



LIFESTYLE & EDUCATION WORKSHOP

2020 PARTICIPANT WORKBOOK



PROGRAM SCHEDULE

| FRIDAY JANUARY 17, 2020 | | |
|----------------------------|-----------------------------|-------------------|
| TIME | SESSION | LOCATION |
| 4:00 p.m. – 11:00 p.m. | Check-in open | Jameson Center |
| 5:00 p.m. – 5:30 p.m. | LTW kick-off and welcome | Jameson Center |
| 5:30 p.m. – 6:30 p.m. | Group dinner | Jameson Center |
| 6:30 p.m. – 7:00 p.m. | Announcements & Updates | Breakout spaces |
| 7:00 p.m. – 8:00 p.m. | Round Tables Part 1 | Breakout spaces |
| 8:00 p.m. – 10:00 p.m. | Officer Tracks | Breakout Spaces |
| 10:00 p.m. | Day 1 concludes / Free time | Various locations |

| SATURDAY JANUARY 18, 2020 | | |
|------------------------------|--------------------------------------|-------------------|
| TIME | SESSION | LOCATION |
| 8:00 a.m. – 9:00 a.m. | Breakfast | Jameson Center |
| 9:00 a.m. – 10:00 p.m. | Round Tables Part 2 | Breakout spaces |
| 10:00 a.m. – 12:00 p.m. | Officer Tracks | Breakout spaces |
| 12:00 p.m. – 1:00 p.m. | Lunch | Jameson Center |
| 1:00 p.m. – 1:30 p.m. | TEF Thank You Letter Writing | Breakout spaces |
| 1:30 p.m. – 2:30 p.m. | Round Tables Part 3 | Breakout spaces |
| 2:30 p.m. – 5:30 p.m. | Officer Tracks | Breakout spaces |
| 5:30 p.m. – 6:30 p.m. | Dinner | Jameson Center |
| 6:30 p.m. – 7:00 p.m. | Announcements | Jameson Center |
| 7:00 p.m. – 9:00 p.m. | Officer Tracks | Breakout spaces |
| 9:00 p.m. – 10:00 p.m. | Treats & Talks with National Council | Main Building |
| 10:00 p.m. | Day 2 concludes / Free time | Various locations |

| SUNDAY JANUARY 19, 2020 | | |
|----------------------------|-------------------------------|-----------------|
| TIME | SESSION | LOCATION |
| 8:00 a.m. – 10:00 a.m. | Officer Tracks | Breakout spaces |
| 10:00 a.m. – 11:00 a.m. | Brunch | Jameson Center |
| 11:00 a.m. – 12:00 p.m. | Keynote Speaker: TBD | Jameson Center |
| 12:00 p.m. – 12:30 p.m. | Wrap Up & Final Announcements | Jameson Center |
| 12:30 p.m. – 12:45 p.m. | Group photo | Jameson Center |
| 12:45 p.m. | LTW conclusion/dismissal | Jameson Center |
| 1:00 p.m. – 2:30 p.m. | Optional HQ tours | Triangle HQ |



EXECUTIVE DIRECTOR WELCOME



Welcome to Indiana and to the Leadership Training Weekend, Triangle's officer education program! Over the next couple days, you'll spend time making new friends, discussing ideas and issues, meeting staff and national officers and, I hop, thinking about how you can apply what you've learned to make your chapter stronger.

LTW is an investment in our chapter/campus leaders, offering tracks in the areas most critical to chapter success so that you can learn, return to your chapters and lead. Don't just leave behind the energy and enthusiasm you find here' take it back! A good idea introduced and executed is far more valuable than a great idea never acted upon.

Many of the resources used this weekend will be available to you and your members after the weekend is over. Share what you've learned here – make sure your other chapter officers have access to you and these materials. Keep in touch with the peers at other campuses – they do what you do and can be a great support system.

Finally, build a partnership with the staff and volunteers who support our chapters every day. This network of ideas and excitement is one of Triangle's most valuable assets. All chapters do essentially the same things to operate, just with different people. Utilize those who have worked with chapters for years to help you make better decisions.

The last few years have been difficult for fraternities. Because of incidents and tragedies, many students are coming to campuses with event greater cynicism about the value of fraternity. The best way to counter stereotypes is to operate at a higher level. Grades, graduation rates and great jobs are what we should be doing better than others.

Triangle is the only men's STEM fraternity experience and offers an important support system for men pursuing STEM degrees. This must be a primary theme in our recruitment discussions, to attract the men we need to succeed. You will see more from us to support this theme, but our recruitment website (jointriangle.org) has a wealth of resources you can use right now.

Further, we can no longer depend only upon IFC rush processes. Successful chapters have strong relationships with the dean and faculty of the colleges from which our members come. We must be more visible to students in those colleges and have the trust of faculty and administrators to recommend Triangle to their students.

Enjoy your time in Indiana and start to plan a return in July for our Herb Scobie Leadership School at Butler!

Tom Pennington, Executive Director



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.



TOP 10 QUALITIES OF 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.

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 establish 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.

