

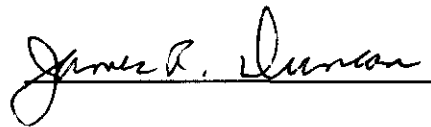
Delta Sigma Pi: A Guide to a Successful Chapter

An Honors Thesis (HONRS 499)

By

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A handwritten signature in cursive script, reading "James R. Duncan", is written over a horizontal line.

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Abstract

This guide is a usable reference for future and current members, also known as brothers, of Delta Sigma Pi, to help facilitate a thriving and successful chapter. Ball State's chapter has 15 officers. The guide contains a description of the responsibilities of each office. Included are examples of the items that need to be submitted by each officer to the Central Office to obtain Chapter Efficiency Index points. Several suggested activities, ideas for events, and advice for each officer are included.

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Acknowledgments

I want to thank Dr. James Duncan for his role as my thesis advisor. He offered valuable advice throughout the whole process. I also want to thank my brothers of Delta Sigma Pi. I have learned so much about the fraternity and the chapter over the past four years.

November 18, 2001

Dear Current and Future Brothers,

I chose to create this booklet as a way of giving back to the chapter. I have had many great mentors over my collegiate career who have helped me study for classes, explore the professional world, and learn how to run a successful chapter. I realized over the years that much valuable advice gets lost in the transition from one officer to the next, because everything is transferred by word of mouth. I hope this booklet makes the transition easier.

I pledged Delta Sigma Pi during the second semester of my freshman year. I decided to pledge, because I wanted to be more active in the College of Business and I wanted to meet more business students. At that time, the chapter had about fifty brothers and I was intimidated by all of them. One of my greatest benefits of joining was the requirement of interviewing each active brother. This forced me to talk to people I didn't know and speak professionally. I had the privilege of having Woody Prechel as my Big Bro to help me become a member. The requirements of Professional Dress taught me how to be comfortable in a suit.

My first semester as a brother, I held a semester office, the Public Relations/Deltasig Correspondent. This gave me an understanding of the inner workings of the fraternity. I realized that I wanted to be more involved. I opened up more and became a Big Bro for the first time.

For the next year, I was the Membership Secretary. I was no longer the youngest in the fraternity and I felt the responsibility to the newer members to show them the

opportunities within Delta Sigma Pi. I had three more great Lil' Bros and I had my own family tree just as my Big Bro did. At times, I had to be strict with the brothers about the Attendance Policy and the Dress Code. That year was difficult, because before then I never had to tell my peers what they could and couldn't do.

Sometime during my term as Membership Secretary, I realized I wanted more responsibility, and I felt I owed the chapter my knowledge that I had learned while being a brother. I became President of the chapter. There are a lot of things I would have done differently if I had the chance for another term, but overall I was happy with the success of the year. The chapter was named 2000-2001's Most Improved Chapter for the Central Region. I would have communicated more with some of the officers and the faculty advisors. Often, there would be times where I didn't speak with an officer for almost a month. I relied on them to come to events, but I really should have made more of an effort to call each officer. With the faculty advisors, I didn't utilize them like I should have. They have great advice, but I'm stubborn and I like our chapter to do things without the aid of others. I believe I did help initiate some great brothers, organize great events, and set up the chapter to receive 100,000 points at the end of the year.

As I graduate, I will always remember my times as a Deltasig. Delta Sigma Pi is like a lot of organizations, what you put into it is what you get out of it. I spent a lot of time on Delta Sigma Pi events and I made a lot of great friends. I also learned a lot about the professional business world. As a result, I feel adequately prepared to enter the "real world." Deltasigs work hard and play hard. I believe I did both, therefore you might hear some stories about Initiations and Spring Flings. They're probably all true.

Future and Current Deltasigs, I hope you learn as much and have as much fun as I did. I have shared my story to help future brothers understand where I'm coming from. I also hope this booklet helps the future officers organize events and become a successful chapter for years to come. Also, please maintain professionalism, because that is one of the greatest benefits a member can ever receive from the chapter.

Fraternally,


Jennifer Gordon

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Membership Benefits

1. Life-long Friendships

A member has the opportunity gain valuable friendships with other members who are also business students.

2. Leadership Skills and the Opportunity to be a Leader

A member has the opportunity to perform a number of leadership roles. Delta Sigma Pi provides experience in leading peers and planning activities.

3. Interviewing Skills

Several professional speakers inform the chapter about interviews. Also, every pledge is required to interview every brother to gain experience in professionalism.

4. Networking Skills

Several professional speakers bring insights to the chapter about networking.

5. Professionalism

A member has the opportunity to dress, conduct himself/herself, and speak professionally during several chapter activities.

6. College Mentors

A member will interact with older students and professionals. Many brothers receive valuable advice from those individuals about college classes, the job search process, and the transition from college to the “real world.”

7. Professional Connections

Members can network with business professionals who are also Deltasigs.

8. Study Partners for Classes

On average, a brother is enrolled in every class in the College of Business, thus providing an opportunity to form study groups with other brothers. Also, older brothers may tutor others in lower level classes.

9. Sense of Belonging to a Group

Delta Sigma Pi provides an opportunity to belong to a campus organization.

10. Brotherhood for Life

There are over 190,000 brothers in the United States and every member has a strong bond to every other brother.

