

Alpha Nine

ΘΞ'S ASSOCIATE MEMBER CORE EDUCATION PROGRAM

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A True Associate Member Philosophy

Remember that Theta Xi Fraternity policy limits all associate member education programs to a minimum of seven days to conduct the initiation vote, and a maximum of sixty-three (63) days. ***Alpha Nine* strongly encourages chapters to focus on completing and initiating each new member class in the minimum amount of time possible. The Constitution and By-Laws of Theta Xi Fraternity require that all new members receive complete instruction in the Fraternity's Core Education Program, but all or a portion of the required instruction can be conducted after the initiation occurs if the chapter so desires.**

- The Core Program is an alcohol-free associate member education program. Chapters using alcohol during any associate member program or activity can and will be sanctioned for violating Theta Xi's Risk Management Policy.
- The Core Program is also an equality-based program. All Associate Members have the same rights as initiated Brothers with two exceptions. Associate Members do not vote and they do not have knowledge of *The Ritual*. The philosophy of *Alpha Nine* is that our new members are to be educated in a supportive environment that provides a positive introduction to the history and values of Theta Xi.
- Many campuses require shorter associate member periods. Theta Xi encourages chapters to support programs that are five to seven weeks in length.
- Study Hours for associate member groups are strongly encouraged, but cannot be mandatory activities in the *Alpha Nine* Core Program unless the rules of the study hours also apply to initiated brothers.
- Theta Xi Fraternity prohibits the hazing of associate members. Any activities not included in this *Alpha Nine* Core Program must provide for equal participation by initiated and associate members.
- Be sure to include social activities that encourage and foster friendship, brotherhood, and good, clean fun throughout the *Alpha Nine* associate member program including active brothers, involved alumni, university administrators, and parents each week of the program.
- As part of Theta Xi's new member philosophy, the Theta xi was one of the first fraternities to eliminate the term "pledge" and replace it with the term "associate member."

Perception is reality in the eyes of the general public, and a "pledge" is perceived as a second class citizen who is abused mentally and/or physically by older fraternity brothers. "Associate member", however, is a neutral term in the eyes of the general public. It offers us the opportunity to explain our philosophy of associate membership as a process that embraces equality and positive educational programming for members who have not yet been initiated but have equal standing with the other members of the chapter.

This separates Theta Xi from other fraternities that still use the term and philosophy of "pledging", and can be presented in recruitment as a distinct advantage for those who chose to join Theta Xi!

Associate Member Ceremony

The Associate Member Core Education Program begins with the Associate Member Ceremony which is located in this guide as Appendix A. In addition to all chapter members, it is strongly recommended that parents, prominent administrators, faculty, and area alumni be invited.

A check list to help make sure the ceremony is well presented is listed below:

- ☐ Set date for ceremony at least three weeks in advance.
- ☐ Secure room location for the ceremony. The ceremony is most effective in a setting that promotes dignity or solemnity. The chapter house is fine if it has a large enough room, but other locations can be used such as the campus chapel, a board room or well-appointed commons area. Some outdoor settings might also be appropriate, such as a formal garden or well-appointed patio as long as the site is reasonable free from “noise pollution”.
- ☐ Reserve adequate number of chairs, tables, and a podium for the ceremony.
- ☐ Send invitations via phone, email and or mail to prominent administrators, faculty, area alumni, regional director, and other guests for the ceremony (at least 3 weeks ahead).
- ☐ Arrange for food and beverages to be served if a reception is planned following the ceremony.
- ☐ When bid is accepted instruct each new Associate Member to invite his parents, girlfriend, etc. to the Associate Members Ceremony. Provide him the date, time, site, and the appropriate attire.
- ☐ Send invitations to parents via phone, email, and/or mail as soon as bids are accepted.
- ☐ Make adequate copies of the script for all participants with speaking roles.
- ☐ President meets with officers and Big Brothers to “rehearse” the ceremony, instruct them about pinning the Associate Members, etc
- ☐ Notify chapter members of date, time, and appropriate dress for the ceremony.
- ☐ Appoint members to assist on the ceremony date in the set-up of podium, chairs, tables, and the placement of candles, AM pins and Quests at ceremony site.
- ☐ Set-up the ceremony site.
- ☐ Conduct the ceremony.
- ☐ Send thank you notes to guests who attend the ceremony.

Orientation Meeting with Big Brothers

Either prior to or after the Associate Member Ceremony, the membership educator shall hold an orientation meeting for all new associates.