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

MEMBER'S NEEDS

FRESHMEN

SOPHOMORES & JUNIORS

SENIORS



PURPOSE OF NEW MEMBER EDUCATION

What is the purpose of new member education?

What are the goals you hope to accomplish through new member education?

EFFECTIVE ONBOARDING

1. *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 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 comfortable 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.

THOUGHTS

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.



PURPOSE OF NEW MEMBER EDUCATION

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 transition
- Be treated fairly
- Be taken care of
- Be challenged
- Feel welcomed
- Feel valued
- Have expectations communicated to them
- Have fun
- Accomplish something great

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

HELPING NEW MEMBERS FEEL VALUED

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.



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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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.
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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
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Assignments:

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



THE JOURNEY

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



The
JOURNEY

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 rooted 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


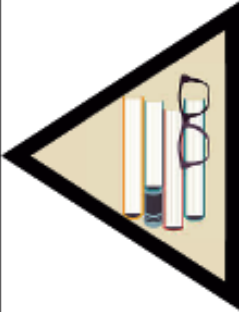


1. Before playing, members must create an online account which will notify Triangle HQ that they are beginning the game. Registration forms can be found [here](#).
2. Once players are registered they will receive a link to access a group web forum for weekly updates and support tool.
3. In order to reach 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 | <u>Receiving an 80% or higher on the history quiz in new member education.</u> | 5 PTS. |
|  | Awareness | Viewing the <u>Privilege training webinar.</u> | 10 PTS. |
|  | Fundamentals | <u>Receiving a 100% on the Greek alphabet quiz in new member education.</u> | 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](#).



HEALTH & SAFETY GUIDELINES

3.6.1 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 chapter 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 premises or at any activity or event sponsored or endorsed by the chapter.
3. Alcoholic beverages must either be: (a) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (b) brought by individual members and guests through a bring your own beverage ("BYOB") system. The presence of alcohol products above 15% alcohol by volume (ABV) is prohibited on any chapter premises or at any event, except when served by a licensed and insured third-party vendor.
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, an 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 and 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. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio and must not exceed local fire or building code capacity of the chapter premises or event venue.
9. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, 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 into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities, and any ritual or ceremony.
10. Chapters, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.



HEALTH & SAFETY GUIDELINES

3.6.2 HAZING

The term “hazing” means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed at a Triangle premises, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of continued membership or enhanced status in an organization that causes an individual or group of individuals to do any of the following, regardless of a person’s willingness to participate:

- a. Be coerced to violate federal, state, provincial, local law, or [organizational] policy.
- b. Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any non-customary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication, or unconsciousness.
- c. Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.
- d. Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.
- e. Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

3.6.3 SEXUAL ABUSE AND MISCONDUCT

Triangle and its members must comply with all federal, state, provincial and local laws related to sexual misconduct. 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, This is including, but not limited to definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking and sexual exploitation. 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.

3.6.4 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.

3.6.5 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.

3.6.6 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.

For more information regarding Triangle’s Risk Policies, visit triangle.org/actives/thsi



HEALTH & SAFETY GUIDELINES

CASE STUDY: WHO KILLED JANE DOE?

Jane Doe, age 20, was dead on arrival. Several fraternity members, concerned by her unconscious vomiting, drove her to the emergency room at 2:30 a.m. But even before they pulled into the emergency drive, her breathing had stopped. Successive attempts by the hospital staff to revive her failed.

The sisters of Mu Epsilon were sorry. She had lived in the chapter house for two years. All her sisters knew about her drinking problem and more than a few had escorted/carried her home from past parties and held her hand as she threw-up all night.

Karen, her best friend and pledge mom was sorry. Jane and Karen had decided to get primed for the Alpha Lambda mixer later than evening. Each had done several shots at their favorite campus bar.

The brothers of Alpha Lambda were sorry. The chapter had successfully dodged their National Fraternity's risk management policy all year. No one else on campus was following it, so why should they? Besides, if they didn't provide alcohol and serve minors, no women would come to their parties.

Joe, an Aloha Lambda pledge and designated bartender, was sorry. Nobody ever told him not to serve people that were already drunk. Jane didn't look any drunker than anyone else at the party. Besides, Jane was hanging all over Mike, and a little more beer might have helped him get lucky.

The IFC was sorry. Twelve of the 15 chapters on campus have national risk management policies specifically prohibiting the purchase and serving of alcoholic beverages. The IFC rep from Beta Rho had brought up the idea of a unified IFC Risk Management Policy earlier in the year, but the idea had been voted down.

The Panhellenic Council was sorry. They voted to send flowers to Mu Epsilon to show their support. Men's fraternities are the source of the campus alcohol problem, so the Panhellenic didn't feel like there was much more they could have done.

The local bar staff members Jane and Karen had visited were sorry. They had stamped Jane's hand "underage" but hadn't bothered to monitor bar patrons beyond the front door. Underage dollars made up the largest percentage of their profit and they simply couldn't afford to enforce the drinking age when other bars didn't.

Jane's parents were sorry. She started drinking during her sophomore year of high school. But what could they do? All kids are going to drink with or without their parent's permission.