President

Description of Office

The President is responsible to hold meetings according to the Bylaws. He/she must ensure that all officers complete their duties. The President is responsible to be knowledgeable about every officer's responsibilities. He/she must enforce the laws of the Fraternity and the chapter. The President is the chapter and Fraternity representative for all necessary national, chapter, and campus events. He/she should maintain a vision for the chapter to move towards and ensure the chapter stays focused on its goals. The President has a responsibility to help any brother in need.

Responsibilities

| | <u>Date Due to Central Office</u> |
|--|-----------------------------------|
| A-7 Calendar | Dec.15/May 15 |
| A-8 Officers Transition, Chapter Goals | Dec. 15/May 15 |
| A-8 President's Goals | Dec. 15/May 15 |
| D-2 Chapter Inspection | between Aug. 15 and Oct. 15 |
| D-2 Chapter Survey | between Mar. 15 and May 15 |
| F-4 Grade Report | end of the following semester |

Calendar

The calendar on pages 4-8 is an example of the calendar required by the Central Office to be turned in on Dec.15 and May 15. It provides an outline for the following semester. The events listed on the calendar are explained on subsequent pages throughout the guide.

January

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|--------------------------------|----------------------------------|--------------------------------------|-----------------------------|-----------------------------|------------|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 Classes Start | 9 | 10 Business Meeting @ 9:30 pm | 11 Recruiting Tables | 12 Recruiting Tables | 13 |
| 14 | 15 Information Hour | 16 Meet the Chapter Night | 17 Alumni Letter Fundraiser | 18 Recruiting Social | 19 | 20 |
| 21 | 22 Interviews @ 6:30 pm | 23 Interviews @ 9:15 pm | 24 Business Meeting @ 9:30 pm | 25 Adopt-A-Highway | 26 | 27 |
| 28 | 29 | 30 Pinning @ 9:30 pm | 31 | | | |
| | | | | | | |

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February

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|--|------------|--|----------------------------|----------------------------|------------|
| | | | | 1 Pledge Icebreaker | 2 | 3 |
| 4 | 5 Pledge Meeting @ 9:30 pm Junior Achievement | 6 | 7 Business Meeting @ 9:30 pm Professional Speaker @ 6 pm | 8 | 9 Raffle Fundraiser | 10 |
| 11 | 12 Pledge Meeting @ 9:30 pm | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 Pledge Meeting @ 9:30 pm | 20 | 21 Business Meeting @ 9:30 pm | 22 | 23 | 24 |
| 25 | 26 Professional Video @ 8:30 pm Pledge Meeting @ 9:30 pm | 27 | 28 | | | |
| | | | | | | |

March

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|-----------------------|--|-----------------------|--|-----------------------|-----------------------|---------------------------|
| | | | | 1 | 2 | 3 |
| 4 Spring Break | 5 Spring Break | 6 Spring Break | 7 Spring Break | 8 Spring Break | 9 Spring Break | 10 Spring Break |
| 11 | 12 Pledge Meeting @ 9:30 pm | 13 | 14 Business Meeting @ 9:30 pm Professional Speaker @ 5:30 pm | 15 | 16 | 17 |
| 18 | 19 Pledge Meeting @ 9:30 pm | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 Pledge Meeting @ 9:30 pm Professional Workshop @ 7 pm | 27 | 28 Business Meeting @ 9:30 pm | 29 | 30 | 31 Adopt-A-Highway |
| | | | | | | |

April

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|--------------------------------------|------------|--|---|------------|----------------------|
| 1 | 2 Pledge Meeting @ 9:30 pm | 3 | 4 Professional Speaker @ 8 pm | 5 | 6 | 7 |
| 8 | 9 Pledge Meeting @ 9:30 pm | 10 | 11 Business Meeting @ 9:30 pm | 12 | 13 | 14 |
| 15 | 16 National Exam | 17 | 18 | 19 | 20 | 21 Initiation |
| 22 | 23 | 24 | 25 Business Meeting @ 9:30 pm Professional Tour @ 4 pm | 26 Transition Meeting @ 9:15 pm | 27 | 28 |
| 29 | 30 Finals | | | | | |
| | | | | | | |

2001

May

| <i>Sun</i> | <i>Mon</i> | <i>Tue</i> | <i>Wed</i> | <i>Thu</i> | <i>Fri</i> | <i>Sat</i> |
|------------|------------|-----------------|-----------------|-----------------|-----------------|------------|
| | | 1 Finals | 2 Finals | 3 Finals | 4 Finals | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |
| | | | | | | |

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President

Chapter Goals for Spring 20xx

1. Have membership up to 50 brothers by December 20xx
2. Obtain 100,000 CEI points
3. Have more interaction with alumni
4. Maintain a stable balance of \$500
5. Establish an annual fundraising event
6. Increase chapter interaction
7. Have at least 45% of all brothers present at each event
8. Establish new recruiting events
9. Have a risk management speaker
10. Have brothers fill out award applications

President

Goals for Spring 20xx

1. Obtain 100,000 points
2. Maintain organization
3. Strengthen communication with the alumni, which will include sending out an alumni letter
4. Increase participation and attendance in the chapter
5. Apply for chapter awards
6. Maintain communication with the Central Office, District Director, and Regional Director
7. Get the committees more involved
8. Maintain professionalism