Syllabus:

- Introduction of Big Brothers - *Big Brothers should attend this meeting and participate in the discussion.*
- Discussion of Hazing and the Policies of Theta Xi Fraternity (*Quest p. 104*)
- Distribution of Chapter Information File
- Review of Core Program meeting schedule and programs(*Quest p. 8-10*)
- Assignment for the next meeting: Read the following from *The Quest*:
 - The Introduction to Theta Xi Fraternity pp. 15-22
 - Inter-fraternal History & Objectives pp. 76-83

1. Introduction of Big Brothers

Selection of Big Brothers should be done prior to this meeting. Big Brothers should be chosen primarily on their ability to serve as a responsible role model to the new member. Good scholars, similar majors, more senior members (all of whom are financially current with the chapter), are all appropriate criteria for selection. Additional information regarding selection of Big Brothers is included in this guide as Appendix B. Members identified to serve as a Big Brothers should be familiar with and have signed the Big Brother Contract, also included in Appendix B.

2. Icebreakers

Use some icebreakers to make everyone more comfortable with each other. Some examples are included in Appendix C.

3. Discussion of Hazing and the Policies of Theta Xi Fraternity (*Quest p.104*)

■ Introduction

Hazing, in any form is demeaning to the person(s) being hazed and to the Fraternity as a whole. In *The Quest for Theta Xi*, p. 104, the Statement of Position provides a definition of hazing and summarizes the Fraternity's historical stand opposed to hazing practices.

■ What is hazing?

Hazing (def): "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form; creation of excessive fatigue, physical and psychological shocks; quests, treasure hunts, scavenger hunts, road house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution." (*Quest p.101*)

Discussion questions:

- How does hazing affect the individual?
Some possible responses:

- *Physical harm*
- *Psychological harm*
- *Loss of self-esteem*
- *Person hazing can be held accountable for a criminal act*
- How does hazing affect the chapter?
Some possible responses:
 - *Hinders bonding of new members to current chapter members*
 - *Sends message that Fraternity and chapter policies are irrelevant*
 - *Can lead to chapter closure*
 Was anyone hazed during the recruitment process?
Suggest any or all of those listed below:
 - *No Fraternity promotes hazing during recruitment and they should deliver what they sold during the recruitment process*
 - *Just because someone accepts a bid for membership, doesn't mean we still aren't recruiting – we need to get our Associate Members initiated - then we can stop recruiting.*
 - *Hazing is inconsistent with every Fraternity ideal we stand for – and is not what we promoted in recruitment*
- Who should you talk to if you believe you are being hazed?
Suggest any or all of those listed below:
 - *Big Brother*
 - *Chapter president*
 - *DGL (chapter advisor)*
 - *Fraternity headquarters staff*
 - *Campus Greek Advisor*

4. Review of Core Program Meeting Schedule and Programs

In advance of this meeting, the membership educator should prepare a schedule or calendar of all Associate Member Education Core Program meetings and activities up to and including initiation that should be provided and reviewed with all new members and their Big Brothers. A summary of the Core Education Program and the seven core education meetings is provided on p. 8-10 of the *Quest* and should be reviewed as part of the discussion.

5. Distribution of Chapter Information File

Prior to the meeting the membership educator prepares a file for each associate members that contains the following items: roster and contact information for all brothers and associate members, list of chapter and alumni officers, GDL (chapter advisor) and campus Greek affairs contact information, chapter by-laws, house rules, local chapter history, songs, etc. Some chapters maintain a chapter/house house policy manual that includes this plus additional local information.

6. Assignment:

Read the following from *The Quest*:

- Our Individual Quest (pp.4-22)

Core Education Program One

Syllabus

- Introduction of Leadership Initiative
- Viewing of the “Theta Xi - Making History” DVD.
- Review and Discuss
 - The introduction to Theta Xi Fraternity (*Quest* pp. 5-22);
 - Rights as a New Member (*Quest* pp. 6-7)
 - Personal Conduct (*Quest* pp. 11-19)
 - Obligations of Membership (*Quest* pp. 19-20)
 - The Purpose of Theta Xi - (*Quest* p. 4-5)
 - Fraternity History - (*Quest* pp. 76-83)
 - Local Chapter History

1. Introduction of Theta Xi’s Leadership Initiative

Theta Xi has embarked on a mission to refocus the direction of our Fraternity. This process is known as our Leadership Initiative. Part of your Quest for Theta Xi involves personal development. As a national organization we are committed to helping you realize your leadership potential to the fullest. It is our mission and responsibility to you to make you the best man that you can be. Today, more than ever, our society is placing greater demands on you as fraternity men to be leaders on-campus and later in your community.