Who was to blame for the death of Jane Doe? Rank the nine in order of most to least.

- | | | |
|----|----|----|
| 1. | 4. | 7. |
| 2. | 5. | 8. |
| 3. | 6. | 9. |

Was bystander behavior involved in this scenario? Who could have intervened?

What provisions of the Risk Management Policy did Alpha Lambda violate in this scenario?

What could Alpha Lambda have done to reduce their risk in this situation?



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 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)?



THE BYSTANDER EFFECT

CALM THE PERSON
GATHER INFORMATION
LOOK AT OPTIONS
PROVIDE SUPPORT
KNOW APPROPRIATE REFERRALS
DO NOT 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 BYSTANDER EFFECT

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.

S.E.E. MODEL

SAFE Responding

Decide a course of action that best ensures the safety of those involved. Maintain mutual respect and mutual purpose.

EARLY Intervention

Understand the importance of intervening early - before it becomes a problem, crisis or disaster.

EFFECTIVE Helping

Develop specific helping skills and how to avoid harmful helping.

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.



SERVANT-BASED LEADERSHIP

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.

COMMUNITY SERVICE vs. PHILANTHROPY

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

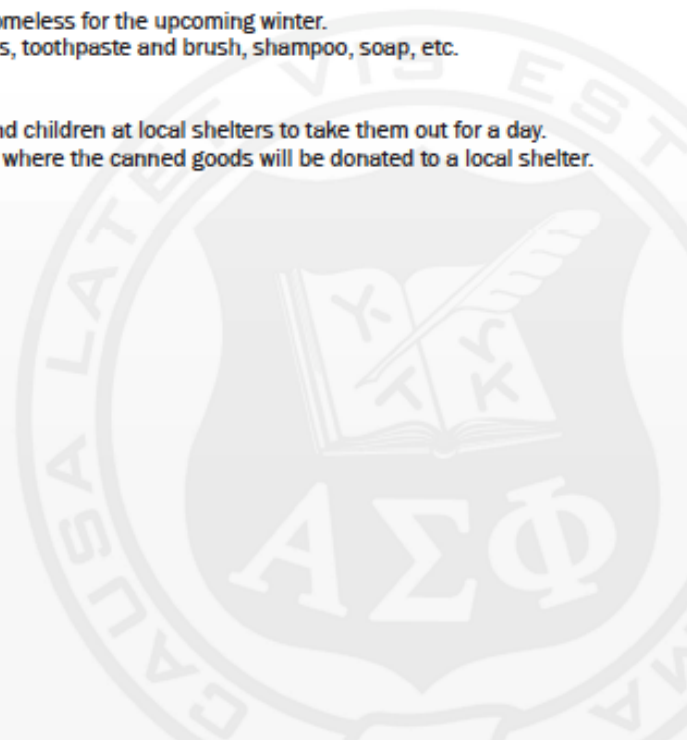
- Create "New Student Survival Kits" to hand out on move-in weekends to new students.
- Volunteer tutoring services.
- Contact the dining facilities to collect unused food to donate to a local homeless shelter.
- Collect school supplies for needy children at a local school.
- Volunteer your service at 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





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



ADDITIONAL RESOURCES

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.





ADDITIONAL RESOURCES

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?



ADDITIONAL RESOURCES

ELIMINATE 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 ORGANIZE 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 you doing a week? A month? A semester?



DESIGNING WORKSHOPS

| Program Idea | Learning Goals | Activities | Resources |
|--------------|----------------|------------|-----------|
| | | | |
| | | | |
| | | | |
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| | | | |



NOTES



NOTES



NOTES

Triangle

Let Triangle Save You Money on Graduate School!

Serve Triangle as a Regional Leadership Specialist (RLS) and get back thousands in savings to pursue your graduate degree. Here's how it works:

- 1) You will train in the summer with HQ in chapter management, recruitment and health & safety education. Summer training will occur July 1-August 15. Triangle will provide costs of lodging and a weekly stipend during training.
- 2) After training, you will be based regionally in a Triangle chapter house to assist that chapter and to provide support and programs to other regional chapters. Chapters will provide room and board and some positions will provide stipend or scholarship money for graduate study. Total package will vary by chapter, depending upon grant funds available.

Our goal is to have more well-trained chapter advisory volunteers working directly with our campus chapters, living in and working weekly with their chapter leaders. This position is intended to be 20-25 hours a week, so that you will have time to pursue a graduate degree while also serving Triangle.

Who Should Apply: Ideal Candidates are former Presidents, Treasurers or Recruitment Chairs, or those who have attended LTW officer tracks, Scobie Leadership School or other leadership programs. However, any seniors with chapter/campus leadership experience are welcome to apply. Applications should be received by March 15.

Currently, we expect RLS positions in Fall 2020 for Iowa State, Marquette, Nebraska, Oklahoma, Penn State and Purdue. Other campuses will be added as we receive commitments from their housing boards. Each of these campuses have world-class STEM graduate programs.