Newly Elected Officers and Chairs

On November 29, 20xx, the Epsilon Xi chapter at Ball State University held its officer elections. The transition meeting for the outgoing and newly elected officers was held on Monday, December 4, 20xx. The transition meeting provided an opportunity for all newly elected officers, including officers with year-long and semester terms, to meet with the outgoing officers. They discussed the requirements of the office and held a question and answer period. The following officers were present:

- Brother A (Outgoing President)
- Brother B (Outgoing Membership Secretary; Newly Elected President)
- Brother C (Outgoing Senior Vice President)
- Brother D (Outgoing Vice President of Alumni Relations; Newly Elected Senior Vice President)
- Brother E (Outgoing Vice President of Pledge Education)
- Brother F (Newly Elected Vice President of Pledge Education)
- Brother G (Outgoing Vice President of Professional Activities)
- Brother H (Newly Elected Vice President of Professional Activities)
- Brother I (Newly Elected Vice President of Alumni Relations)
- Brother J (Outgoing Vice President of Chapter Operations)
- Brother K (Newly Elected Vice President of Chapter Operations)
- Brother L (Outgoing Vice President of Finance; Newly Elected Ritual Advisor)
- Brother M (Newly Elected Vice President of Finance)
- Brother N (Outgoing Community Activities Chair)
- Brother O (Newly Elected Community Activities Chair)
- Brother P (Newly Elected Membership Secretary)
- Brother Q (Outgoing Ritual Advisor)
- Brother R (Outgoing Historian)
- Brother S (Newly Elected Historian)
- Brother T (Outgoing Chancellor)
- Brother U (Newly Elected Chancellor)
- Brother V (Outgoing Faculty Chair)
- Brother W (Newly Elected Faculty Chair)
- Brother X (Outgoing Brotherhood Chair)
- Brother Y (Newly Elected Brotherhood Chair)

Newly Elected Chairs

On April 25, 20xx, the Epsilon Xi chapter of Ball State University held its chair elections. The transition meeting for the outgoing and newly elected chairs was held on Thursday, April 26, 20xx. The transition meeting provided the opportunity for newly elected chairs of semester terms to meet with the outgoing officers. They discussed the requirements of the office and held a question and answer period. The following chairs were present:

- Brother A (Outgoing Community Activities Chair)
- Brother B (Newly Elected Community Activities Chair)
- Brother C (Outgoing Ritual Advisor)
- Brother D (Newly Elected Ritual Advisor)
- Brother E (Outgoing Faculty Chair)
- Brother F (Newly Elected Faculty Chair)
- Brother G (Outgoing PR/ DELTASIG Correspondent)
- Brother H (Newly Elected PR/ DELTASIG Correspondent)
- Brother I (Outgoing Brotherhood Chair)
- Brother J (Newly Elected Brotherhood Chair)

Chapter Inspection

The Chapter Inspection is due during the fall semester. It can be completed online under forms at www.dspnet.org. Be prepared to know how many ritual books and pledge pins the chapter has. The breakdown of membership by classes is important to know for this form. Also, comments from the Chapter Advisor as well as the Chapter President are needed.

Chapter Survey

The Chapter Survey is due during the spring semester. It can be completed online under forms at www.dspnet.org. The breakdown of membership by classes for members and pledges will need to be gathered. The chapter finances are included in this survey, so the President must be aware of the revenues and expenses to date. There is also an assessment of the chapter management, professional activities, and community service events.

Grade Report

Before the last meeting of the semester, the President should print out a grade report form off the Delta Sigma Pi website. During the last meeting of the semester, each brother should sign his/her name to allow his/her semester grades to be disclosed to the Central Office. During the first couple of weeks of the next semester, the President should take the grade report to the Registrar's Office to be completed. Then the form can be mailed to the Central Office.

Chapter Questionnaire

Name (optional)

What are 3 strengths of the chapter?

What are 3 weaknesses of the chapter?

What do you expect during this semester?

What do you feel is the most critical issue facing the Epsilon Xi chapter of Delta Sigma Pi?

Rate the quality of each of the following areas 1-5 (5 being best)

Professional ____ Financial ____ Community ____ Recruiting ____
Alumni/Faculty ____ Chapter Operations ____ Leadership ____ Social ____

Explain:

Rate your participation level 1-5 (5 being very active) in the following areas:

Professional ____ Fund Raising ____ Community ____ Recruiting ____
Alumni/Faculty ____ Social ____

What suggestions do you have for chapter improvements?

