIPG, and campus risk management policies.

To be involved in the event planning process for all chapter functions to ensure the chapter is in compliance with event planning guidelines.

To educate all members on current Harm Reduction topics and their individual responsibility to the chapter.

Maintain and understanding of crisis management procedures, which should be communicated to chapter members.

RISK MANAGEMENT CHAIR RESPONSIBILITIES

LADDER OF RISK

P. (n.d.). Ladder of Risk. Retrieved October 25, 2017, from <http://www.pikapp.org/content.aspx?id=316>

RUNG 1: DON'T BREAK THE LAW

What's it say: The possession, sale, use, or consumption of alcoholic beverages, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, must be in compliance with any and all legal agreements and the applicable laws of the state, province, county, city, or property lease agreement, and must comply with the BYOB or Third Party Vendor Guidelines.

What's it mean: It's pretty simple: The drinking age is 21 in all states, and anyone (a brother or guest) who consumes alcoholic beverages underage runs the risk of trouble. In addition, a chapter function (which is an event an observer would associate with the fraternity) with alcohol present must abide by "Bring Your Own (Alcoholic) Beverage" policy or use a third party vendor. Simply put, chapters do not have liquor licenses and, therefore cannot provide alcohol. Anything else is a step up the ladder and puts a chapter and its members at risk.

RUNG 2: NO CHAPTER PURCHASE/NO BULK QUANTITY

What's it say: No alcoholic beverages may be purchased through the chapter treasury nor may the purchase of same for members or guest be undertaken or coordinated in the name of or on behalf of the chapter, unless through a third-party vendor with a valid liquor license. The purchase or use of common sources of such alcoholic beverages, including but not limited to kegs, party balls, or cases is prohibited.

What's it mean: No funds collected by the chapter in any form, including dues or "passing the hat", can be used for the purchase of alcohol. THE FRATERNITY IS NOT A TAVERN, so we shouldn't be in the business of providing alcohol. When we do, we take on a huge risk. Also, in today's college culture, a bulk quantity of alcohol translates to most observers as an opportunity to binge drink, which creates the risk for things like alcohol poisoning, injuries, and even death. This means that kegs, cases and other mass quantities of alcohol are a HUGE risk and liability.

RUNG 3: NO OPEN PARTIES

What's it say: Open parties, where alcohol is present, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, shall be prohibited.

What's it mean: In order to further decrease risk, events with alcohol on the premises MUST HAVE A GUEST LIST and non-members of the Fraternity must have specific invitations. Know who your guests are. The campus directory or your entire "friends list" does not constitute a guest list. FIPG policy suggests that attendance at social events with alcohol present should not exceed two guests per member.

RUNG 4: DON'T SERVE TO MINORS

What's it say: It is against the law to purchase for, or serve alcohol to, someone who is under the 21 years of age.

What's it mean: It should go without saying that it is against the law to purchase alcohol for or serve alcohol to someone who is under 21 years of age. Again, against the law equals risk.



LADDER OF RISK

RUNG 5: NO ILLEGAL DRUGS IN OUR FRATERNITY

What's it say: The possession, sale, and/or use of any controlled substances (other than those obtained with a legal prescription) or illegal drugs at any chapter house, sponsored event, or at any event that any observer would associate with the fraternity is strictly prohibited.

What's it mean: This one is cut-and-dry. There is ZERO TOLERANCE for chapters who have illegal drugs or controlled substances on chapter premises or at Fraternity events.

RUNG 6: NO CO-SPONSORING WITH DISTRIBUTORS

What's it say: No chapter may co-sponsor an event with an alcoholic distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This includes an event held in, at, or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list.

What's it mean: The chapter is equally liable if they co-sponsor an event with a vendor/tavern where alcohol is present, given away or sold to those present.

RUNG 7: ALL OR NOTHING RULE

What's it say: Any chapter that co-sponsors or co-finance an event with other chapters/organizations is equally liable for an incident if any of the other groups purchase alcohol.

What's it mean: That means that the chapter shares the risk even if they are following every other provision of the Fraternity's Risk Management Policy.

RUNG 8: DRY RECRUITMENT

What's it say: All rush and/or recruitment activities associated with any chapter will be dry functions.

What's it mean: If alcohol is needed to recruit someone, he is not a quality recruit. It is pretty lame if alcohol is the only selling point the chapter has for a prospective member. Therefore, ABSOLUTELY NO ALCOHOL can be present at any recruitment event or activity.

RUNG 9: NO DRINKING GAMES

What's it say: The use of alcohol for drinking games such as beer-pong, flip cup, quarters, etc. is strictly prohibited.

What's it mean: Just like bulk quantity in Rung #2, "Drinking Games" encourage binge drinking which increases the risk of an accident. Chapters that don't permit, tolerate, encourage or participate in such antics are taking a huge step down the risk ladder.

RUNG 10: DRY NEW MEMBER PERIOD

What's it say: No alcohol shall be present at any pledge/new member program or activity of the chapter.

What's it mean: Like "dry" recruitment in Rung #8, there cannot be any alcohol involved with the development of new members. Most new members are under the legal drinking age anyway, which means it's not only illegal but makes the risk and liability especially high.





ENGINEERS | ARCHITECTS | SCIENTISTS

PHILOSOPHY OF THE ORGANIZATION REGARDING ALCOHOL & SUBSTANCES

Triangle Fraternity is a values-based membership development organization that focuses on building brotherhood through character enhancement, leadership development, academic achievement, commitment to service, career preparation, life-long friendship and social experiences. The Fraternity believes that alcohol abuse prevents individual members from realizing their full potential as citizens and from exemplifying the obligations of brotherhood as set forth in the ***Triangle Code of Ethics***.

We believe the moderate and legal consumption of alcohol, in and of itself, does not constitute a problem, but agree the illegal use and abuse of alcoholic beverages is widely recognized as a major problem in our society. Seeking to be a responsible member of the higher education community, Triangle is and will remain concerned about alcohol abuse.

We believe strongly in the betterment of men through the chapter experience. To support and guide that experience, our organization upholds the following philosophy related to alcohol and other substances:

- The Fraternity expects that our members follow state laws across the United States which have made consumption of alcohol illegal for people under 21 years of age and prohibit controlled substances.
- The Fraternity supports and enhances the mission of the institutions where we are present through application of student development theory.
- As a subset of the campus community, the Fraternity works to collaborate with our host institutions to address the problem of alcohol and substance misuse.
- The Fraternity works to address the negative behaviors associated with alcohol and substance misuse and abuse, and not simply the location of those behaviors. As such, Triangle seeks to address these behaviors with an educational approach.
- Through education, training, and mature adult guidance, we work to provide the tools to help students make good choices, and to understand the consequences of their choices. The organization will hold chapters and individual chapter members accountable for the choices they make.
- Triangle Ethic #8 challenges members to *"Maintain my self-respect by proper conduct at all times"*. Triangle expects personal responsibility from its members and accountability through local self-governance.
- The Fraternity follows a consistent and progressive discipline strategy with our chapters.
- We are concerned for the safety and well-being of our members.

Triangle members are drawn only from the student population admitted to the institution. Should we pledge or initiate members whose habits are inconsistent with our philosophy, we will work with the institution to help these men change, or we will remove them from membership.

Approved December 9, 2018 by vote of the National Council

Risk Management Policies of Triangle

Undergraduate chapters are expected to follow the Risk Management Policies of Triangle. Where local or campus policies conflict, chapters should follow the most restrictive policy/ies. Ultimately, successful adherence to these policies can be summed up as, *“Obey the law; Live the Ethics”*.

ALCOHOL AND DRUGS

In any activity sponsored or endorsed by any Triangle chapter or at any event that a reasonable, objective observer would associate with a chapter, including those that occur on or off organizational premises:

1. Chapters, members, and guests must comply with all federal, state, provincial, and local laws. No person under the legal drinking age may possess, consume, provide, or be provided alcoholic beverages.
2. Chapters, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while at any chapter facility or at any activity that a reasonable, objective observer would associate with the organization.
3. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage (“BYOB”) system.
4. Common sources of alcohol, including bulk quantities which are not being served by a licensed, insured third-party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with chapter funds or funds pooled by members or guests (e.g. admission fees, cover fees, collecting funds through digital apps, etc.).
6. A chapter must not co-host or co-sponsor, or in any way participate in, any activity or event with another group or entity that purchases or provides alcohol.
7. A chapter must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor. However, a chapter may rent a bar, restaurant or other licensed, insured third-party vendor to host a chapter event.
8. Attendance by non-members at any event where alcohol is present must be by invitation only, and the chapter must utilize a guest list system and control access to the event. Attendance at any event with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire-code or building code capacity of the event venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, pledge period, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation, including but not limited to “bid night,” “Big/Little” events or activities, “family” events or activities, and any ritual or ceremony.
10. Organizations, members, or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

HAZING

No chapter, colony, interest group, student, alumnus, or volunteer shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks, quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel that is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities that are not consistent with academic achievement; fraternal law, ritual, or policy; the regulations and policies of the educational institution; or applicable state law."