Learn more and apply online at <https://www.triangle.org/gradform/> or contact Executive Director Tom Pennington at tom@triangle.org.

Those selected would need to be available for training in Indianapolis July 1-August 15 and will join Triangle staff at Scobie. Pay package during training includes monthly compensation, food and lodging while traveling and all necessary software licenses for staff access.

The Regional Leadership Specialist is a new option to provide trained live-in advisors for more chapters while also allowing more Triangle members to pursue graduate studies at a lower cost. Those chosen will be best qualified to serve their chapter later as alumni chapter officers or to serve Triangle as a regional or national officer or committee member.

Triangle

Fraternity Staff and Duties

Tom Pennington

Executive Director

Email | tom@triangle.org

Phone | 317.837.9640 x 2003

Contact Tom regarding Fraternity operations, National Council or Convention, Triangle Constitution & Bylaws or Regulations, campus situations, or risk management concerns.

Rhonda Halcomb

Director of Operations

Email | rhonda@triangle.org

Phone | 317.837.9640 x 2002

Contact Rhonda for assistance with all fee and membership related issues, including chapter accounts, the financial operations of the Fraternity, questions about jewelry, National Fees, replacement of ritual equipment, membership manuals, pins and badges, as well as address/phone/email changes, Chapter Eternal notification, and pledge and initiation reporting procedures.

Jeff Hughes

Director of Alumni Engagement

Email | jeff@triangle.org

Phone | 317.837.9640

Contact Jeff with questions about TriangleConnect, alumni communications, events and programs, Founders Day events, advisor/volunteer training and resources, and anything else related to working with alumni. Also, Jeff is our liaison with the national FIRST organization.

Drew Hopson

Director of Chapter Services

Email | drew@triangle.org

Phone | 219.928.8633

Contact Drew with questions about chapter operations, officer duties and transitions, chapter planning and goal setting, new member education and chapter risk management. Drew can also help with FHSI programming and the *Tightrope* online education program.

Jim Phillips

Growth Specialist

Email | jim@triangle.org

Phone | 812.719.8132

Contact Jim with questions about chapter recruitment/growth, the Triangle Recruitment Coaches (TRC) program and expansion opportunities or recommendations.

Contact HQ by phone at 317-837-9640 | by email at HQ@triangle.org | or by postal mail at 120 S Center Street, Plainfield, IN 46168. We provide ideas, programs and support for all areas of chapter operations. Call us for assistance before your challenges become overwhelming!

ENGAGE ALUMNI WITH EASE

Developing and implementing a comprehensive plan to communicate with alumni is daunting. Triangle now offers a solution to get better results with half the hassle.



triangle
fraternity
ENGINEERS | ARCHITECTS | SCIENTISTS

Strengthen Your Chapter

It's a known fact that chapters with strong alumni support excel. The reason is because alumni have the wisdom, resources and talent that a chapter needs. Whether it's through donations, volunteer time or opening the door to networking opportunities, alumni are an untapped asset for any chapter success.

Get More for Less

The alumni communication program allows chapters to receive more benefits without having to manage it. The chapter simply provides some content for chapter personalization and can sit back and relax because everything else will be in capable hands.

Services Include



Website Support

Allievates the need to be tech savvy when your chapter has a expert to rely on.



Consistent Delivery

Materials are sent throughout the year on your chapter's behalf.



Easy Customization

Share content that is unique to your chapter.

FOR PRICING AND TO LEARN MORE

CONTACT ALUMNI@TRIANGLE.ORG

ALUMNI COMMUNICATION

| PACKAGE OPTIONS | BASIC | EXTENDED | PREMIUM |
|---|---|---|---|
| 4-PAGE, FULL COLOR MAILING Send a 4-page, full color customized newsletter to all alumni with valid addresses on file. |  |  |  |
| DIGITAL COPY EMAILED Send a digital newsletter version to all alumni with valid email addresses on file. |  |  |  |
| CHAPTER DATABASE REVIEW Are your alumni records out-of-date? Get help with cleaning and improving your alumni database. |  |  |  |
| CHAPTER WEBSITE SUPPORT Tech support for fraternity sponsored website services and other services (e.g. hosting event registration pages online). |  |  |  |
| ANNUAL POSTCARD Send one (1) full color customized postcard to all alumni with valid addresses on file. Design services, available for an additional fee. | |  |  |
| ANNUAL FUND SOLICITATION Includes donation solicitation(s) each year to help fund your chapter's scholarship or other educational needs. (Extended - 1; Premium - 2) | |  |  |
| CHAPTER SPECIFIC GIVING WEBSITE Get a personalized chapter landing page that accepts alumni donations for local dues, your Chapter Endowment Fund (CEF) and more. | |  |  |
| EVENT CONSULTATION Plan an epic alumni event through a one-on-one consultation. | |  |  |
| FULL SERVICE EVENT PLANNING Planning a successful event can be daunting. Let us handle all the heavy lifting for you, from marketing to registration to collecting funds. | | |  |
| SOCIAL MEDIA STRATEGY & CONSULTATION Speak with our social media experts to help you design a social media strategy that fits your chapter's needs. | | |  |
| SPEAKERS BUREAU Have an appropriate, well-regarded speaker for your event such as an alumni brother, national councilman, board or staff member. | | |  |
| | <div>2</div> newsletters per year | <div>3</div> newsletters per year | <div>4</div> newsletters per year |