Member Availability Form

Name:

Delta Sigma Pi
Weekly Available Time

| | | Monday | Tuesday | Wednesday | Thursday |
|----------|--|--------|---------|-----------|----------|
| 5:00 PM | | | | | |
| 5:30 PM | | | | | |
| 6:00 PM | | | | | |
| 6:30 PM | | | | | |
| 7:00 PM | | | | | |
| 7:30 PM | | | | | |
| 8:00 PM | | | | | |
| 8:30 PM | | | | | |
| 9:00 PM | | | | | |
| 9:30 PM | | | | | |
| 10:00 PM | | | | | |
| 10:30 PM | | | | | |

Name:

Delta Sigma Pi
Weekly Available Time

| | | Monday | Tuesday | Wednesday | Thursday |
|----------|--|--------|---------|-----------|----------|
| 5:00 PM | | | | | |
| 5:30 PM | | | | | |
| 6:00 PM | | | | | |
| 6:30 PM | | | | | |
| 7:00 PM | | | | | |
| 7:30 PM | | | | | |
| 8:00 PM | | | | | |
| 8:30 PM | | | | | |
| 9:00 PM | | | | | |
| 9:30 PM | | | | | |
| 10:00 PM | | | | | |
| 10:30 PM | | | | | |

Advice

Communicate

To help establish an idea of where the brothers would like the chapter to head, a questionnaire has been included in this booklet. This will help the President determine the strengths and weaknesses of the chapter. To ensure that events get planned, there needs to be lots of communication between the President and the officers. Normally, he/she will need to slightly remind each officer of the next upcoming thing to do. Before each executive meeting, the President should have one item to ask or tell each officer. For those officers who don't attend the executive meetings, the President will need to find time throughout the week to obtain updates on their plans. It is also very important that the President communicate with the faculty advisors every couple of weeks. They have very good ideas and like to be involved. Also, the President shouldn't be afraid to call the Central Office to get answers to his/her questions.

Follow Up

It is the President's obligation to the chapter to ensure that each officer is doing his/her job. For example, in the executive meeting, the President mentions to the Vice President of Alumni Relations (VPAR) that the chapter should send out letters to the alumni about Homecoming. Every week or more often, the President should ask the VPAR how things are going, if he/she has any questions or problems, or needs any help. If the President doesn't follow up, usually the activity doesn't get completed as timely as it should. It is imperative that he/she remind the Vice President of Chapter Operations of the items that need to be turned into the Central Office and of the impending deadlines. This officer has a lot of responsibility, and sometimes items may not be sent in.

Motivate

The President needs to find new ways to create excitement and increase attendance. If new and different events are organized, people are going to be more inclined to attend. Another way for the President to ensure attendance is to update the calendar in the office.

Decision-Making

With this position, the President may have to make several decisions on his/her own without the help of the chapter. He/she needs to remember to keep the chapter's interests in mind. Also he/she should help the chapter maintain a level of professionalism. Every person who becomes a member wants to be more professional, therefore it is important for the President to remember this when people complain about having to dress professionally.

Strategic Plans and Other Chapter Efficiency Index Documents

When the President is first elected, his/her main concern should be to prepare Strategic Plans before December 15. The President should set a deadline of December 10 for the officers to submit their plans, thus giving the President time to track down the final plans that don't get turned in and it will give him/her time to put them in order. It is very important that strategic plans get turned in to achieve a Superior Chapter status. All other documents should be followed up on to ensure that they are properly completed.

Senior Vice President

Description of Office

The Senior Vice President assists the President and performs the President's responsibilities in the temporary absence of the President. The Senior Vice President is in charge of organizing the recruiting events for prospective members. He/she is also responsible for the nominations of the Collegian of the Year. His/her final responsibility is educating members about involvement after graduation and the awareness of the Leadership Foundation.

Responsibilities

| | <u>Date Due to Central Office</u> |
|---------------------------------|---|
| A-2 Recruiting Strategic Plan | Dec. 15/May 15 |
| A-8 Senior Vice President Goals | Dec. 15/May 15 |
| B-4 Recruiting Events | 15 th of the following month |
| 1) 2 Informational Events | |
| 2) 1 Recruiting Social | |
| 3) 2 Interviews | |
| F-1 Leadership Foundation | 15 th of the following month |
| F-6 Collegian of the Year | Oct. 15 |

Epsilon Xi
Ball State University

Chapter Composition

At the beginning of the spring semester the chapter will consist of the following members:

| | | | |
|------------|----------|--------|----|
| Seniors | 22 | Male | 15 |
| Juniors | 14 | Female | 24 |
| Sophomores | <u>3</u> | | |
| | 39 | | |

Of the 22 seniors, 21 will be graduating this semester.

Semester Goal

We plan to recruit and initiate 12 new members for the spring semester, and the freshman and sophomore classes will be our primary target.

Promotional Campaign

| | |
|---------------------|--|
| January 8, 20xx | Classes begin |
| January 8-12, 20xx | Flyers and posters will be posted throughout the College of Business promoting our chapter and Delta Sigma Pi. |
| January 11-12, 20xx | A recruiting table will be set up in the College of Business Concourse where most business students pass. |

Recruiting Events

| | |
|------------------|---|
| January 15, 20xx | <u>Information Hour, WB144, 5:30 p.m.</u> This event is planned to inform and attract prospective members. The prospective members will be informed about Delta Sigma Pi's history, benefits of membership, and the pledging process. |
| January 16, 20xx | <u>Meet the Chapter Night, WB144, 9:30 p.m.</u> This event is intended to inform prospective members of the leadership opportunities within Delta Sigma Pi. The President, Senior Vice President, and the Vice President for Pledge Education will speak about their offices. Also, the brothers of the fraternity will speak as to why they pledged Delta Sigma Pi. |
| January 18, 20xx | <u>Recruiting Social, Student Center, 7 p.m.</u> This event will be a social gathering where bowling and pool will provide the prospective members with better interaction with the brothers. |