RESPECT AND DIGNITY

Triangle expects its organizations, members and guests to respect the dignity of all persons. This includes, but is not limited to, the areas of gender, ethnicity, national origin, race, sexuality, religious or cultural practices or individuals with disabilities. Abusive, harassing or discriminatory behavior towards others is prohibited.

SEXUAL ABUSE AND HARASSMENT

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, activities, or events, whether at a chapter facility or an off-site location, that are demeaning to women or men, including but not limited to verbal harassment and sexual assault by individuals or members acting together. The hiring or use of strippers, exotic dancers, or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIGHTING AND PHYSICAL ABUSE

The fraternity will not tolerate or condone any form of fighting or physically abusive behavior while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event a reasonable observer would associate with the fraternity.

FIRE, HEALTH & SAFETY

Chapter houses must meet all applicable fire and health codes and standards. Chapters should also comply with any recommendations as reported by the Fraternity's insurance company or municipal authorities.

The possession and/or use of firearms, ammunition, fireworks or explosive or incendiary devices of any kind on chapter premises or at any event a reasonable, objective observer would associate with the Fraternity is prohibited.

WATER FEATURES

The use of self-constructed pools, bodies of water, slip-and-slides or similar, on chapter premises or at any event a reasonable, objective observer would associate with the fraternity is prohibited.

EDUCATION

All student members shall be informed of the Risk Management Policy of Triangle Fraternity annually. A copy of the Risk Management Policy is also available on the Fraternity's website.

Approved December 9, 2018 by vote of the National Council.

**INCIDENT RESPONSE PLAN
UPDATED DECEMBER 2018**

The Fraternity's primary concern is the safety and well-being of our members. The following information is intended to help prevent risk management crises and to outline the basic steps a chapter should follow in case of an emergency.

EDUCATE MEMBERS BEFORE AN EMERGENCY

Teach Risk Management and Incident Response to the Membership

The Triangle Code of Ethics, Philosophy on Alcohol and Substances, Risk Management Policies, Good Samaritan policies and this Incident Response Plan should be discussed during the new member education program. Also review these policies and procedures with the entire membership at the beginning of each semester. The first concern always should be the safety and well-being of each member. All members must know who is in charge and be prepared to follow instructions.

Identify the Leader BEFORE the Problem Happens

At the chapter level, there should be a designated officer in charge for each event. This may be the President, a VP, social chair, risk manager or another member of the executive team. The designated officer should not consume alcohol for a reasonable amount of time prior to and during the event. The designated officer should take charge if any incident occurs. The designated officer should consult with volunteers, staff, and other members who possess more expertise or insight. The final decision, however, must rest with the designated officer. All chapter officers should know where to find a copy of the chapter's emergency procedures.

IF A SERIOUS INCIDENT OCCURS...

1. **Call emergency number(s) — usually 9-1-1 — so appropriate emergency personnel (e.g. police, fire, EMT, etc.) can respond.** Cooperate fully with the needs of any public safety organization.
2. The designated officer (e.g. President, officer next in line if the President is not present, etc.) takes charge.
 - Restrict access to the venue immediately. Permit only your members and appropriate officials to enter.
 - Assign one or more responsible members to calmly guard the entrance(s) and exit(s).
 - Do not tamper with any part of the area involved in the incident, specifically things that might be construed as evidence or areas involved with the incident.
 - Assemble your members in a group (in case of fire, assemble outside, in the front near the street). Everyone should remain calm. Explain there is an emergency, but that it is under control. If possible, take note of who is and is not present. Remind members that only the President or Chapter Advisor can speak for the chapter if contacted by the media.
 - Do not speculate on what occurred. Details about the incident should only be shared with appropriate officials (police, university staff, National Headquarters staff, etc.) investigating the incident. Members

should not discuss details about the incident with friends, significant others, parents, on social media, etc.

3. Call Tom Pennington, Triangle Executive Director, at (317) 702-1852. If there is no answer, call Drew Hopson, Director of Chapter Services, at (219) 928-8633. If during normal business hours and the previous numbers are not answered, contact Triangle HQ at 317-837-9640.
4. Notify your Chapter Advisor:
Chapter Advisor Name: _____
Home/Work/Cell Number/s: _____
5. Contact appropriate campus officials:
Campus Official Name/Title: _____
Home/Work/Cell Number/s: _____
6. Fully cooperate with appropriate authorities, providing all requested information in a timely manner.
7. During the investigation, it is recommended that members not wear Triangle logo clothing when in public. Media outlets often look for members in public to confront with cameras and microphones. We want to keep any discussion of the incident limited to the designated officer or representative.
8. Submit all requests for information about the incident to the National Headquarters in a timely manner.

RESPONDING TO THE MEDIA

- If contacted, only the President or Chapter Advisor should speak for the chapter.
- Questions from the media should be immediately referred to Tom Pennington, Executive Director, at tom@triangle.org or (317) 837-9640. **Please do not provide the cell numbers above.** The National Headquarters will provide direction on any media statements.
- Avoid saying “no comment”, as it leads to speculation. Instead, simply state: “I do not have any information to share. I suggest you contact Triangle HQ at (317) 837-9640.”
- Keep repeating the above statement if you are pursued further. Do not give in because you are asked the same question several different ways.
- Never release names or admit any liability.

SERIOUS INJURY OR DEATH OF A MEMBER

- **DO NOT NOTIFY THE FAMILY.** Medical or police personnel who are trained in this will notify the family. You should share the parent/guardian information on file (if available) with proper authorities. After you know the family has been notified, it may be appropriate for a chapter representative to call and share your concern. The National Headquarters staff can provide direction on what outreach, if any, is appropriate from the chapter.
- In the case of serious injury or illness, find out the visitation wishes of the family and coordinate this with members of the chapter.

- In the event of a death, do not remove any personal items from the student's room. Do not let members enter the room. Allow only authorized personnel to enter the room. If possible, keep the door locked. Ask the family what their wishes are in regard to the member's possessions. You may offer to pack them in boxes, but it is more likely that the family will want to do this themselves. Before they arrive, be sure that any borrowed items are returned. When the family arrives, have empty boxes available and offer your help. Understand that this is a very difficult time for them and they may want privacy.
- Coordinate members' attendance at the funeral or memorial service, if appropriate. Along with your Chapter Advisor, discuss with the family or their designee the possibility of conducting Triangle's Memorial Service.

FOLLOW-UP

University staff is usually available for member counseling and general assistance. Individual and group counseling is strongly recommended following any crisis situation. Triangle HQ may also have options from individuals or organizations experienced in this area.

References: *Linda Wright, Engle Martin & Associates; Pi Kappa Phi and Sigma Phi Epsilon Crisis Management Procedure Manuals and; Dr. Lori Hart. Our thanks to our Interfraternity partners for their permission to modify their resources for our use.*



Event Planning Template

The goal of this document is to help you think critically about event planning. Prior to planning any event, we encourage you to review the Triangle Risk Management policy and any campus event requirements, so you have a full understanding of the expectations around event planning.

While following the guidelines outlined here will help to make any event safer, we recommend they be expressly followed when alcohol is present while on chapter premises or during any any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the Fraternity.

For any questions around event planning, policy clarification, contract review, etc., please contact Triangle HQ for further assistance.

Table of Contents	Page
Organization Philosophy	2
Planning Worksheet	3
Event Details	3
How Will Alcohol be Present?	4
BYOB Planning	5
Third Party Vendor (TPV) Planning	7
Guest Lists.....	9
Managing an Event	10
- Theme	10
- Event Monitors	10
- Transportation	11
- Construction/Decorations	11
- Prevention Questions	11
- Incident Response Plan.....	12

**This entire document can be found on www.triangle.org >
active members > triangle health & safety initiative**



A BYOB CHECKLIST

The BYOB guidelines provided throughout this resource guide are suggestions for safe and practical implementation. Individual chapters must still follow their inter/national as well as institutional policies, if said policies are more specific and / or more stringent. If questions arise, this checklist does not supersede any local, city, state, university, general fraternity / sorority or national laws, statutes and policies, or common sense. These guidelines are designed to help you implement a BYOB event.

Theme

- All event themes should use common sense and be appropriate.
- Event themes should not be disrespectful or degrading to any person or population.
- The use of inappropriate event themes has significantly affected the perceptions and stereotypes of fraternity life in recent years.