FOR PRICING AND TO LEARN MORE

CONTACT ALUMNI@TRIANGLE.ORG

About FIRST

FIRST (For the Inspiration and Recognition of Science and technology) is a group of robotics programs designed to get K-12 students interested in STEM and develop their skills through mentorship and hands-on learning. FIRST is one of the largest and most successful organizations in the world dedicated to STEM education and careers. More than 480,000 students around the globe participate in FIRST's four programs. Triangle Fraternity is honored to be one of the newest Alliance Partners with FIRST



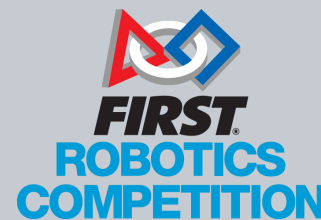
For ages 6-10, FLL Jr. is designed to be a first taste of STEM. Students build LEGO models and create posters to present what they learned at exposition-style competitions.



For grades 4-8, FLL introduces robotics and develops research skills. Students build a LEGO robot to complete challenges and complete a research project to develop a solution to a problem based on the challenge theme.



For grades 7-12, FTC provides a more complex challenge for participants. Students build a mid-size robot using design skills and participate in outreach to grow the FIRST program.



For grades 9-12, FRC is the "Sport of the mind." It combines intense competition and robotics. Students design and build large robots under strict time constraints and are leaders in the outreach efforts of FIRST.

How to Get Involved

FIRST robotics is made possible by its many volunteers. Competitions are run entirely by a volunteer staff and team mentors volunteer their time to work with students. There is always a need for more volunteers and mentors. For someone without prior FIRST experience, the best way to get involved is by volunteering at a competition.

As Alliance Partners of FIRST, Triangle is working to connect our members with FIRST events near them so they can get involved. There is a focus on FRC events because Triangle provides scholarships which FRC students are likely interested in. There are several options for Triangle members to get involved, and sign-up instructions as well as contact information can be found on the next page.

How to Sign Up

1. Visit FIRSTinspires.org and click “register” in the top right corner.
2. Fill out your information to set up your account.
3. Login to your account and view your dashboard. From the top right corner, view and update your profile, Select Triangle as your employer under the “my information” page.
4. From your dashboard, go to the Volunteer Registration tab and select “Volunteer at an event”
5. In the event search portal you can either enter your zip code or search for your event by name.
6. Select your event. Then fill out your availability.
7. Choose your preferred roles. (Recommended: Field reset, Team Queueing, Media, or choose “assign me as needed”)
8. Unless you mentor an FRC team, leave the Team Affiliation page blank.
9. Click the Complete button. On the next page, click “Begin Youth Protection Screening” (this will automatically appear if you are over 18 years old)
10. Complete the screening process as instructed. This may take some time to process, especially for out-of-state or international students. **Register early** so this doesn't become an issue.



More Information

Please reach out with any questions about events, volunteering, tabling, mentoring, or anything else you want to know about FIRST. FIRST also has a lot of great resources on their own website, including some fantastic promotional videos.

Email: Hailee@triangle.org

FIRST website: FIRSTinspires.org

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
2021 - 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
www.triangleef.org/scholarships

DEADLINE TO APPLY IS MARCH 1, 2020



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?



Chapter Endowment Funds

Triangle Education Foundation

Triangle Education Foundation Chapter Endowment Fund Program offers a Tax-Deductible way to financially support your chapter!

To address individual chapter needs, the Triangle Education Foundation has developed the Chapter Endowment Fund Program. This program was originally developed by members of local chapters wishing to support the educational and leadership needs of their local chapter. The Chapter Endowment Fund Program is looking to extend this service to all our chapters. The program will give potential donors the opportunity to make a significant gift to the educational programs of your chapter and a charitable tax deduction on your Federal income forms subject to the Federal Tax laws.

Your chapter can now establish its own Chapter Endowment Fund (CEF) with the Triangle Education Foundation. All gifts to the CEF will be held by the Foundation as restricted gifts for the benefit of your chapter for any of the following educational purposes:

1. Scholarship grants to members of your chapter.
2. Educational grants to cover portions of the registration travel and accommodation expenses of members of your chapter attending leadership conferences of Triangle or another accredited leadership development program.
3. Grants for educational resources in your fraternity structure, such as desks, bookcases, books, computers and software in the educational areas and for the construction, renovation, maintenance and equipment of Designated Educational Areas of your chapter home.
4. Educational grants to cover portions of the registration, travel and accommodation expenses of members of your chapter attending professional society meetings and education events.
5. Educational grants to underwrite portions of your chapter's Leadership Advantage session.
6. Educational grants to cover portions of the registration, travel, accommodations, supplies and equipment for academic competitions in which the chapter is participating.