To aid you in that quest and to make Theta Xi Fraternity a stronger organization, Theta Xi has developed the following guidelines and programming opportunities (Note for Membership Educator: Explain each to the best of your knowledge and do not hesitate to seek input from chapter members who have attended any of the programs listed below or are familiar with them):

- Promote every member’s involvement on campus in a leadership position
- Recruitment and academic guidelines that seeks to recruit scholars
- District Leadership Academy (area leadership and educational programs held every spring)
- Rising Star Academy (national leadership development weekend for new initiates)
- Presidents Academy (national leadership training weekend for chapter presidents)
- Partners Advancing Leadership - PALs (Theta Xi’s mentoring program)

2. “Theta Xi- Making History”

The DVD “Theta Xi- Making History” is included in the back of this guide. It is about 20 minutes long. Use this DVD (which was produced for Theta Xi’s 125th Anniversary Convention in 1989) to introduce new members to Theta Xi’s rich history.

3. Review and Discuss

Use the assigned *Quest* readings as guides for discussing the rights of the new member and their personal conduct. Make sure to cover the following topics:

■ Rights as a New Member (*Quest* pp.6-7)

Theta Xi Fraternity provides a home environment where members have a place to grow and express ideas. As an individual in this organization you are guaranteed the following rights:

1. The right to be an individual, and to be accepted by the chapter for your personal qualities which make you similar to and different from others.
2. The right to be free from intentional humiliation and harm.
3. The right to be treated and regarded with the same respect as any initiated member of Theta Xi Fraternity.
4. The responsibility to realize that the Fraternity does not - and the chapter must not - condone hazing.
5. The responsibility to realize that you must say no to hazing.
6. The responsibility to realize that the associate member is just as responsible as the initiated member for participation in any type of hazing activity.
7. The responsibility to realize that the punishment to the associate member can be equally as severe as the punishment given to the initiated member for any hazing activity.
8. The responsibility to uphold the standards of the Fraternity and the local chapter.
9. The responsibility of loyalty to the chapter and its members, the Fraternity, the Greek system, the college/university and the ideals for which each stands.
10. The responsibility for exemplary conduct, since personal actions reflect not only upon yourself, but also upon the chapter, the Fraternity, the Greek system, and the college/university.
11. The right to the respect of your culture, personal beliefs, and emotions.
12. The responsibility to continually strive for excellence from the first moment of your affiliation with the fraternity.
 - Questions
 - How does your membership and active participation input influence the chapter?
 - Who would talk to if you felt your rights have been violated?

■ Personal Conduct

Your personal conduct is a reflection on the organization. By making certain choices you influence the opinions of individuals inside and outside of the organization so there are certain things that you should be aware of:

- Personal Care
- Caring of personal effects
- Respecting others
- Greeting people
- Introductions
- Shaking hands
- Hospitality
- Table Manners

■ Obligations of Membership

As a member you have certain obligations that include:

- Financial Obligations
 - The Theta Xi Constitution states all members are expected to pay their chapter bills when due.
 - Fees all members must pay include:
 - Your individual initiation fee.
 - Chapter dues to provide for the day-to-day operations of the chapter.
 - At the next meeting we will discuss in more detail how your fees are used.
- Responsible Behavior - "Theta Xi expects all members to conduct themselves as gentlemen (Quest, p. 20)."

- Positive attitude.
 - Demonstrate cooperation.
 - Hold other members accountable for their behavior.
- *The Purpose of Theta Xi Fraternity*
Review and discuss: See Purpose Workshop - Appendix E and consider using it as a part of this meeting if you are not planning to use it on the Big Brother/Little Brother retreat or as a separate bonding activity.
- Inter-fraternity and local chapter history – This is a great time to involve a local alumnus in the presentation.

Core Education Program Two

Syllabus

- Review, explain, and discuss the following:
 - Individual Financial Obligations
 - Chapter/ Colony By-laws
- Introduce the Community Service Project and brainstorm potential projects to select one to develop over the next several weeks
- Theta Xi Jeopardy (bonding activity for the associate members and brothers)

1. Individual Financial Obligations

Each member of Theta Xi fraternity is obligated to support the chapter through dues. Use the following questions to facilitate the discussion:

- Why do we collect dues?
- Where does the money go? (Distribute and explain the chapter budget)
- What options are available for making payment of dues? (Explain the payment options the chapter provides its members)

2. Chapter By-Laws

Use this time to discuss your chapter's/colony's by-laws. This is important for the group to understand the governance of the chapter.