Entrance

- One well lit entrance, controlled and monitored by security or older members. The preferred method is security that is contracted, licensed, and bonded.
- Monitors check to see if those seeking entry are members or have an invitation and are on the guest list.
- IDs are checked by older, initiated members, not new members.
- Members and guests with alcohol are required to show proof of legal drinking age (the invitation guest list should also have the birthdays of members and guests). A picture ID with a birth date should be required.
- A guest's name is checked once they have entered the event.
- Several exits must be available due to fire codes and laws; however, exits can not be used as entrances.

Invitation Guest Lists

- Invitation guest lists with specific names and birthdays of all members and invited guests should be generated for each function.
- The student or Greek directory is not an acceptable guest list. Invitations should be issued to the guest(s) that a member wishes to invite to the event.
- Invitation guest lists should be made 24 hours prior to the event. After this time, no substitutions or add-ons are permitted. A ratio of two – three guests per member is suggested.

Wristbands

- Members and guests who are of legal drinking age and bring alcohol to the event should receive a non-adjustable, event specific wristband (carnival / amusement park type is recommended).
- The individual's name is checked off the invitation guest list and the type of alcohol brought is written by his/her name.
- Members and guests who are not of legal drinking age or do not bring alcohol do not receive a wristband, but do receive a chapter specific hand stamp after checking in.
- Members and guests without a wristband should not be consuming alcohol.

Punch Cards

- For each and every event, punch cards should be created that are event specific.
- Punch cards should be about credit card size with the following information: name, birthday, type of alcohol / amount brought, date of event, location to punch up to six holes for consume alcohol.
- Punch cards, unlike tickets are easy to handle and are a more effective means for proper distribution.
- Punch cards are to be collected at the exits when guests leave the event.



Types and amounts of alcohol

- The following stipulations apply per person for a typical four to five hour function: Maximum of six (6), *twelve* (12) ounce cans / plastic bottles of beer / wine coolers / malt beverages.
- No glass bottles.
- No cases, twelve-packs, or other alcohol containers larger than six 12 oz beers or wine coolers
- No squeeze bottles, water bottles, beer bong, party balls, pitchers, tumblers, or other containers.
- No kegs or hard alcohol.
- No alcohol for common use in member's rooms.
- No shots, drinking games, or other activities that encourage inappropriate drinking behaviors.

Food and non-alcoholic beverages

- The chapter should provide an amount of non-alcoholic beverages at least equal to the total number of people in attendance at the event.
- Breads, meats, cheeses, vegetables, cookies, subs, pizza, brownies, fruits and dips are considered appropriate foods. The chapters should avoid salty foods.
- All food and non-alcoholic beverages should be free to all attendees.
- Food and non-alcoholic beverages should be contained within one centralized location.
- Non-alcoholic beverages should be served from closed containers.
- During the last 45 minutes of an event, alcohol service should stop; a new non-alcoholic beverage and food item should be served for those who wish to switch beverages and begin winding down.

Chapter Monitors and Security

- Monitors are charged with regulating social events and maintaining the risk management policy of the chapter(s) involved.
- Monitors are not to consume alcohol for a reasonable amount of time prior to and during the social event.
- One monitor for every 10-15 attendees is advised.
- If the event is co-sponsored between a fraternity and sorority, both male and female monitors must be used to ensure the safety of all guests and that all applicable rules are applied to men and women equally.
- Monitors should be older members of all participating organizations who will serve as general monitors or service monitors working at the service distribution center. New members should not be serving as monitors.
- Specialty clothing may be worn by the monitors to set them apart from the rest of the attendees
- Chapter presidents and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained.
- Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list.

Service Distribution Center

- One centralized location should be established for the distribution of all alcoholic beverages.
- No other location, especially members' rooms, can be used for the distribution of alcoholic beverages.
- The holding tank, which serves as a cooling area for the alcohol brought to the function by members and guests, is as simple as a large rubber trash can filled with ice.
- Anyone who wishes to acquire an alcoholic beverage that he/she brought to the event must present the punch card, show their wristband, and return an empty can if this is not the first request (returning the cans assists the chapter with its recycling efforts and helps ensure that alcohol is not being given away to others once it leaves the service center).
- The service monitors must not serve anyone who is intoxicated, even if the person has alcohol remaining.
- Only one alcoholic beverage may be acquired at a time.
- Left-over alcohol can be picked up the following day. Otherwise, it is to be discarded.

THIRD PARTY VENDOR EXPECTATIONS

TO THE CHAPTER PRESIDENT:

Your chapter will be in compliance with Triangle risk management policies if you hire a third-party vendor to serve alcohol at your functions ONLY WHEN you can document the following checklist items.

THE VENDOR MUST:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and temporary license to sell on the premises where the function is to be held. ATTACH COPIES OF STATE AND LOCAL LICENSES TO THIS CHECKLIST.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider. The above "certificate of insurance" must also show evidence the vendor has, as part of his coverage, "off-premise liquor liability coverage and non-owned and hired auto coverage." The certificate of insurance must name as additional insured (at a minimum) the local chapter hiring the vendor, as well as Triangle Fraternity with whom the local chapter is affiliated. ATTACH A COPY OF THE CERTIFICATE OF INSURANCE AND HIGHLIGHT THE REQUIRED CLAUSES.

NOTE: Triangle's insurance broker, J.R. Favor & Co. will review any event contracts at no cost to the chapter as a service of our risk management program. However, they must have the contract in hand at least two weeks before the program. Contact Triangle HQ for more info.

3. Agree in writing to cash sales only, collected by the vendor, during the function.
4. Assume in writing all the responsibilities that any other purveyor of alcoholic beverage would assume in the normal course of business, including but not limited to:
 - a. Checking identification cards upon entry
 - b. Not serving to minors
 - c. Not serving individuals who appear to be intoxicated
 - d. Maintaining absolute control of ALL alcoholic containers present
 - e. Collecting all remaining alcohol at the end of a function (no excess alcohol – opened or unopened – is to be given, sold or furnished to the chapter)
 - f. Removing all alcohol from the premises after the event

INSURE THESE ITEMS ALL ARE INCLUDED IN YOUR CONTRACT, OR OUTLINE THEM IN A SEPARATE DOCUMENT, SIGNED AND DATED BY THE CHAPTER PRESIDENT AND THE VENDOR, STIPULATING AGREEMENT TO THE ITEMS REQUIRED IN #3 AND #4 ABOVE.

This form must also be signed and dated by both the chapter president and the vendor. In doing so, both parties understand that only through compliance with these conditions will the chapter be in compliance with Triangle policies.

Chapter President's Signature

Date

Vendor's Signature

Company

Date



THE BYSTANDER EFFECT

WHEN YOU HEAR THE WORD “BYSTANDER” WHAT DO YOU THINK THAT IT MEANS?

BYSTANDER INTERVENTION

DISCOURAGE VICTIM BLAMING
OFFERING THE CHANCE TO CHANGE SOCIAL NORMS
SHIFTING RESPONSIBILITY TO MEN AND WOMEN

WHAT WOULD BE SOME EXAMPLES OF SOME WAYS THAT YOU COULD INTERVENE IN REAL-LIFE SITUATIONS THAT YOU MAY ENCOUNTER (LANGUAGE OR ACTIONS)?

EFFECTIVE HELPING

CALM THE PERSON
GATHER INFORMATION
LOOK AT OPTIONS
PROVIDE SUPPORT
KNOW APPROPRIATE REFERRALS
DO NOT BECOME ENMESHED

Emergency Situations

- You want to look for the best exit strategies (getting out of the situation for those involved).
- Be clear and direct with all of your requests.
- Make safe choices; consider the level of risk in choosing an action for intervening.
- Understand boundaries and limits - don't be a hero. Remember verbal fights can quickly turn into physical fights (it's often better to walk away).
- Intervene early - before a problem becomes a crisis or disaster.
- Choose the most effective ways of helping for that particular situation. Be sure to not make the situation escalate.
- Publicly state your commitment to helping. "I will do X."
- Engage other bystanders - "You do Y."
- Discuss consequences that the other person cares about - encourage values based decisions.
- Assess personal exposure/liability when actions you know about are criminal.
- Call 9-1-1 if it is not safe or prudent for you to help directly.

Non-Emergency Situations

- Consider the frequency, duration and intensity/severity when evaluating a situation.
- Determine the barrier for the person if possible - motivation, ability or environment.
- Know your limits as a helper - engage others as necessary.
- Be sensitive, understanding and non-judgmental.
- Challenge mis-perceptions - express your true feelings/beliefs.
- Identify the red flags; anticipate problems.
- Determine the priority goal; formulate a plan; prepare/practice what you want to say.
- Interrupt/distract/delay a situation you think might be problematic - before it becomes an emergency!
- Set boundaries - do not make excuses for the person or otherwise enable them.
- Conduct conversations in a safe environment. Maintain mutual respect and mutual purpose.
- Remember the law of delivery - who (persons), what (content), when (timing), where (location), why (reasons), and how (ton).