Senior Vice President

Goals for Spring 20xx

1. Initiate at least 12 new brothers
2. Provide strong recruiting events that both inform and influence prospective members to pledge Delta Sigma Pi
3. Elect a Collegian of the Year
4. Inform everyone of the Delta Sigma Pi Leadership Foundation
5. Assist the President
6. Help and encourage the fraternity to grow and prosper

Recruiting Event Ideas

Informative Events:

1. **Information Hour**
2. **Meet the Chapter Night**

Professional Events:

1. **Speaker- Professional business person who is also a brother addressing the benefits of Delta Sigma Pi in the professional world**
2. **Speaker- Ball State Faculty who is also a brother sharing their personal experiences with Delta Sigma Pi**

Social Events:

1. **Bowling**
2. **Cookout/Bonfire**

Advice

Encourage Brothers to be Active during Recruiting

The brothers need motivation to recruit new people. The Senior Vice President should remind them of the importance of a large chapter. He/she should challenge each brother to bring one person to a recruiting event. The Senior Vice President should arrange for brothers to enter the classes of sophomores and juniors to recruit new members.

Plan All Recruiting Events Well in Advance

When the Senior Vice President plans the recruiting events, he/she should schedule the events at different times of the day, which will ensure the ability for different people to attend the events. Also, the Senior Vice President should try to create new recruiting events to excite the brothers and prospective members. Before recruiting starts, flyers should be posted throughout the College of Business. The flyers should be colorful and creative to attract attention.

Inform the Prospective Members of Everything Delta Sigma Pi has to Offer

During the period for the recruiting tables, the brothers should be required to wear letters, because people are more comfortable talking to someone they know is a member. Also, the prospective members are able to see how many brothers there are. During the informative events, the Senior Vice President should tell the prospective members what is expected of them as pledges and as brothers. It also helps if officers talk about their experiences as well as a newly initiated member. During interviews, the Senior Vice President should stress the importance of the brothers' professionalism to show the prospective members what this organization expects of actives and pledges.

Vice President of Pledge Education

Description of Office

The Vice President of Pledge Education (VPPE) assists the Senior Vice President and performs the Senior Vice President's responsibilities in the temporary absence of the Senior Vice President. The VPPE is in charge of preparing the pledges for Initiation and ensuring the pledges meet the pledge requirements for Initiation.

Responsibilities

| | <u>Date Due to Central Office</u> |
|--|-----------------------------------|
| A-3 Pledge Education Strategic Plan | Dec. 15/May 15 |
| A-8 Vice President of Pledge Education Goals | Dec. 15/May 15 |
| Create Pledge Manuals | |
| Create and Grade Pledge Quizzes | |
| Inform Chapter about the Progress of the Pledges | |

PLEDGE EDUCATION PROGRAM

I. PURPOSE OF PLEDGE EDUCATION

The purpose of pledge education is to formally present fraternity history and information to our potential members. In addition, the pledges will learn the business operational requirements of the fraternity through the planning and participation in various projects described in this program. The pledges will become familiar with the opportunities and obligations available and expected of them through membership.

The course will be nine weeks and is coordinated with the academic calendar of Ball State University. This is a time for pledges to get an in-depth preview of membership and make a final decision on their pursuit of membership. Likewise, the evaluation methods described in the program will be implemented by the members of the Epsilon Xi chapter of Delta Sigma Pi to determine which candidates will best represent the Fraternity and uphold its professional objectives.

The Vice President for Pledge Education (VPPE) is an elected officer of the chapter and has a primary responsibility for the implementation and development of the pledge education program. In this Epsilon Xi chapter of Delta Sigma Pi the VPPE may delegate tasks to committee members in administering specific parts of the pledge education program. Nevertheless, as the elected officer, the VPPE is fully responsible for the enforcement of all portions of this program and the policies that pertain to it.

NATIONAL PLEDGING REQUIREMENTS

A. Manual-The chapter will provide each pledge with a personal copy of the Manual for Pledge Education. A complete original copy of the most recent edition will be supplied. Photocopied pages are not acceptable.

1. Each pledge must read the manual in its entirety and have a thorough understanding of all the information.
2. Each pledge must have thorough knowledge and understanding of the Risk Management Policy as presented in the front of the manual.
3. Six quizzes will be administered at regularly scheduled pledge meetings. Questions for the quizzes will be assigned in advance. Each pledge will be required to take a comprehensive written exam on the questions listed in the Manual for Pledge Education.

A grading scale will be implemented by the VPPE to utilize in reviewing weekly quizzes and the final pledge education exam. Passing scores on weekly quizzes will be stated by the VPPE. The final comprehensive written exam requires a score of 90%.

4. The answers to questions #11 and #12 are not found in the manual as changes occur frequently. The most current information will be provided by the VPPE and included in Section V of this program.

- B. Finances-Each pledge is required to pay all initiation fees in full prior to initiation day. A payment plan may be agreed upon by the VPPE and Chapter Treasurer, but may not extend beyond initiation day.**
1. The total initiation fee of this chapter is \$140.00 per collegiate and it includes the following:
 1. The national initiation fee of \$65.00 per collegiate.