Assets held by your CEF within the Foundation an individual account must reach \$25,000 in principal balance within three years from the date a fund agreement is executed. This exciting program provides opportunities to fund the educational purposes of your chapter and the educational and leadership needs of its undergraduate brothers. The Foundation Directors and staff look forward to hearing from you.

Triangle Chapters with Chapter Endowment Funds

| | | | | |
|------------|-----------------|--------------------|--------------------|-----------|
| Armour | Cal Poly Pomona | Clemson | Colorado State | Illinois |
| Iowa State | Kansas | Kansas State | Louisville | Marquette |
| Michigan | Michigan State | Michigan Tech | Missouri Mines | MSOE |
| Ohio State | Oklahoma | Penn State | Penn State Behrend | Purdue |
| Pittsburgh | Rose | South Dakota Mines | Toledo | Utah |
| Washington | | | | |

For information on how to contribute to your chapter's CEF or how to start a CEF for your chapter, please contact Foundation Vice President, Aaron Girson at agirson@triangle.org or call (317)203-4510.

Triangle Chapters with not yet complete Chapter Endowment Funds

The chapters listed below have Chapter Endowment Funds in the process of being funded. If you want to contribute to one of these funds please contact Foundation Vice President, Aaron Girson at agirson@triangle.org

Kentucky Nebraska UCLA

Chapters with a Chapter Endowment Fund via the Young Chapter Program

The chapters listed below do not have fully funded Chapter Endowment Funds, but the Foundation is providing these chapters with \$1,250 a year in CEF funds. In return they are asked to encourage alumni, friends and family to make donations to their fund and grow it over time. This program is open to chapters you are 15 years or younger from the date of their original chartering. To get more information on this program, contact the Foundation's President, Scott Bova at sbova@triangle.org.

Charlotte Virginia Tech

A great way to boost your Chapter Endowment Fund balance is to participation in the Garatoni Building Better Men program.

The Judy and Larry Garatoni Building Better Men Chapter Endowment Fund initiative is a program to recognize outstanding Triangle chapters that are making scholarship, service, leadership development and being a positive influence on their communities a priority. Each year \$100,000 is awarded to the top chapter, \$25,000 runner up chapter and \$25,000 to a young chapter (Rattle Award). Chapter Endowment Funds may be used by the chapters to fund educational programming, leadership development initiatives, academic achievement programs and scholarships.

The 2020 Judy and Larry Garatoni Building Better Men Chapter Endowment Fund competition is underway; all Triangle chapters and colonies are eligible to participate.

For more questions on the Garatoni Building Better Men program or general Triangle Education Foundation questions, please contact Scott Bova, CFRE, President of the Foundation at sbova@triangle.org or at 317- 837-9641.

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!





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.





Triangle Building and Housing Corporation Property Improvement Contest

Does your chapter want extra money to help improve your chapter house? Apply for your share of the \$10,000 awarded annually to chapters as part of the TBHC Property Improvement Contest!

Previous projects have included building workshops, replacing doors and windows, planting gardens, replacing driveways, improving bathrooms, rennovating rec spaces, and more!

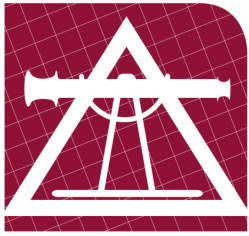


For 2019-20, the maximum individual grant award is \$1,000. There is \$10,000 available for all grants. All proposals will be considered against the following criteria:

1. We encourage alumni participation. Points will be awarded for including alumni, with maximum points for 4+ alumni participating in the project.
2. We encourage chapter members to be involved. Maximum points are awarded for 90% of the chapter being involved in the project.
3. We encourage members to take a hands-on role in projects whenever feasible. Maximum points are awarded for no third parties completing the work.
4. We believe that while functionality is important, so too are project appearances. Points will be awarded for aesthetic value.
5. We encourage the improvement of things that will impact the most people. Points are awarded for improving or adding items that are significantly used. For example, a common room improvement for a chapter house will earn more points than a single bedroom.
6. We encourage chapters to improve safety and well-being. Points will be awarded for projects that may have a positive effect on safety or on insurance rates.
7. We all strive to make the world a better place. Points will be awarded for improvements that impact the greater community beyond the chapter.
8. All project proposals will also be evaluated for their overall organization and "wow" factor.

To apply, scan the QR code to be taken to the application form or go to <https://www.triangle.org/activities/property-improvement-contest/>. After applying your proposal will be evaluated and grant money will be awarded to winners. If awarded funding, you must submit photos of the completed project as well as a short summary of how the project went to pic@trianglebhc.org. Please direct any questions to pic@trianglebhc.org or mfouts@trianglebhc.org.





TRIANGLE BUILDING & HOUSING CORP.

BUILDING TRIANGLE'S FUTURE

Fall 2019

Oklahoma's Friendship Extends Beyond Their Walls and Into the Community

The men of the Oklahoma Chapter have transformed a turbulent history with their residential neighbors into a great example of how to reach out and serve the surrounding community.