THE FIVE POINT FORMULA

I CARE

Let the person know you care about him/her and that because of the significance of the relationship you need to discuss something very important. Both starting and ending discussion with an emphasis that you are doing this out of genuine concern, caring and respect for the person, sandwiches the difficult feedback between strong positives. Choose words you are comfortable with and fit your style.

I SEE

Report/Review actual events with your friends, as you perceive them. Remember you are evaluating the behavior not the person. Try to limit your statements to observable, irrefutable facts/ The more you have, the better.

I FEEL

Tell the person your own feelings using “I statements” to reveal your feelings.

I WANT

Tell the person what you would like to see happen.

I WILL

Specify what you will or will not do. Only set ultimatums if you can, and will, stick to them.

QUESTIONS/THOUGHTS

Helping, Fixing or Serving?

By Rachel Naomi Remen

"Fixing and helping create a distance between people, but we cannot serve at a distance. We can only serve that to which we are profoundly connected."

Helping, fixing and serving represent three different ways of seeing life. When you help, you see life as weak. When you fix, you see life as broken. When you serve, you see life as whole. Fixing and helping may be the work of the ego, and service the work of the soul.

Service rests on the premise that the nature of life is sacred, that life is a holy mystery which has an unknown purpose. When we serve, we know that we belong to life and to that purpose. From the perspective of service, we are all connected: All suffering is like my suffering and all joy is like my joy. The impulse to serve emerges naturally and inevitably from this way of seeing.

Serving is different from helping. Helping is not a relationship between equals. A helper may see others as weaker than they are, needier than they are, and people often feel this inequality. The danger in helping is that we may inadvertently take away from people more than we could ever give them; we may diminish their self-esteem, their sense of worth, integrity or even wholeness.

When we help, we become aware of our own strength. But when we serve, we don't serve with our strength; we serve with ourselves, and we draw from all of our experiences. Our limitations serve; our wounds serve; even our darkness can serve. My pain is the source of my compassion; my woundedness is the key to my empathy.

Serving makes us aware of our wholeness and its power. The wholeness in us serves the wholeness in others and the wholeness in life. The wholeness in you is the same as the wholeness in me. Service is a relationship between equals: our service strengthens us as well as others. Fixing and helping are draining, and over time we may burn out, but service is renewing. When we serve, our work itself will renew us. In helping we may find a sense of satisfaction; in serving we find a sense of gratitude.

Harry, an emergency physician, tells a story about discovering this. One evening on his shift in a busy emergency room, a woman was brought in about to give birth. When he examined her, Harry realized immediately that her obstetrician would not be able to get there in time and he was going to deliver this baby himself. Harry likes the technical challenge of delivering babies, and he was pleased. The team swung into action, one nurse hastily opening the instrument packs and two others standing at the foot of the table on either side of Harry, supporting the woman's legs on their shoulders and murmuring reassurance. The baby was born almost immediately.

While the infant was still attached to her mother, Harry laid her along his left forearm. Holding the back of her head in his left hand, he took a suction bulb in his right and began to clear her mouth and nose of mucous. Suddenly, the baby opened her eyes and looked directly at him. In

that instant, Harry stepped past all of his training and realized a very simple thing: that he was the first human being this baby girl had ever seen. He felt his heart go out to her in welcome from all people everywhere, and tears came to his eyes.

Harry has delivered hundreds of babies, and has always enjoyed the excitement of making rapid decisions and testing his own competency. But he says that he had never let himself experience the meaning of what he was doing before, or recognize what he was serving with his expertise. In that flash of recognition he felt years of cynicism and fatigue fall away and remembered why he had chosen this work in the first place. All his hard work and personal sacrifice suddenly seemed to him to be worth it.

He feels now that, in a certain sense, this was the first baby he ever delivered. In the past he had been preoccupied with his expertise, assessing and responding to needs and dangers. He had been there many times as an expert, but never before as a human being. He wonders how many other such moments of connection to life he has missed. He suspects there have been many.

As Harry discovered, serving is different from fixing. In fixing, we see others as broken, and respond to this perception with our expertise. Fixers trust their own expertise but may not see the wholeness in another person or trust the integrity of the life in them. When we serve we see and trust that wholeness. We respond to it and collaborate with it. And when we see the wholeness in another, we strengthen it. They may then be able to see it for themselves for the first time.

One woman who served me profoundly is probably unaware of the difference she made in my life. In fact, I do not even know her last name and I am sure she has long forgotten mine.

At twenty-nine, because of Crohn's Disease, much of my intestine was removed surgically and I was left with an ileostomy. A loop of bowel opens on my abdomen and an ingeniously designed plastic appliance which I remove and replace every few days covers it. Not an easy thing for a young woman to live with, and I was not at all sure that I would be able to do this. While this surgery had given me back much of my vitality, the appliance and the profound change in my body made me feel hopelessly different, permanently shut out of the world of femininity and elegance.

At the beginning, before I could change my appliance myself, it was changed for me by nurse specialists called enterostomal therapists. These white-coated experts were women my own age. They would enter my hospital room, put on an apron, a mask and gloves, and then remove and replace my appliance. The task completed, they would strip off all their protective clothing. Then they would carefully wash their hands. This elaborate ritual made it harder for me. I felt shamed.

One day a woman I had never met before came to do this task. It was late in the day and she was dressed not in a white coat but in a silk dress, heels and stockings. She looked as if she was about to meet someone for dinner. In a friendly way she told me her first name and asked if I wished to have my ileostomy changed. When I nodded, she pulled back my covers, produced a new appliance, and in the most simple and natural way imaginable removed my old one and replaced it, without putting on gloves. I remember watching her hands. She had washed them carefully *before* she touched me. They were soft and gentle and beautifully cared for. She was wearing a

pale pink nail polish and her delicate rings were gold.

At first, I was stunned by this break in professional procedure. But as she laughed and spoke with me in the most ordinary and easy way, I suddenly felt a great wave of unsuspected strength come up from someplace deep in me, and I knew without the slightest doubt that I could do this. I could find a way. It was going to be all right.

I doubt that she ever knew what her willingness to touch me in such a natural way meant to me. In ten minutes she not only tended my body, but healed my wounds. What is most professional is not always what best serves and strengthens the wholeness in others. Fixing and helping create a distance between people, an experience of difference. We cannot serve at a distance. We can only serve that to which we are profoundly connected, that which we are willing to touch. Fixing and helping are strategies to repair life. We serve life not because it is broken but because it is holy.

Serving requires us to know that our humanity is more powerful than our expertise. In forty-five years of chronic illness I have been helped by a great number of people, and fixed by a great many others who did not recognize my wholeness. All that fixing and helping left me wounded in some important and fundamental ways. Only service heals.

Service is not an experience of strength or expertise; service is an experience of mystery, surrender and awe. Helpers and fixers feel causal. Servers may experience from time to time a sense of being used by larger unknown forces. Those who serve have traded a sense of mastery for an experience of mystery, and in doing so have transformed their work and their lives into practice.

Rachel Naomi Remen, M.D. is Associate Clinical Professor of Family and Community Medicine at U.C.S.F. Medical School and co-founder and medical director of the Commonweal Cancer Help Program. She is author of the bestseller, *Kitchen Table Wisdom: Stories That Heal*.

Helping, Fixing or Serving?, Rachel Naomi Remen, *Shambhala Sun*, September 1999.



CRITICAL ELEMENTS OF MEANINGFUL SERVICE

COMMUNITY VOICE

- Include consideration for the voice and needs of the community.
- Allow the community to define what needs to be done before developing a project.
- Community voice is essential to building connections, making changes and solving problems.

ORIENTATION & TRAINING

- Leaders should provide information to volunteers about community.
- Information should cover necessary protocol to ensure proper behavior at service site.

MEANINGFUL ACTION

- Service being done is necessary and valuable to community served.
- Volunteers feel their actions are making a measurable difference.
- Lack of meaningful action may result in participants not wanting to continue the service.

REFLECTION

- Participants should share stories and reactions immediately after experience.
- Reflection may dispel stereotypes of groups served/address individuals alienation.
- Reflection offers an opportunity to place experience in broader context.

EVALUATION

- Evaluation measures the impact and effectiveness of participants' service.
- Participants should evaluate what was learned and agencies should evaluate results of contribution by participants.
- Evaluation gives direction for improvement and change.





ΑΣΦ

ALPHA SIGMA PHI
alphasigmaphi.org

COMMUNITY SERVICE vs. PHILANTHROPY

Philanthropy is the act of raising money for charity (e.g. carwash to benefit RAINN). Community service is the act of doing hands-on service to a charity or for a cause (e.g. food pantry).