The badge lease of \$50.00 per collegiate.
 2. The local initiation fee of \$25.00 per collegiate
 1. \$14.00-adminstrative fee
 2. \$ 6.00-pledge manuals
 3. \$ 5.00-pledge binder
 2. In the event that a pledge is not initiated for any reason, “1” and “2” above will be refunded in full. Any portion of “3” to be refunded is at the discretion of the chapter pending length of pledge time completed and supplies, etc. used. A breakdown of any refund from “3” shall be provided showing the distribution of funds previously used.
 3. As pledges are not yet members, they may not conduct legal business under the name Delta Sigma Pi, and the pledge class should not open a separate account due to additional charges and risk involved. The pledge class treasurer should coordinate all payments of pledge fees and fund raising revenues through the chapter’s Treasurer.
- C. Pledge Pin-Each pledge will be presented with a pin at the pledging ceremony that they must wear until initiation. The pledge pin identifies the pledge as a potential member and is a reminder of the endeavor to become a member. Any lost pledge pin will be charged to the pledge at \$8.00 replacement cost.**
- D. Attendance-Pledges are required to attend certain events unless formally excused in advance by the VPPE.**
1. Pledges must attend all scheduled pledge meetings.
 2. All pledges must attend the professional, service, and fund raising events planned by the pledge class.
 3. Pledges must attend one chapter business meeting.
 4. Pledges must attend 25% of the professional and service events planned by the chapter during the length of the pledge education program.
 5. Attendance at initiation is mandatory pending successful completion of the pledge education program. Specific instructions or an invitation will be provided to those who meet all of the criteria.

- E. **Professional Event**-The pledge class as a whole will coordinate one professional event (speaker, tour, film, etc.) of their choice. All collegiate and faculty Brothers are to be invited to the event. At the discretion of the pledge class, the entire student body or other guests may also be invited.
- F. **Community or College/University Service**-The pledge class as a whole will plan a service project of their choice that will benefit their campus, fellow peers, faculty, administration, or community. The project may be as simple as planting a tree, placing an additional trash can on campus, or visiting a nursing home, yet may be as extensive as hosting an alcohol awareness seminar for the entire student body or coordinating a service event that will benefit a charity or the community at large.
- G. **Fund Raising Event**-The pledge class as a whole will plan one fund raising event of their choice. Profits will be used at the discretion of the pledge class for expenses related to the pledge professional event, service project, or approved social activity. A portion of the profits may be evenly distributed toward initiation fees of the pledges. Any profits remaining at the end of the pledge program may be donated to the general operating fund of the chapter or contributed to a chapter scholarship or investment account or the Delta Sigma Pi Leadership Foundation at the discretion of the pledge class.
- H. **Evaluate Recruiting**-Each pledge will be asked to evaluate the recruiting events they attended prior to being invited to pledge. The VPPE will collect all evaluations and deliver them to the Senior Vice President.
- I. **Resume**-Each pledge will prepare his/her personal resume and the VPPE will check to see that each pledge has a resume available before the end of pledging.

LOCAL CHAPTER REQUIREMENTS

1. Each pledge will briefly interview each brother in the local chapter. One Signature from the Brother can be required to show that the interview took place.
2. Each pledge will be required to use a separate notebook (given by the big bro) for signatures and pledge class notes, fraternity notes, and schedules.
3. The pledge class must implement a Pledge Efficiency Index.
4. The pledge class must plan an event with the Brothers of the Chapter that follows the Risk Management Policy.
5. Pledges are required to attend study sessions.
6. Each pledge is required to meet regularly with his/her Big Brother.
7. The pledge class is required to make a pledge class t-shirt.

PLEDGE EVALUATION METHODS

Each pledge will be evaluated by the VPPE throughout the program and subsequently by the whole chapter before being invited to attend initiation. Any of the following methods

or any combination of these may be utilized to determine the success of the pledge and their ability to enhance the objectives of the fraternity. If an evaluation method is not used, it should not be printed in the pledge program that is distributed to the pledges and submitted to the Central Office.

- A. Quiz and National Exam grades-The pledges knowledge of fraternity history and general operations will be determined through satisfactory scores on weekly quizzes and the national exam. The National Exam requires a score of 90%.
- B. Attendance-Attendance of each pledge will be kept by the pledge Secretary and the VPPE at all required meeting and functions. This allows each pledge to demonstrate their time management ability as well as their overall interest in becoming a member.
- C. Conduct-Honesty, sincerity, ambition, a positive attitude, and other similar traits represent an individual's good moral ethics and character that will reflect the image and reputation the fraternity desires of its members.
- D. Big Brother Program-Each pledge will be matched, one to one, with members of the chapter. The member (Big Brother) will meet with the pledge (Little Brother) throughout the pledge education program. The Big Brother acts in many roles similar to a coach, trainer, aide, guide, host, or mentor and assists the pledge wherever necessary by answering questions, helping study, providing encouragement, and most importantly, demonstrating true friendship. Each pledge is given this personal opportunity to have a reliable source of assistance with any pledge requirement, academic strains, conflicts, or concerns that may develop. The Big Brother speaks on behalf of the pledge.
- E. Pledge Efficiency Index (PEI)-The pledge class will complete a Pledge Efficiency Index. It is similar to the Chapter Efficiency Index that the chapter completes throughout the school year. The Index can be found in Article V of this program and the VPPE will be giving detailed instructions. The PEI will demonstrate teamwork and the success of the pledge class as a whole.