3. The Community Service Project

Introduce the Fraternity's public motto "Juncti Juvant – United They Serve". Then take time to announce the community service project that will be organized by the Associate Member class to include the participation of initiated and associate members on an equal basis. Spend some time having the Associate Member's brainstorm possible projects (Membership Educator should feel free to discuss previous projects the chapter has conducted). It is suggested the class:

- Consider doing a project for one of Theta Xi's two National Service Projects, Multiple Sclerosis or Habitat for Humanity.
- Consider organizing a real "service" project (participating in a habitat build, for example) as opposed to a fundraising project (a can shake, for example).
- Also consider the value of organizing a project that benefits a local organization in need. Your campus Greek Advisor and/or local alumni may be helpful in providing recommendations.

4. Theta Xi Jeopardy

Theta Xi Jeopardy can be found in Appendix F of this manual. (Optional: Use another team building exercise for the associate members and initiated brothers. One possibility is to use the Jeopardy questions in a trivia-based game format.)

5. Assignment

Read the following from *The Quest*:

- Statements of Position (*Quest* pp. 104-111)
- Our Chapter Quest (*Quest* pp. 23- 38)

Core Education Program Three

Syllabus

- The Fraternity Statements of Position (*Quest* pp. 104-111)
- Duties of Elected and Appointed Chapter Officers (*Quest* pp. 24-26)
- Chapter Committee Structure
- Leadership Development Opportunities
- Review of *BluePrints* chapter self-evaluation and goal-setting guide
- Review of the Theta Xi Risk Management Policy (*Quest* p. 105, 110-111)
- Viewing and discussion of the Risk Management DVD “Tell Me Something I Don’t Know” utilizing the discussion guide included as Appendix G.

1. The Fraternity Statements of Position (*Quest* pp. 104-111)
The Fraternity Statements of Position can be found in *The Quest* on pp. 104-111. Use these along with the following questions to guide you through the discussion.
 - Why do we have Statements of Position?
 - How do we use the Statements of Position to govern our organization?
2. Duties of elected and appointed chapter officers(*Quest* pp. 24-26)
Successful organizations are governed by executive officers. Use this time to discuss the duties of the following officers
 - President
 - Vice President
 - Treasurer
 - Senior Steward
 - Junior Steward
 - Secretary
 - Scholarship Chairman
3. Chapter Committee Structure
Explain and provide a list of the chapter’s committees. Consider assigning each Associate member to a committee or allow each Associate Member to select a committee to join for the balance of this academic term.
4. Leadership Development Opportunities
Emphasize each member’s opportunity to further develop his leadership skills by taking an active role in chapter committees and later as an officer.
5. Theta Xi *BluePrints*
Explain the Fraternity’s *BluePrints* chapter self-evaluation & goal-setting program.
6. Theta Xi Risk Management Policy (*Quest* p. 105, 110-111)
Explain and discuss the policy. Point out that it is designed to help provide a safe environment and Fraternity experience for brothers and their guests. The policy is mandatory and there are consequences to members and the chapter for violating the policy. Explain how your chapter implements the policy.
7. “Tell Me Something I Don’t Know”

The DVD is located in the back of this notebook. It's about 20 minutes long. Allow at least another 45 minutes for discussion as outlined in the facilitation/discussion guide provided as Appendix G.

8. Assignment

Read the following from *The Quest*:

- Our Fraternity Quest (pp. 40- 74)

Core Education Program Four

Syllabus

- Chapter Programs & Activities (*Quest* pp 27-31)
- District & Regional Organization (*Quest* pp. 36-38)
- Your Campus Greek Community (*Quest* p. 76-83)
- The alumni aspect of the fraternity (*Quest* pp. 21-22)
- The Theta Xi Foundation (*Quest* pp. 60-62)
- Developing a plan for next week's community service project

1. Chapter Programs and Activities

The programs of the Fraternity help chapters improve their operations and members to better themselves. Use this time to discuss the following Fraternity programs:

- *Values into Action*
Values into Action is an award winning educational program that will help new members identify their own values and better understand the values of Theta Xi Fraternity. It includes values clarification exercises and readings.
- *Brother to Brother*
A substance abuse educational program, *Brother to Brother* teaches the intervention process to help one confront a brother, friend, fellow worker or family member who has an abuse problem. Intervention's goal is to have the abuser admit to the problem and agree to seek the treatment they need to overcome their abusive behavior.