If you have any questions regarding the difference between community service and philanthropy, please contact Alpha Sigma Phi Headquarters.

COMMUNITY SERVICE IDEAS

Senior Citizens

- Adopt a “grand friend” from a local nursing home.
- Volunteer at a nursing home for a day or even each week.
- Host a senior citizens prom where men are escorts for the elderly women and sorority women are escorts for the elderly men. Get a band to play classic tunes.
- Hold a play or “lip sync” for the nursing home.
- Have dance lessons set up where the people from the nursing homes teach students dances from “back in the day.”
- On holidays make cards, bake cookies, have a secret Santa, or host a holiday party at the nursing home.
- Develop a monthly classic movie night at the nursing home.
- Have a game afternoon where you play cards or board games with a senior citizen at the nursing home.

Animals

- Volunteer at the local animal shelter by walking dogs or cleaning kennels.
- With a local vet organize a neuter and spay program for a reduced rate.
- Organize a community dog wash with donations going to a local shelter.
- Organize and host an “adopt a pet” at your school where a local shelter will bring up some of the animals to your school to get them noticed by students, faculty, and administration in hopes of someone adopting them.

Special Needs

- Volunteer at the Special Olympics.
- Set up a buddy system at a local school.
- Read books for children.
- Make gifts, cards, or cookies and visit kids in the hospital during the holidays; they look up to college students.
- Have a toy drive for children in the Hospital over the Holidays.
- Participate in Up ‘til Dawn if your school already has one.
- Participate in a marathon for a sickness or disability.
- Participate in Relay for Life.
- Participate in or organize a Toys for Tots program. This is a toy drive for families who can’t afford to give their children a good Christmas.

Veterans/Military

- Volunteer to help at your American Legion.
- Place small American flags on veteran’s graves.
- Write thank you cards to veterans in the area.
- Develop a “Care Package” for troops. Have people donate things troops may need food, batteries, toilet paper, razors, shampoo, toothpaste, etc. Then mail the shoeboxes across seas to troops.



Neighborhood

- Volunteer with Habitat for Humanity.
- Volunteer to clean up a park.
- Adopt a highway or portion of road and keep it litter free.
- Host a community carnival.
- Adopt a billboard and use it for a public service announcement.
- Adopt, repair, and clean up a local playground.
- Have a supplies drive for families who have lost their possessions in a house fire and collect things such as clothes, non-perishable food, furniture, etc.
- Shovel walkways and driveways in your neighborhood, for free, after a snow storm.

School

- Create “New Student Survival Kits” to hand out on move-in weekends to new students.
- Volunteer tutoring services.
- Contact the dining facilities to collect unused food to donate to a local homeless shelter.
- Collect school supplies for needy children at a local school.
- Volunteer your service at local schools help with ESL (English as a Second Language students learn English
- Volunteer for an afterschool program at a local school to play, read, or tutor children.
- Develop, organize, and host a “Spring Clean” for your campus where volunteers help clean up campus, plant flowers, de-weed flower beds, etc.
- Hold a blood drive for the American Red Cross.
- Bring in a guest speaker from MADD (Mothers Against Drunk Driving) to speak or raise money for this program.
- Organize a Spring Break trip where you go somewhere to do missionary work or other community services activities across the U.S.
- Develop a recycling program if your school doesn’t have one.
- Volunteer your time to visit Middle School and High Schools to talk about your college /university experiences and how important it is to go to college.

Hungry/Homeless

- Help cook/serve meals at a local shelter.
- Have an non-perishable food drive for a local shelter or families who need food.
- Have a clothing drive for the homeless.
- Have a coat drive in the fall to collect coats for the homeless for the upcoming winter.
- Make “I Care” kits to give to the homeless with combs, toothpaste and brush, shampoo, soap, etc.
- Pack and hand out food at a local food bank.
- Bake food to donate to a local shelter
- Develop a “Big Buddy” program with the members and children at local shelters to take them out for a day.
- Trick-or-Treat for cans instead of candy on Halloween where the canned goods will be donated to a local shelter.

Ten Places to Volunteer:

- Animal shelters
- National or local parks
- Food pantries or food banks
- Habitat for Humanity
- Local libraries
- Museums
- Political campaigns
- YMCA
- Red Cross
- Retirement homes

PHILANTHROPY/CHARITIES IDEAS

Your chapter can raise funds in support of any of the organizations listed below:

Habitat for Humanity

- Raise money to support a volunteer weekend to help build a house.

Canine for Companions

- Raise money to support the local animal shelter.
- Set up a donation drive at your school for people to donate dog/cat food, toys, bowls, leashes, etc. for a local animal shelter.
- Raise money for animals through a photo with your pet event where the proceeds go to the shelter.

St. Jude's Children's Research Hospital

- Organize and host "Up 'til Dawn" at your campus for St. Jude's Children's Research Hospital, a hospital for children with cancer where all children receive free treatment and no child is turned away.

Amazon Rain Forest

- Sell acres of the rainforest to students to help save the rainforest.

Relay For Life

- Set up a team and participate while raising money for the team.

MADD (Mothers Against Drunk Driving)

- Have a 3 on 3 basketball tournament where all funds raised go to MADD.

Red Cross

- Raise money to help sponsor a blood drive at your school.

American Cancer Society

- Raise money and participate in a marathon/5k/walk for cancer.

Goodwill

- Have a clothing drive at your school where all the donated clothes/money goes to Goodwill.

Boys and Girls Club

- Raise money to support the Boys and Girls Club and spend time with them after they receive the donation.

Make a Wish Foundation

- Have a dance where you sell tickets and possibly have a silent auction with all mproceeds going to one child's wish.

Local Wildlife Center

- Volunteer your time feeding the animals and cleaning cages.
- Raise money and awareness by having one of the center's handlers bring in some of the animals and do a presentation at the school. Sell tickets, have an adopt an animal fund, sell merchandise, sell pictures with student's favorite animal.

Boy Scouts of America

- Volunteer your time to speak with them or participate in one of their events.

Food for the Poor

- Have a canned food drive.
- Volunteer your time at the soup kitchen.

American Heart Association

- Have an Healthy Heart awareness week at your school with a week full of events.

Special Olympics

- Volunteer your time with events at your local special Olympics.

Toys for Tots

- Raise money through a silent auction and donate the funds.

Additional Philanthropic Organizations:

American Lung Association, AmeriCares, Big Brothers/Big Sisters, Bill and Melinda Gates Foundation, CARE USA, Children's Miracle Network, Cleveland Clinic Foundation, Disabled American Veterans, Feed America, Feed the Children, Ford Foundation, Local Museum, March of Dimes, Mayo Foundation, National Wildlife Federation, Ronald McDonald House, Salvation Army, Shriners Hospital for Children, SOS Children, Susan G Komen Breast Cancer Foundation, United Way, Wildlife Conservation Society, World Vision, World Wildlife Fund





ENGAGING IN MEANINGFUL SERVICE & PHILANTHROPY (NOTES)



FIRST LEGO LEAGUE JR.

For grades K-4 this program captures young curiosity by exploring real-world scientific challenges, learning teamwork, and working with motorized LEGO ® elements.

FIRST LEGO LEAGUE

For elementary and middle school-aged students; specifically grades 4-8; students research a real-world engineering challenge, develop a solution, and compete with LEGO-based robots of their own design.

FIRST TECH CHALLENGE

For grades 7-12; teams of middle and high school-aged students are challenged to design, build and program a robot to play a floor game against other teams' creations.

FIRST ROBOTICS COMPETITION

For grades 9-12; high school-aged teams compete head to head on a special playing field with robots they have designed, build and programmed.

FIRST PARTNERSHIP

You are able to serve YOUR community - by working with up and coming students passionate about the STEM field

You are able to choose at what level you are engaged and for how long. You can be a long-term mentor or coach, you can sponsor a team, or you can donate. But any way that you are involved is serving this community.

You are supporting a community different than your own - by working with women in STEM

You are getting in front of future potential new members



SAMPLE ACADEMIC PROGRAM

Academic Program [SAMPLE]

The Indiana Chapter of Triangle Fraternity has worked hard to develop an academic program that will ensure that we are fulfilling our commitment to our founders and the Code of Ethics.

The purpose of Triangle *shall be to maintain a fraternity of engineers, architects, and scientists.*

The mission of Triangle Fraternity is to have all brothers strive to be leaders in the campus, local community and *their chosen field of studies.* Which may be accomplished through the following objective: *To foster and provide an intellectual, mature environment for its members through individual and group effort and through the mutual companionship of men with similar professional interests and goals.*

The following academic program will assist the members of the Indiana Chapter of Triangle Fraternity in meeting that objective through a culmination of academics support, academic and professional development, recognition, and member accountability.