ADDITIONAL INFORMATION

Any additional information that is provided to the pledges must be included in Section V of the pledge program. Pledges may not be given unauthorized "ideas to remember"; "obligations of pledges"; issues on respect or worthiness; required phrases; signature criteria; dress codes; list of traditional projects or other rules that are not found in this standard pledge program. Additionally, the chapter of VPPE may not require pledges to give a gift (paddle, etc.) to big brothers, officers, or the chapter.

1. Answers to questions not found in the Pledge Manual (#11, 12)

#11. Northern Province
Central Region

Allegheny, East Central, Central, Mid-Eastern, New England, Eastern, & Huron

Upsilon
Alpha Pi

University of Illinois
Indiana University

| | |
|-----------------------------|-----------------------------|
| Delta Tau | Indiana State University |
| Epsilon Omega | Eastern Illinois University |
| Iota Sigma | University of Evansville |
| Iota Chi | Illinois State University |
| Kappa Sigma | IUPUI |
| Kappa Psi | Bellarmino College |
| Kappa Omega | Purdue University |
| Indianapolis Alumni Chapter | |

- #12. Regional Director appoints the District Director and our District Director is Whitney Hershberger
2. Bylaws- a personal copy of the chapter bylaws may be provided to each pledge. A circulation copy of the Fraternity bylaws is to be available to the pledge class.
 3. Pledge Officers-The pledge class will elect at least four officers, which include: 1) President; 2) Secretary; 3) Treasurer; 4) Activities Chair.
 4. Chapter Officer Speakers-Each chapter officer will attend at least one pledge meeting as a speaker, and each will give a brief review of their duties so the pledges get a clearer understanding of how the chapter operates and how teamwork plays a major role in the success of the chapter.
 5. Liability Statement-**ANYTHING NOT WRITTEN IN THIS STANDARD PROGRAM OR ITS APPROVED ATTACHMENTS WILL NOT BE ALLOWED DURING THE PLEDGING PROCESS.** This is not limited to, but includes such things as: dress codes, oral ceremonies, carrying of certain objects, specific pen colors, planning pledge happy hours, memorizing initiate numbers, and votes of confidence. **ANY ACTIVITY MUST COMPLY WITH THE DELTA SIGMA PI RISK MANAGEMENT POLICY, BYLAWS, RITUAL, UNIVERSITY POLICIES, AND APPLICABLE FEDERAL, STATE AND LOCAL LAWS.** Any matter that arises that is not covered in this program should be directed to the respective Regional Director and the Director of Chapter Services.

CALENDAR SCHEDULE OF MEETINGS AND EVENTS

| | |
|----------------------|--|
| Tuesday, January 30 | -Pledge Pinning, WB142, 9:30 P.M. |
| Thursday, February 4 | -Icebreaker (informal information night) 8:00 P.M. |
| Monday, February 5 | -Pledge Meeting (elections), WB152, 9:30 P.M. |
| Monday, February 12 | -Pledge Meeting, QUIZ 1, WB152, 9:30 P.M. |
| Monday, February 19 | -Pledge Meeting, QUIZ 2, WB152, 9:30 P.M. |
| Monday, February 26 | -Pledge Meeting, QUIZ 3, WB152, 9:30 P.M. |
| Monday, March 5 | -FALL BREAK |
| Monday, March 12 | -Pledge Meeting, QUIZ 4, WB152, 9:30 P.M. |
| Monday, March 19 | -Pledge Meeting, QUIZ 5, WB152, 9:30 P.M. |
| Monday, March 26 | -Pledge Meeting, QUIZ 6, WB152, 9:30 P.M. |
| Monday, April 2 | -NATIONAL EXAM |
| Saturday, April 7 | -INITIATION |

*Tentative and subject to change

Week One

Monday, February 5, 9:30 P.M.
WB 152

- *Assemble and call to order
- *Roll call
- *Pledge Elections
- *Instructions from VPPE
- *Adjourn

Week Two

Monday, February 12, 9:30 P.M.
WB 152

- *Quiz
- *Assemble and call to order
- *Roll call
- *Officer Reports
- *Minutes from last meeting
- *Instructions from VPPE
- *Guest Speaker (Chapter Officers)
- *Adjourn

Week Three

Monday, February 19, 9:30 P.M.
WB 152

- *Quiz
- *Assemble and call to order
- *Roll call
- *Officer Reports
- *Minutes from last meeting
- *Instructions from VPPE
- *Guest Speaker (Chapter Officers)
- *Adjourn

Week Four

Monday, February 26, 9:30 P.M.
WB 152

- *Quiz
- *Assemble and call to order
- *Roll call
- *Officer Reports
- *Minutes from last meeting
- *Instructions from VPPE
- *Guest Speaker (Chapter Officers)
- *Adjourn

Week Five

Monday, March 5, 9:30 P.M.
WB 152

- *Spring Break
- *No Meeting

Week Six

Monday, March 12, 9:30 P.M.
WB 152

- *Quiz
- *Assemble and call to order
- *Roll call
- *Officer Reports
- *Minutes from last meeting
- *Instructions from VPPE
- *Guest Speaker (Chapter Officers)
- *Adjourn