The historic, architecturally significant chapter house was originally built in 1930 for another fraternity. A couple of years later, it was sold to a sorority. Purchased in 1959 by a religious organization, it was then transitioned

for use as a retirement home and served as such for more than 40 years.

Triangle acquired the property at auction in 2000, with help from the TBHC. With 22 bedrooms, a commercial kitchen and other useful common spaces, this was viewed as a good investment for a fraternity of modest size. Its location close to campus engineering facilities was seen as a convenient plus.

Since the house sits in a residential area composed largely of single-family dwellings, the local neighborhood organization objected to Triangle's purchase from the very beginning. The neighbors had hoped that the house would be converted to a



The Oklahoma Chapter Home.

Contact Mike Fouts at mfouts@trianglebhc.org or (317) 203-4506

Check out triangle.org/tbhc for more info

Oklahoma's Friendship Extends Beyond Their Walls and Into the Community (cont.)

private residence. The concerns associated with the purchase eventually led the neighborhood group to bring suit, attempting to prevent the fraternity from occupying the property. The TBHC helped to fund the legal defense of our property rights.

Attorneys for Triangle based their response to the suit on the argument that use of the structure as a fraternity was essentially the same as its prior use as a retirement home. Additionally, they pled the case for its original 1930 zoning exception to operate as a fraternal organization [see Property Wars article in last TBHC newsletter, and Supreme Court case *Euclid v Ambler Realty* 272 US 365 (1926)].

Despite their efforts, the City of Norman declined to continue the zoning exception. The case then proceeded to progress through several courts.

In the first two years after Triangle's purchase of the house, it was occupied by the maximum allowed number of three brothers. Because that did not produce enough income to pay expenses, the building was temporarily leased out to another organization. The legal case finally reached the Oklahoma Supreme Court in 2002.

In a surprising turn of events, the state supreme court rendered a decision in favor of Triangle Fraternity (*Triangle v City of Norman* 2002 OK 80). By overturning previous decisions, a judgement was entered against the City of Norman to allow occupation of the house by the fraternity. Thus it happened that, in January of 2003, a total of 12 men moved into the chapter house. Plans were put into place for necessary renovations to the 73-year-old property.

As one might imagine, relationships with the long-standing residents of the surrounding neighborhood were rough. The community



A farewell cookout for one of the neighbors .

Contact Mike Fouts at mfouts@trianglebhc.org or (317) 203-4506

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Oklahoma's Friendship Extends Beyond Their Walls and Into the Community (cont.)

association was not happy about the fraternity utilizing their property, fearing that a Greek organization might make modifications to a historic landmark cherished by the neighborhood. Triangle men, all too aware of their neighbors' opposition to the presence of a fraternity, kept to themselves and their own interests while seeking to recruit and build the Oklahoma Chapter.

It turns out, Maintaining a Chapter Home has a way of healing wounds.

Neal Helfrey, a transplanted alumnus, has lived in the Oklahoma house as superintendent for the past two years. He describes his first contact with a neighborhood homeowner. "I was working hard at the house when I assumed the role of superintendent. Gutting some of the interior areas for renovation, painting outside and in, cleaning and so on. It was a big job! A lot had been neglected for quite a while. I loved it, but it was hard work." As he toiled outside the building one day, a neighbor ambled over to chat and compliment him on the effort he was making to improve the property. That conversation was a beginning. "That was Lee Hall, president of the neighborhood association. She had only lived across the street for a couple of years, but was aware of the troublesome history between the residents and the Chapter. We started talking and hit it off right from the beginning! That conversation opened up the opportunity to continue speaking to each other occasionally."

When people start talking, things change. It wasn't long before Hall reached out to the chapter president with an idea. She tells the story with great enthusiasm. "I asked if he (the president) would be interested in hosting a neighborhood get-together at the house. They have a big front yard which I thought would make a great gathering place for everyone. He was very willing!" The event was scheduled and the neighbors turned out in good number, along with many of the Triangle men. Hall adds, "And the fraternity was so gracious. They provided ice cream for the event. It was a wonderful time."

The next thing that evolved from those first



Pumpkin carving event for the neighborhood.

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steps toward reconciliation was a Halloween event for the neighborhood children. Helfrey recalls the conversation when Hall broached the idea. "She came to us and asked if we would mind them doing a pumpkin-carving party on the lawn. Our

answer was 'Yes. Can we help?' " Hall nostalgically remembers the involvement of the Chapter at that event. "It was fun for the neighbors, a safe place for the kids to trick-or-treat. When we reached out to the men, they were – once again – very willing. They helped get pumpkins ready for carving, they set up tables, they played with the kids. It felt like we were really building a relationship."

The Active President to whom Hall originally reached out with her idea for neighborhood events was Trevor Cooper ok15. He echoes her sentiments regarding those early gatherings and the subsequent impact of bringing everyone together. "The men of Triangle and I believed that having and supporting the neighborhood events was a great way to show our neighbors that we could have a positive influence on the community. The biggest influence



Lee Hall, Chautauqua
Homeowners Association

in our relationship is our neighbors Lee and Rick Hall. In reality, the only steps I had to take were to support the neighborhood programming and encourage Triangle members to assist at these events. Due to this, most of the neighbors who were originally against us occupying the house eventually seemed content to have us live there..."