Academic Committee

The academic committee will be led by the Academic Chair who must be a member who has earned at least 31 credit hours and a cumulative GPA of at least a 3.0. Furthermore, the academic chair must be in good financial and disciplinary standing with the fraternity.

The academic chair will be responsible for the oversight and delegation of the academic committee. The chair will be responsible for leading the committee to establish new and innovative academic programs, opportunities for support, and incentives for all members. Additionally, the academic chair will work with other members of the executive board to ensure that academics are included or considered with all events.

The academic committee will be comprised of 3-5 members but may include more depending on chapter size. Committee members will be responsible for meeting with chapter members on a monthly basis to review their academic plan. Additionally, committee members will be responsible for coordinating all academic workshops, support, standards, etc.

Recruitment

Prospective members needs to see scholarship as a focus of our fraternity. The following will be accomplished in an effort to recruit like-minded individuals who value academics.

1. The academic committee will work to identify all current male students majoring in science, engineering, and architecture who have achieved a 2.75 or higher. Additionally, the academic committee will work to identify all incoming male students majoring in science, engineering, or architecture.
2. The academic committee will send an introductory email to both sub-groups, informing them about the mission and purpose of Triangle and notifying them of upcoming recruitment events.
3. The academic committee will create a referral system that will be promoted to faculty, staff, and other students. This referral system will include qualities and standards of potential members.
4. The academic chair will work with the recruitment chair to create a recruitment event focusing on the academic success and support of the chapter. Additionally, the academic chair will work with the recruitment committee to identify marketing materials that will include academic statistics.
5. Chapter members are encouraged to get involved with other campus organizations, specifically honorary organizations, or organizations with a STEAM emphasis to spread the work about Triangle.

Continuous Commitment

The academic committee, led by the academic chair is committed to making academics a priority of the Indiana Chapter of Triangle fraternity. In order to make this possible the committee is committed to doing the following things:

1. Securing a copy of semester grades by the Director of Fraternity & Sorority Life and creating grade reports that track a 4-year span. This report will be available to all active and alumni members.
2. Important academic dates and announcements will be shared at weekly meetings. Including last day to drop a class, when to declare U/S status, registration dates, and honorary organization application deadlines.
3. Academic committee members will offer academic best practices at each weekly meeting based on inquiries provided by chapter members. Topics may include: study skills, dealing with A.D.D., stress management, interview prep, etc.
4. Motivational posters and an academic bulletin board will be posted in the study room at the chapter facility. This will include brother accomplishments, upcoming exams, job interviews, and announcements for academic resources/opportunities on campus (career fairs, resume workshops, etc.)
5. A google form will be created listing the schedules of members for each semester and will be shared with the entire chapter. This will allow members to reach out to brothers for assistance and tutoring should they need it. This should be understood that NO past class assignments or tests will be shared.

Academic Workshops

The academic chair in partnership with the committee will determine academic workshops that will be offered throughout the semester. These workshops will be scheduled based on the chapter calendar and will try to be scheduled at the end of weekly chapter meetings. Unless a member is required to go based on academic status all workshops are non-mandatory and for the benefit of our members.

Workshop topics will be developed based on chapter request and need via academic program assessment results.

Topics in the past have included: Ensuring a successful transition from high school work to college work, How to make yourself stand out in that interview, Stress management 101, Effective study tips while living with ADD, Not sure where to go with my career, Finding the right internship, Resume writing 101, Computer skills, How to study with friends, Tour of the library, Campus resources 101, and many more.

Standards & Support

1. Level 1: GPA of a 3.5-4.0
2. Level 2: GPA 3.49-3.0
3. Level 3: GPA 2.99-2.5
4. Level 4: GPA 2.49-2.0
5. Level 5: GPA below 2.0

Recognition

In addition to offering support for chapter members the academic committee is committed to the recognition of member's academic accomplishments.

1. Members will be encouraged to record A's & B's that they have received on projects and exams. These will be displayed in the chapter study lounge. The member(s) with the most points (A=3, B=1) will receive a Triangle sweatshirt and a \$50 visa gift card.
2. A skip jar will be passed around at each meeting. For every class skipped in that week members will owe \$1.00 to the jar. Any member who did not skip any classes at the end of the semester will receive a \$25.00 visa gift card, and the remaining collected money will be donated to our philanthropy.
3. A wall of fame will be displayed in the chapter halls including brothers with the highest GPA and most improved GPA.

4. Each week the academic chair will award a scholars of the week. This individual will be recognized with a certificate, \$5 Starbucks gift card, and will be recognized on the chapter website and social media networks.
5. Every fall semester the chapter will host a role model reception which invites all members with a 3.0 GPA or higher. Attendees will be request to bring 1-2 academic role models who have supported them in their academic success. This can be a faculty or staff member, or internship supervisor. Members with a 3.5 cumulative GPA or higher will be eligible to apply for the chapter scholarship which awards one deserving member a semester of paid text books.

New Member Education

The academic committee understands the unique needs of new members, specifically first-year students and has therefore developed a plan in partnership with the new member educator to offer additional academic support as part of the new member education period.

1. New members will receive stress and time management best practices along with a Triangle notebook and calendar to ensure they stay organized.
2. New members will receive a copy of the academic program and will schedule a 1:1 meeting with a member of the academic committee to create a personalized academic plan to meet their individual needs.
3. The second new member education meeting will include a workshop facilitated by academic advisement and counseling service on creating healthy study habits, and test taking skills.
4. New members will be assigned to an academic mentor who will be a chapter brother with a GPA of a 3.5 or higher and who is majoring or enrolled in similar courses as the new members. Academic mentors will meet bi-weekly with their mentee over coffee or lunch to check in on them and support them with upcoming projects and exams.
5. New members will be paired up with their academic mentors to compete for the highest average GPA. The winning pairs(s) will each be awarded with a \$25 visa gift card.



SAMPLE ACADEMIC IMPROVEMENT PROGRAM

Chapter Academic Improvement Plan [SAMPLE]

Any brothers whose semester GPA, or overall GPA falls below the required 2.7 must participate in the Academic Improvement Plan (AIP). Guidelines will be set up according to the Academic Chair and the Standards Chair, in accordance with the National Constitution. A brother must read and sign the contract and agree upon it. If they disagree, the standards board will intervene and determine new AIP guidelines. If a brother holds an executive board position or committee chair position, and is placed on an AIP he must step down from his position.

The Academic Improvement Plan will identify a template for which member's may be placed on. The Academic Chair may create a unique plan for individuals should he so choose. If this is a brother's first semester on the Academic Improvement Plan, he will be placed on the first step. If the brother fails to meet the 2.5 requirement for a second semester in a row, he will be placed on the second step. Outcomes for the third step will be included in each level.

Standards & Support

1. Level 4: GPA 2.49 – 2.0

STEP 1

- a. He will attend mandatory functions such as chapter meetings, ritual, recruitment events, service & philanthropy, and academic-based programs. He will however be able to work with the Academic Chair to identify a schedule that works for him.
- b. He is required to comply with the IFC academic program.
- c. He will be required to meet with a tutor once-twice a week for a total of 4 hours and complete a tutor log form that includes a brief description on what was covered at the weekly session. Log forms must be signed by respective tutor.
- d. He will be required to attend all classes in the academic semester with the exception of medical or family issues. Should issues occur he is required to work with the faculty member to receive missed class material.
- e. He must meet with his academic advisor monthly to discuss academic progress. He should have his advisor sign a progress report that will be submitted to the academic chair or committee member.
- f. He must schedule and attend biweekly meetings with a member of the academic committee in order to monitor the success of the plan. If the brother fails to meet biweekly he will be unable to attend that week's social event.
- g. He will only be allowed to attend 2 social events per month. Social events are defined as weekly brotherhood dinners & outings, Greek week, mixers with other organizations (both events with alcohol and without), formal, date weekend, and etc.
- h. He will lose his right to vote (excluding elections and recruitment).

- i. He is not eligible to be selected as a big brother.
- j. He will be unable to hold a committee chair or executive board position, and may only run for an upcoming position (following semester) with a signed progress report. However, should he not reach the required 2.5 he will be required to immediately resign from the elected position.
- k. He will be paired with an academic mentor which will be a chapter brother with a 3.5 GPA or higher. He will be matched based on academic classes and needs.
- l. He will be provided with academic resources via academic, career, and counseling services.

