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1) Each chapter has a written New Member Education program.
   • FSP must have a copy of your written program. This can be cut and pasted from your chapter guidelines into your CAT attachment.
   • See “Tips for a Good New Member Program” on http://arizonagreek.orgsync.com/resources
   • Look to #7 to be sure your written program includes these sections.
   • Chapters are also required to provide a copy of the New Member Education calendar by the deadline each semester. Look for the deadlines on the Weekly President's emails, at President’s Forum, or ask your chapter liaison.

2) New members for each organization must attend the New Member Symposium each respective fall and spring semester.
   • Dates for New Member Symposium will be made available via the FSP website or by contacting your chapter liaison.
   • Chapters can lose credit for new member symposium if new members misbehave or attend late.
   • Be sure to block this time so that your chapter does not have any events that conflict with New Member Symposium.

3) New members for each organization shall complete GreekLifeEdu each semester.
   • Greek Life EDU is made up of two parts, and there is a deadline to meet for each.
   • ALL New Members MUST complete GLEDU regardless of whether they have been fully initiated or crossed yet.
   • Instructions for logging onto GLEDU will be sent out electronically in the Weekly President’s emails and in hard copy at President’s Forum. Losing the instructions is NOT a valid excuse for non-compliance. Contact the FSP office and any staff member can get you the instructions again.
   • The two parts of Greek Life EDU should take approximately two (2) hours to complete. It will take some people a little longer, some a little less.
   • Make this expectation known early in your New Member process.
   • Be sure your members are aware of the two-hour timeframe so that they don’t begin and then stop before they finish.
   • Fines are assessed by some councils for non-compliance. This includes Part I and Part II.
   • Send out reminder emails to all New Members well in advance of the deadlines for Parts I and II
   • Contact your Chapter Liaison in the FSP office for a list of names of New Members who have not completed GLEDU two weeks before the deadlines.

4) The chapter’s New Member Educator attends the New Member Symposium (NMS) Orientation each semester before NMS.
   • The NMS Orientation typically takes place one or two weeks before the NMS. Check the FSP calendar to be sure that your NME is available, and if not, that a representative for your chapter is in attendance.
   • Be VERY prompt for this meeting. We have had instances of people arriving late and the meeting is already over.
5) There is an officer/chair whose responsibilities and expectations as it relates to total membership education are clearly outlined.
   • For an idea of how to include Membership Education/Development into a pre-existing position description, see sample CAT documentation (page 3): http://s3.amazonaws.com/os_extranet_files_test/343_12373_catsampledoc.pdf

6) There is a New Member Educator with a written description of the position responsibilities and expectations.
   • For an idea of how to include community service/philanthropy into a pre-existing position description, see sample CAT documentation (page 3): http://s3.amazonaws.com/os_extranet_files_test/343_12373_catsampledoc.pdf

7) Each chapter’s New Member Education program covers the following: Scholarship, Risk Management, Campus Involvement, & Hazing.
   • Provide an outline of your New Member Education program that specifically highlights these four areas.
   • Dedicate a single meeting to each topic.
   • Your chapter officers or chairs for in charge of Scholarship, Risk Management, Involvement and Hazing should be present for these meetings to help educate and answer the questions of New Members.
   • For an example of how to document these programs, see sample CAT documentation (page 4): http://s3.amazonaws.com/os_extranet_files_test/343_12373_catsampledoc.pdf
   • These topics are important to Greek Life and should be covered in detail. It is not sufficient to throw all of these topics into a single meeting.
   • See “Hazing 101” on http://arizonagreek.orgsync.com/resources for an example of a hazing education program.

8) Each chapter has a written Big/Little Program, which includes requirements for becoming a big sister or brother. (i.e. Current financially with the chapter, minimum GPA.)
   • Contact your national headquarters for Big/Little programming guidelines that your chapter can use.
   • FSP must have a copy of your written program. This can be cut and pasted from your chapter guidelines into your CAT attachment.
   • Be sure to include the information on what qualifications are needed to be a “Big”
   • For an example of how to document these programs and requirements, see sample CAT documentation (page 4): http://s3.amazonaws.com/os_extranet_files_test/343_12373_catsampledoc.pdf

10) Each chapter has a presentation from their UAPD Liaison once a year.
    • Look at http://www.uapd.arizona.edu/res_hall_program.htm to find your UAPD liaison.
    • Record the date, time, and topic of the presentation on your CAT documentation
    • Be sure to contact your liaison early in the year to set up your presentation
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• Consider integrating the presentation with a mandatory chapter meeting to ensure good attendance
• Behave courteously and respectfully to your liaison and the UAPD throughout this process

11) Each chapter has a mentorship program. This could include mentorship inside the organization or outside or both. For an internal program this could include the following: a big/little program, an alumni/active program, an academic related pairing etc.

• There are many forms of advising that could qualify for this requirement. For example, some chapters have members mentoring at K-12 schools in Tucson, and this would be acceptable. Check with your chapter’s FSP liaison to confirm whether your advising program fits the requirement.
• Contact your national headquarters to see if there is a mentorship program already in place that you can institute in your chapter.
• Contact your local alumni branch to see if they would be interested in career-, academic- or leadership-based mentoring.
• Consider using your parent contact information to identify other parties who might be interested in creating a mentoring program.
• If your chapter is interested in an academic related pairing, utilize your campus affiliated contacts, such as your chapter advisor to reach out to professors or other staff members.
• Be sure to document the type of mentoring program your chapter has adopted and how regularly meetings between mentors/mentees occur.

12) Each chapter has a minimum of two educational programs or workshops each semester with 65% chapter attendance. An non-exhaustive list of topics include:

a. Values
b. Alcohol and Drug Education
c. Academic Success
d. Leadership Development
e. Diversity
f. Gender Relations
g. Personal Responsibility
h. Career Services
i. Wellness
j. Stress Management
k. Self-defense

• Contact your national headquarters to see if there are educational programs already in place that you can adapt to your chapter’s needs.
• There are a number of informational and educational programs that are available through the University at no cost to your chapter. A few examples:
  o Academic Success and Leadership Development: Contact Fraternity and Sorority Program’s Kevin Nutter or Devon @ 621-8046, for a presentation tailored to the needs of your chapter.
  o Diversity and Gender Relations: To register or request SafeZONE training, please contact Jennifer Hoefle at the Office of LGBTQ Affairs at jhoefle@email.arizona.edu, or call (520) 626-1996.
  o Personal Responsibility: Contact Melanie Fleck at 621-3941 to schedule a STEP UP educational meeting to help your members recognize when, where, and how to intervene in dangerous situations.
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- **Wellness**: Utilize your Hunter White Health Advocates to present information on Health and Wellness that is best suited to your chapter.
- **Self Defense**: The Oasis Program and Women’s Resource Center’s Self defense workshops are available by request. Call 621-4498 to schedule.

- Do not limit yourself to the programs listed here. Educate yourself and your chapter about available programming that your members will find interesting.
- Be sure to set up your presentations early in the semester.
- Integrate the presentation with a mandatory chapter meeting to ensure good attendance, and be sure to collect the names of all attendees.
- Vote as a chapter on topics for each semester as a way to improve attendance.
- Take advantage of campus scheduled educational programs to decrease work on behalf of the chapter (i.e. Sorority Safety night keynote, Safe Spring Break or UA presents.
- For an example of how to document these programs and requirements, see sample CAT documentation (page 4):