Those first couple of neighborhood gatherings proved to be the launch pad for additional events. In 2017, Triangle opened up the house for a tour and a hamburger cookout on that big front yard. Local families from 15 different households showed up, along with most of the active members and several alumni who had been actives during the court cases. The event was successful at shedding light on both sides of the earlier issue, and brought everyone together.

Hall said, "Because the old house had not been properly maintained, Neal did a lot of interior renovations, selling off lots of stuff that had been left behind, replacing old stuff with new furnishings, refinishing the floor, painting. There were lots of updates to increase membership. He did everything under the sun to create a good environment. It was a wonder to watch! Everyone was very impressed. We all loved what he tried to do.

"Neal was just such a positive representative of the chapter. Great guy, so responsible in trying to take care of the house and model that for the guys. The neighbors now try to support all of them during finals week with snacks. We make a concerted effort to get to know the Active Presidents and the guys

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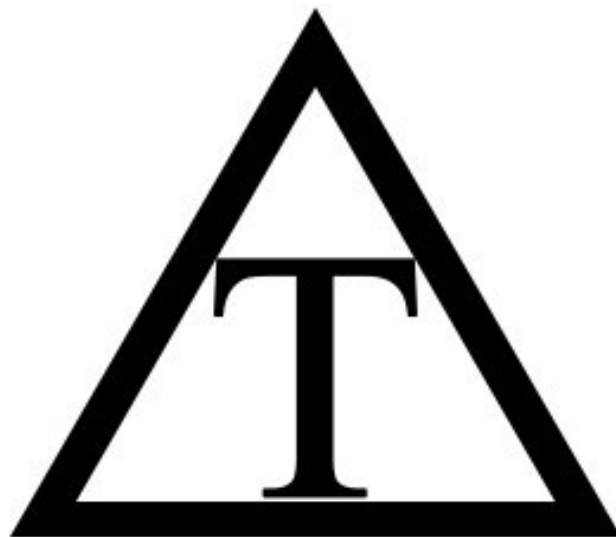
we've worked with. We all make great neighbors now! It is truly an intergenerational, very diverse neighborhood."

There are more necessary improvements and upgrades needed for the house, and the chapter continues to work with the TBHC to accomplish those goals within a fiscally responsible and budget-conscious timeline. It is a journey that includes investment from the National level, a belief in the sustainability of the chapter, and open lines of communication every step of the way. Even long-term observers of the process freely acknowledge the impact of a good relationship between all parties involved.

Cooper, now serving as president of the Alumni Board, sums up the past

experiences and the impact those have on the future. "I see the relationship continuing to grow, moving forward. It is my goal as Alumni Board President to express the importance of building these relationships. I am still very local, in graduate school at the University of Oklahoma. Since I am a five-minute drive from the house, I have made it a point to be there multiple times a month, if not multiple times a week. I am definitely planning on joining them for their now-annual pumpkin-carving event later this month! Whenever my time as Chairman is complete, I plan on educating my successor about the importance of these relationships."

The feeling of friendship and mutual support within a group is certainly a good definition of a fraternity. In the case of Triangle Oklahoma, it also defines an entire neighborhood.



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National Convention 2019 – Indianapolis

The Triangle Building and Housing Corporation hosted dinner at Victory Field during the National Convention on July 19. Traditional baseball stadium fare was provided, along with tickets for the ball game: the AAA Indianapolis Indians, the farm team for the Pittsburgh Pirates, played against the Durham Bulls. We hosted this event to do our part during the Convention, as well as expose more people to the services of the TBHC. As a bonus, everyone received an extra serving of Brotherhood as well.



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The TBHC Strategic Plan

Many don't know or understand the Triangle Building and Housing Corporation's role. To this end, we formed a Strategic Plan as we converted from a fund within the Fraternity to our current, separate organization.

Some years prior, we were challenged to do more. We foresaw not only to do more, but to do something that no other branch of Triangle could do.

Owning a Chapter Home is far more difficult than being a homeowner, and to make it worse is now fraught with legal issues as well. This complexity distracts Alumni and Actives from concentrating on their Brotherhood.

In response, we developed a simple four-point Strategic Plan which we have operated under since before our formal recognition as the TBHC. As the Fraternity, the Education Foundation, and the Building & Housing Corporation work together to develop a new Strategic Plan, we believe these points are still appropriate :

- **Ease or remove burden on actives/alumni for housing**
(This allows Chapters to refocus resources on mentoring, personal development and Brotherhood.)
- **Provide an enhanced role for management of fraternity housing**
(To improve the Chapter's environment, safety and appeal to actives/alumni/future actives.)
- **Increase Services to enhance Chapter Life**
(We help support services to Alumni through the other branches of Triangle)
- **Reposition Triangle Assets to improve liability exposure**
(To avoid keeping all your "eggs in a single basket")

We help with the housing business.

You can focus on your Chapter's business!

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