STEP 2

- a. He will attend mandatory functions such as chapter meetings, ritual, recruitment events, service & philanthropy, and academic-based programs. He will however be able to work with the Academic Chair to identify a schedule that works for him.
- b. He is required to comply with the IFC Academic Program.
- c. He will be required to meet with a tutor two to four times a week for a total of 8 hours and complete a tutor log form that includes a brief description on what was covered at the weekly session. Log forms must be signed by respective tutor.
- d. He will be required to attend all classes in the academic semester with the exception of medical or family issues. Should issues occur he is required to work with the faculty member to receive missed class material.
- e. He must meet with his academic advisor monthly to discuss academic progress. He should have his advisor sign a progress report that will be submitted to the academic chair or committee member.
- f. He must schedule and attend biweekly meetings with a member of the academic committee in order to monitor the success of the plan. If the brother fails to meet biweekly he will be unable to attend that week's social event.
- g. He will only be allowed to attend 1 social event per month. Social events are defined as weekly brotherhood dinners & outings, Greek week, mixers with other organizations (both events with alcohol and without), formal, date weekend, and etc.
- h. He will lose his right to vote (excluding elections and recruitment).
- i. He is not eligible to be selected as a big brother.
- j. He will be unable to hold a committee chair or executive board position, and will not be eligible to be nominated for a position the following semester.
- k. He will be paired with an academic mentor which will be a chapter brother with a 3.5 GPA or higher. He will be matched based on academic classes and needs.

- l. He will be provided with academic resources via academic, career, and counseling services.
- m. Should his GPA not improve after the second semester he will be required to meet with the Standards Board to determine his membership status moving forward.

2. Level 5: GPA 1.99 – below

STEP 1

- a. He will attend mandatory functions such as chapter meetings, ritual, recruitment events, service & philanthropy, and academic-based programs. He will however be able to work with the Academic Chair to identify a schedule that works for him.
- b. He is required to comply with the IFC Academic Program.
- c. He will be required to meet with a tutor two or four times a week for a total of 8 hours and complete a tutor log form that includes a brief description on what was covered at the weekly session. Log forms must be signed by respective tutor.
- d. He will be required to attend all classes in the academic semester with the exception of medical or family issues. Should issues occur he is required to work with the faculty member to receive missed class material.
- e. He must meet with his academic advisor monthly to discuss academic progress. He should have his advisor sign a progress report that will be submitted to the academic chair or committee member.
- f. He must schedule and attend weekly meetings with a member of the academic committee in order to monitor the success of the plan. If the brother fails to meet biweekly he will be unable to attend that week's social event.
- g. He will only be allowed to attend 1 social event per month. Social events are defined as weekly brotherhood dinners & outings, Greek week, mixers with other organizations (both events with alcohol and without). In order for him to attend formal he must submit a signed progress report from all of his faculty members confirming his academic efforts and progress.
- h. He will lose his right to vote (excluding elections and recruitment).
- i. He is not eligible to be selected as a big brother.
- j. He will be unable to hold a committee chair or executive board position, and will not be eligible to be nominated for a position the following semester.
- k. He will be paired with an academic mentor which will be a chapter brother with a 3.5 GPA or higher. He will be matched based on academic classes and needs.
- l. He will be provided with academic resources via academic, career, and counseling services.

- m. Should his GPA not improve after the second semester he will be required to meet with the Standards Board to determine his membership status moving forward.

STEP 2

- a. He will attend mandatory functions such as chapter meetings, ritual, recruitment events, service & philanthropy, and academic-based programs. He will however be able to work with the Academic Chair to identify a schedule that works for him.
- b. He is required to comply with the IFC Academic Program.
- c. He will be required to meet with a tutor two or four times a week for a total of 10 hours and complete a tutor log form that includes a brief description on what was covered at the weekly session. Log forms must be signed by respective tutor.
- d. He will be required to attend all classes in the academic semester with the exception of medical or family issues. Should issues occur he is required to work with the faculty member to receive missed class material.
- e. He must meet with his academic advisor monthly to discuss academic progress. He should have his advisor sign a progress report that will be submitted to the academic chair or committee member.
- f. He must schedule and attend weekly meetings with a member of the academic committee in order to monitor the success of the plan. If the brother fails to meet biweekly he will be unable to attend that week's social event.
- g. He will only be allowed to attend 1 social event per month. Social events are defined as weekly brotherhood dinners & outings, Greek week, mixers with other organizations (both events with alcohol and without). In order for him to attend formal he must submit a signed progress report from all of his faculty members confirming his academic efforts and progress.
- h. He will lose his right to vote (excluding elections and recruitment).
- i. He is not eligible to be selected as a big brother.
- j. He will be unable to hold a committee chair or executive board position, and will not be eligible to be nominated for a position the following semester.
- k. He will be paired with an academic mentor which will be a chapter brother with a 3.5 GPA or higher. He will be matched based on academic classes and needs.
- l. He will be provided with academic resources via academic, career, and counseling services.
- m. Should his GPA not improve after the second semester his membership will be terminated.



ACADEMIC WORKSHOP IDEAS

SENIOR TED TALKS

ESTABLISHING THE MORNING ROUTINE

BOOK CLUBS

STUDY TIPS & NOTE TAKING STRATEGIES

HOW TO REDUCE TEST ANXIETY

LEARNING STRATEGIES EVERY STUDENT SHOULD KNOW

10 HABITS OF MIND FOR COLLEGE SUCCESS

TIME MANAGEMENT: STRATEGIES FOR SUCCESS

SETTING & ACCOMPLISHING REALISTIC GOALS

MID-TERMS/FINALS BOOT CAMP

BRANDING FOR SUCCESS

CAREER EXPLORATION

ALUMNI NETWORKING 1:1

CAREER READINESS

CV WRITING WORKSHOP

ELEVATOR PITCH

HOW TO FIND FEDERAL JOB/INTERNSHIPS

HOW TO PREPARE FOR A CAREER FAIR/EXPO

HOW TO USE A PORTFOLIO FOR YOUR JOB SEARCH

INTERVIEWING SKILLS

NETWORKING & BRANDING WITH LINKEDIN

SALARY NEGOTIATION



CALENDAR CREATION

CREATE A PROGRAMMING CALENDAR THAT CREATES A RHYTHM WITHIN YOUR ORGANIZATION

Your members become accustomed to attending workshops and events and begin to recognize patterns of when things are held. This rhythm will, in turn, improve attendance.

CALENDARS INCREASE TRANSPARENCY WITHIN YOUR ORGANIZATION

Members can get overwhelmed by the number of programs, events, or reminders that are mentioned in a meeting. By having your calendar pre-planned and published your members will be able to map out their time accordingly. Believe me, they will appreciate it.

HAVING A CALENDAR REDUCES REDUNDANCY

Keep copies of past calendars. That way you can identify what programs or trainings you have offered. You want to make sure your calendar is fresh and diverse. Offering the same programs over and over again becomes boring and stale and you will begin to lose participation.

YOUR CALENDAR WILL LEAD TO COLLABORATION

Your members are hopefully involved in several different organizations and are connected to different people in different ways. By having a published programming calendar they may be able to identify opportunities to partner with other groups, or to attend other programs that are already being offered. Believe me- it will definitely help in working smarter not harder.

PUBLIC & PUBLISHED CALENDARS CAN HELP EXTERNALLY

In recruitment you probably speak a lot about how you offer opportunities to assist your members professionally, academically, etc. By publishing your programming calendar, you are not only putting your money where your mouth is but you may find yourself attracting additional potential new members.





THE ART OF PUBLIC SPEAKING

CONFIDENCE

A highly confident speaker is viewed as being more accurate, competent, credible, intelligent, knowledgeable, likable, and believable, than the less confident uncertain speaker.

EXCITEMENT

If you're truly excited about your subject, that feeling will shine through any nervousness you may have while you are giving your presentation.

AUTHENTICITY

Be yourself. If you have to deviate a little from your written presentation, do so! Although you should practice, you don't want to memorize.

PASSION

In order to really communicate to people through speech, you need to have passion about your subject. Without passion, your speech is meaningless. You need to exude a level of sincerity in your emotion when communicating to your audience if you want them to be moved.

SPEAK IN A NATURAL VOICE

Any connection you've made with your audience could be broken by tones that seem fake or too perfect. In general, you should try to speak in a conversational tone. If you say a few "ahhs" and "umms" that's okay, don't sweat it.

VOICE MODULATIONS

If you want to be more engaging as a speaker, then avoid talking in a tone that seems too well rehearsed. You still want to take the speed and inflection of your delivery into account when you practice your speech.

KEEP IT SHORT & SWEET

The main purpose of delivering a speech is to attempt to get your point across, and that might require a whole hour. You want to make sure that your presentation is easily digestible for those listening to you. Get across what is needed, and leave the remaining time for questions and answers.

CONNECT WITH YOUR AUDIENCE

A speech is just like a conversation, which means you need to communicate your message to someone else. In this sense, there is no difference between talking to one person or 20. The best way to connect with your audience is by: telling stories, knowing your target audience, getting a feel for the energy, be willing to poke fun at yourself, and being conscious of your body language.