2. District & Regional Organization

Explain the Fraternity's district and regional plan (use map in *Quest* p.38):

- Point out which district and region the chapter is assigned to along with the other chapters in your region and district.
- This is a good time to emphasize that one advantage of membership in a national fraternity is the opportunity it provides members to visit with brothers from other campuses to share the brotherhood and to learn from each other to strengthen their chapter's operations.
- Explain the proper behavior to follow in visiting another chapter, such as to respect the other chapter's policies, property, and members.

3. Your Campus Greek Community

(Note: Consider inviting the campus Greek life officer to facilitate this portion of the discussion)

Take this time to review Greek life at your school. Explain the following:

- What is the governing body for Greek life at your school (IFC, IGC, etc)?
- What is its purpose? (unite Greeks, promote the system, adopt and enforce policies, etc.)
- What other Greek organizations exist at your school? Men's and women's groups.
- Point out that this Greek governing body provides members with another opportunity to take a leadership role outside their chapter experience to promote Theta Xi to the Greek and campus community.

4. The Value and Role of Alumni

(Note: This is a great opportunity to invite an alumnus or several alumni to speak about their experience with the Fraternity OR move this section to the weekend retreat where it might be more feasible for an alumnus to be present)

Explain and discuss:

- Theta Xi as a life-time experience.
- Your chapter's alumni organization (alumni association, house corporation, etc).
- The role of the Delegate to the Grand Lodge (chapter advisor).

5. Theta Xi Fraternity and Foundation

Explain the difference:

- Theta Xi Fraternity is the membership organization to which all belong once initiated. It consists of undergraduate and alumni brothers, chapters, all alumni groups, the Headquarters staff and Grand Lodge. The Fraternity maintains the membership records and oversees the operations of all chapters in addition to setting the policies of the entire national organization.
- Theta Xi Foundation is a separate legal entity that exists with the sole mission of providing educational and programming resources to undergraduate members of the Fraternity. It has no members other than a Board of Trustees and is dependent upon the voluntary gifts of alumni and undergraduate members and friends of the Fraternity to meet its mission.

6. Assignment

Announce the deadline to submit individual initiation fees.

- Our Mutual Quest (Quest pp. 76-83)

Core Education Program Five

Syllabus – It is important that Big Brothers also participate in this program!

- Introduction including written comment of Founder Thomas Cole Raymond
- Viewing of DVD “Living Your Ritual”
- Distribute and read the handout “Secret Thoughts of a Ritual”
- Discussion of handout and video
- Announcement of initiation and distribution of prospective initiate letter(s)

1. Introduction

Rituals have been important to many organizations and individuals since before the founding of Greek life. Usually these rituals encompass values that are universal in nature and that serve as a guide to live by as a better person. For Theta Xi Fraternity, we are bound together by sharing the guiding principles of our ritual and *The Ritual* holds a sacred place in our hearts. Thomas Cole Raymond (Alpha 5) was the first to document the importance of our Ritual. His thoughts are as applicable to Theta Xi's today as they were when he penned them in 1864 prior to the initiation of Edward H. Morrison, Alpha 9, the first new member after the honored Founders, and in whose honor Theta Xi's membership education program is named:

“The Fraternity assembled this evening for the purpose of initiating Mr. Morrison. The time previous to his arrival was occupied in rehearsing the initiation service. This being our first initiation it was consequently highly interesting and impressive. We were all deeply sensible of the importance of the occasion since from this night we receive the new made member as a brother. And in doing so it becomes us to pause well and consider and realize if possible the sacred character of the occasion, since henceforth we all must be responsible, in a measure, for the character and making of the man. It becomes us as true brothers, joined hand in hand and bound together by indissoluble ties, to take it upon ourselves, each and all of us, to endeavor to instill into his youthful mind the high and noble principles which we profess to keep. To give to him that due appreciation of his duties as a brother and a cherished friend, which will best fit him for the new sphere in which he is to move, which will best fit him to advance the sacred objects of our Brotherhood. And in striving to fulfill all these duties, is there any better mode of accomplishing this sacred end, than by our own example, by our own treatment of one another? Is there any better way of showing to him that the principles which bind us together are deeply felt by all? This is the only way we can prove to him the sincerity of our vows, and the only way that we can demonstrate to him that he has indeed found true friends. The initiation was conducted without any special occurrence,”

by Thomas Cole Raymond, 1864

So now we meet with you as initiates and prospective initiates to discuss and to share with you the importance of ritual prior to your initiation.

2. Review “Secret Thoughts of a Ritual”

“The Secret Thoughts of a Ritual” can be found in Appendix H. Adequate copies of this reading should be made prior to the meeting to distribute to each Associate Member and his Big Brother. After reviewing the essay, proceed to showing “Living Your Ritual”.

3. "Living Your Ritual"

The DVD is approximately ten minutes long. Show it and then explain that the men in the video are from different fraternity chapters across the country. This video project was originally organized to talk about successful chapter operations. The men participating credited their success to living their ritual and that led to producing this video.

4. Discussion of handout and video

Membership Educator presents the following questions:

- What other groups or individuals have rituals?

Possible Answers:

- *The armed forces*
- *Schools*
- *Religious Organizations*
- *Other fraternal organizations (Mason, Elks, Shriners, etc.)*

- What might be the morals/principles/virtues that are encompassed in these rituals?

Possible answers:

- *Honest*
- *Integrity*
- *Justice*
- *Sincerity*
- *Unity*

- Why are these rituals important?

Share the answer:

- *They remind us of the values that inherently make us good people.*

- What are some reasons members might have for not using *The Ritual* on a regular basis?

Some possible answers:

- *Too time consuming*
- *Too formal*
- *Inconvenient to set up for a Ritual meeting regularly*

- Skipping use of *The Ritual* – what impact may it have?

- *Inefficient meetings*
- *Members not held to the standards of behavior our oath requires.*
- *Lack of respect for Fraternity & chapter policies (ie., if Ritual doesn't matter, why should other requirements?)*

- How does one instill these values in the members of an organization?

Seek these answers:

- *Communicate them clearly and regularly*
- *Discuss them regularly*
- *Live them because every one knows that actions speak louder than words!*

- Why are these rituals secret?

State these reasons:

- *For fraternities, in the mid 1800's when many were founded students were not permitted to hold debates without faculty oversight, thus secret societies were established.*

- *The principles and rituals remain secret in respect for the tradition under which our founders established their organizations.*
 - *By maintain secrecy, these founding principles are elevated in importance.*
- How has Theta Xi's Ritual impacted your brothers?
Have Big Brothers share statements or stories of how the Theta Xi's Ritual has impacted or influenced their life.
 - Closing: The purpose of this exercise is to share thoughts concerning ritual between Big and Little Brothers and to introduce them to the life-long value of *The Ritual of Theta Xi*. This discussion is intended to show the Associate Member that *The Ritual* not only applies to the undergraduate Fraternity years, but also serves to guide each brother throughout his life.
5. Announcement of Ritual initiation date and time
In advance of this meeting, prepare individual letters to distribute to each Associate Member announcing the date and time of their initiation. A sample letter is included as Appendix I.
6. Assignment
- Prepare for your Ritual initiation by arriving on time and dressing appropriately (shirt and tie or jacket and tie, based on the chapter's preference).
 - Remind Associate members that their Initiation Fee must be paid to proceed with their initiation. Chapters must notify Fraternity Headquarters of initiation date and get final approval prior to conducting the initiation

Ritual Initiation

Syllabus

- Ritual Initiation
- Welcome event

1. Conduct Ritual Initiation

Memorizing the roles in the initiation ceremony is critical to performing the individual initiation(s) properly and is in accordance with the wishes of our honored founders. Performing initiation properly demonstrates respect for the new member and places the chapter's value and respect for *The Ritual* in proper focus.

2. Finish Ritual meeting

Use this meeting to introduce new brothers to *The Ritual* and their Ritual obligations. No business need be scheduled. Make sure your chapter president is prepared to read the charge to new initiates and that the two required Ritual orientation meetings are scheduled and announced.

3. Welcome new initiates

- Have new initiates complete their "Form A" Record of Membership in the chapter's Biographical Data Book so that the chapter secretary can submit it to Fraternity Headquarters. This form is used to enter the new initiate into the Fraternity Headquarters permanent data base, to order the new member's shingle, and to order his Life Membership Card.
- Consider planning a welcoming event of some type (for example: a special dinner or meal at which the new initiates are the special guests of the chapter). Let the completed Form A be their entrance "ticket" for the event.