MAKING PROGRAMS FUN

**WHAT ARE SOME OF THE MOST SUCCESSFUL PROGRAMS YOU HAVE
DEVELOPED OR ATTENDED?**

WHAT MADE IT STAND OUT?

WHAT WAS THE WORST PROGRAM THAT YOU ATTENDED, WHY?

ELIMINATING OVER-PROGRAMMING

1. USE YOUR CAMPUS RESOURCES. DON'T FEEL LIKE YOU NEED TO PLAN, ORGANIZE, AND OFFER THE PROGRAM IN HOUSE. CAN THIS BE SOMETHING THAT A FACULTY, STAFF, OR COMMUNITY MEMBER CAN OFFER YOUR ORGANIZATION?
2. CHECK YOUR SCHOOL CALENDAR. TOPICS THAT YOU ARE THINKING ABOUT OFFERING YOUR MEMBERS MAY ALREADY BE SCHEDULED TO BE PRESENTED FOR THE ENTIRE CAMPUS OR OTHER STUDENT ORGANIZATIONS. IF IT'S ANOTHER STUDENT ORGANIZATION, ASK IF YOU CAN ATTEND.
3. WORK WITH OTHER FRATERNITIES AND SORORITIES. CHANCES ARE ALL OF THE OTHER FRATERNITIES AND SORORITIES ON YOUR CAMPUS ARE DOING THE EXACT SAME THING YOU ARE -PLANNING WHAT MEMBER DEVELOPMENT PROGRAMS THEY ARE GOING TO HOST. CHECK WITH THEM TO SEE WHAT THEY HAVE SCHEDULED AND IF YOU CAN ATTEND OR IF THERE ARE OPPORTUNITIES FOR YOU TO COLLABORATE.
4. WORK WITH NATIONAL STAFF. THE NATIONAL STAFF OFFERS A LOT OF MEMBER DEVELOPMENT OPPORTUNITIES VIA ONLINE AND CHAPTER VISITS. TALK WITH ONE OF THE MEMBERS OF THE CHAPTER DEVELOPMENT TEAM TO SEE IF THERE ARE ANY UPCOMING PROGRAMS THAT YOUR ENTIRE ORGANIZATION CAN ATTEND OR IF THERE IS A PROGRAM THEY CAN OFFER ON AN UPCOMING VISIT.
5. COMPARE YOUR WANTS WITH YOUR NEEDS. YOU MAY HAVE SEVERAL REQUIREMENTS FOR PROGRAMMING AS MANDATED BY THE NATIONAL ORGANIZATION OR YOUR CAMPUS. THESE COULD BE THINGS LIKE RISK MANAGEMENT PROGRAMS, ACADEMIC PROGRAMS, ETC. IF YOU ARE ALREADY REQUIRED TO OFFER THESE SEE HOW YOU CAN FIT THEM INTO YOUR MEMBER DEVELOPMENT OPPORTUNITIES. DON'T FEEL THE NEED TO OFFER ONE RISK MANAGEMENT PROGRAM TO CHECK THE LIST FOR YOUR CAMPUS AND THEN ANOTHER FOR THE NATIONAL ORGANIZATION. KILL TWO BIRDS WITH ONE STONE.
6. DON'T FEEL THE NEED TO ORGANIZATION A FULL-FLEDGED EDUCATIONAL SESSION. EDUCATION AND MEMBER DEVELOPMENT CAN HAPPEN IN A NUMBER OF WAYS. THE IMPORTANT PART IS THAT YOUR LEARNING OBJECTIVES ARE BEING MET. YOU CAN OFFER MEMBER DEVELOPMENT AT YOUR WEEKLY MEETING, AT A DINNER, OR AT A BROTHERHOOD EVENT.

HOW MANY PROGRAMS ARE WE DOING A WEEK | A MONTH | A SEMESTER?



DESIGNING WORKSHOPS

Program Idea	Learning Goals	Activities	Resources

SCHOLARSHIPS

YOU WANT THEM. WE HAVE THEM.

**THERE ARE FIVE NEW \$1,500.00
SCHOLARSHIPS AVAILABLE TO MEMBERS
WITH A 2.7 GPA OR HIGHER.**

This year the Triangle Education Foundation is giving away
over \$80,000 in scholarships for the
2019 - 2020 school year!

We would love nothing more than to award one to YOU!

Questions about how to apply?
Email us at TEF@triangle.org or
visit www.triangleef.org/scholarships

DEADLINE TO APPLY IS FEBRUARY 15, 2019.

**WHILE YOU'RE OVER AT THE FOUNDATION BOOTH, SIGN UP FOR
PRESIDENT'S MEN! IN EXCHANGE FOR YOUR GENEROSITY WE'LL
GIVE YOU A LIMITED-EDITION T-SHIRT AND FREE CANDY! WHAT'S
NOT TO LOVE?**



Triangle
Education Foundation

How you can help the



- Use your Chapter Endowment Fund disbursement every year
- Apply for scholarships
- Communicate with your alumni and be good hosts when they attend your chapter events
- Join President's Men
 - It's EASY
 - Make your gift with a debit/credit card or cash
 - Get your limited-edition t-shirt
 - Get your President's Men ribbon
 - Pay it forward for the next generation of brothers



How to Complete the Triangle Education Foundation Chapter Endowment Fund Grant Application

1. Before applying make sure you watch the how-to video online. The video is at <https://www.youtube.com/watch?v=FBPXetVtIOI>
2. Go to <http://www.tfaforms.com/workflows/start/2295>
3. There are two forms this process will take you through. Once you have completed Form #1, you will automatically be directed to Form #2. Do not complete Form #2 without following the steps outlined below. The two forms are for the following purposes:
 - a. Form #1 is the grant application. The first two pages contain detailed instructions. It is very important to read through these carefully.
 - b. Form #2 is the reimbursement request for your specific grant request. It is important that you choose the option at the top of the form to "Save my progress and resume later". This will allow you to return to Form #2 after all purchases have been completed.
4. Complete form #1. Make sure the email address used for the grant coordinator matches what we have on file.
5. **VERY IMPORTANT:** Remember to use the option "Save my progress and resume later" at the top of the form.
6. Once you have completed Form #1 I will review the request within 5 business days.
7. If approved (I would anticipate this request would be approved) the chapter should proceed with purchases.
8. After all purchases are completed, you return to the form and log back in. You will now complete Form #2 for reimbursement.
9. After the reimbursement is complete and all is in order we will process payment which normally takes 7 to 14 business days.
10. All grant applications must be submitted no later than May 30 to be considered in the current school year.
11. All grant reimbursements are due by June 15, failure to meet this deadline will forfeit reimbursement.

Any questions please contact Scott Bova at Sbova@Triangle.org.



HOW TO USE CHAPTER ENDOWMENT FUND MONEY

LET US HELP YOU FIGURE OUT THE BEST USE OF YOUR FUNDS!

Confused by how to best use your Chapter Endowment Funds (CEF)? Let the Triangle Education Foundation (TEF) help you navigate all the ways you can maximize your funding!

BEST WAY TO USE YOUR FUNDS:

Have them automatically applied to Triangle's National Programs! Never have to worry about finding money to send guys to Scobie, Leadership Training Weekend or Convention- and travel costs can be covered with your CEF as well! TEF makes this process painless and easy- we work with the Fraternity on payments and you just have to submit your travel expenses to us and get reimbursed. Easy Peasy!!

OTHER WAYS TO USE YOUR FUNDS:

Have a chapter house with a study room? Use your funds to refresh and upgrade the room to be one brothers actually want to study in! Desks, chairs, tables, bookshelves, filing cabinets, new lighting, carpet and paint can all be covered by your CEF!

Need faster internet in the house? Use your funds to upgrade your modems and routers! Need to be hard-wired into the school's system? Yep, that's covered too!

Want to bring in a speaker for Engineering Week on campus? That's easy! Your CEF can cover the speaker fees- travel, hotel, honorarium, etc. What better recruitment tool then having your chapter sponsor this speaker and have your name all over the publicity for the event! Remember to partner with your Engineering Department on getting this all worked out!

Are chapter brothers jealously eyeing the Engineering Department's new 3D printer? We can help your chapter get one! 3D printers are covered by CEF dollars as well as the materials needed to print. Want to get the best bang for your buck with that 3D printer- talk to the South Dakota Mines guys about their sexual assault prevention keychains they made on their 3D printer that got a write up in the Rapid City Journal!

Scholarships, Scholarships, Scholarships! A great way to reward those studious brothers or meet potential new members by offering the scholarship to incoming freshman! Talk to us to help set criteria for the scholarship and to make sure you don't get into trouble with how you award it!

Done all these things and still looking for ways to spend your CEF? Come talk to the friendly TEF folks at our booth- we're happy to answer any questions and provide you with some additional ideas on how to maximize your CEF!