Week Seven

Monday, March 19, 9:30 P.M.
WB 152

- *Quiz
- *Assemble and call to order
- *Roll call
- *Officer Reports
- *Minutes from last meeting
- *Instructions from VPPE
- *Guest Speaker (Chapter Officers)
- *Adjourn

Week Eight

Monday, March 26, 9:30 P.M.
WB 152

- *Quiz
- *Assemble and call to order
- *Roll call
- *Officer Reports
- *Minutes from last meeting
- *Instructions from VPPE
- *Guest Speaker (Chapter Officers)
- *Adjourn

PLEDGE EFFICIENCY INDEX MANUAL

The primary purpose of the Pledge Efficiency Index (PEI) is to provide your pledge class with a standard against which you may judge the effectiveness of your pledge class management and the relative strength of your programs. The PEI will also help acquaint you with the purpose of the Chapter Efficiency Index by which the brothers are being evaluated.

The PEI is a management aid, which is designed to assist your pledge class in operating more efficiently. Your Pledge Educator and Vice President for Chapter Operations will be happy to answer any questions regarding the PEI and will assist your pledge class in reaching your fullest potential.

Successful pledge class management requires that all duties and obligations be met promptly. Division achievements in the Pledge Efficiency Index have deadline dates, which will be strictly observed.

It is possible for the pledge class to achieve a maximum of 100,000 points divided among six divisions of the Pledge Efficiency Index. The six divisions of the PEI are:

| | |
|---|---------------|
| Division A: Professional and Community Service Activities | 20,000 points |
| Division B: Scholarship | 25,000 points |
| Division C: Membership | 20,000 points |
| Division D: Finances | 10,000 points |
| Division E: Pledge Class Management | 12,500 points |
| Division F: General Activities | 12,500 points |

Although it is possible to attain more points than necessary in some divisions, a maximum number of points as listed will be allowed in any one division. To achieve 100,000 points, a pledge class must achieve the minimum number of points in each division. The requirements for achieving recognition under each item are listed in the instructions, which appear under each item. The Pledge Efficiency Index Chairman is responsible for forwarding all requests for recognition to the Vice President for Pledge Education. All requests for recognition must be submitted with a Form P. Requests without a Form P will not be accepted.

DIVISION A-PROFESSIONAL AND SERVICE ACTIVITIES

ITEM A-1: Professional Activities Held

The pledge class should request recognition for the professional activity sponsored by the pledge class. Complete details of the meeting, including the date, time, and place of the meeting; the name, title, and occupation of the speaker; and the title or topic of the presentation must be included in the request. 100% of the pledge class must be in attendance.

Points for professional meeting.....5,000
Maximum of 5,000 points will be permitted in Item A-1.

DEADLINE DATES

Each request for recognition must be submitted to the VPPE within one week after the date of the professional meeting. The form is prepared by the Professional Chair.

ITEM A-2: Attendance at Professional Activities

The pledge class should request recognition for 25% of the professional events planned by the chapter during the length of the pledge education program.

Points for the 50% of pledge class attending.....2,000
Points for the 100% of pledge class attending.....5,000

DEADLINE DATES

Each request for recognition must be submitted to the VPPE within one week after the date of the professional activity attended. The form is prepared by the Professional Chair.

ITEM A-3: Community Service Project

The pledge class should request recognition for 25% of the service events planned by the chapter. Points will be awarded for attendance at the community service project sponsored by the pledge class. Complete details on the project, including the date, organization, and activity must be included in each request.

Points for 100% of pledge class attending Pledge project.....5,000
Points for 50% of pledge class attending Chapter project.....1,500
Points for 100% of pledge class attending Chapter project.....3,000

DEADLINE DATES

Each request for recognition must be submitted to the VPPE within one week after the date of the community service project attended. The form is prepared by the Civic Chair.

DIVISION B-SCHOLARSHIP

ITEM B-1: Weekly Quiz grades

The pledge class may request recognition for passing the weekly quizzes (80% or higher).

Points for the entire pledge class passing quiz.....2,500
Maximum of 20,000 points will be permitted in Item B-1.

DEADLINE DATES

Each request for recognition must be submitted to the VPPE within one week after taking the quiz. The form is prepared by the secretary.

ITEM B-2: National Exam

The pledge class may request recognition for passing the national exam (90% or higher).

Points for the entire pledge class passing the national exam.....5,000
Maximum of 5,000 points will be permitted in Item B-2.

DEADLINE DATES

The request for recognition must be submitted to the VPPE the day after taking the national exam.

DIVISION C-MEMBERSHIP

ITEM C-1: Pledge Class Meetings

The pledge class may request recognition for meetings of the pledge class. 100% of the pledge class must be in attendance for all pledge meetings!!

Points per pledge meeting.....1,000
Maximum of 10,000 points will be permitted in Item C-1.

DEADLINE DATES

Each request for recognition must be submitted to the VPPE within one week after the pledge meeting. The form is prepared by the President.

ITEM C-2: Study Sessions

Each pledge class may request 100% attendance at each weekly study session.

Points per study session.....1,000
Maximum of 10,000 points will be permitted in Item C-2.

DEADLINE DATES

Each request for recognition must be submitted to the VPPE within one week after the study session. The form is prepared by the President.

DIVISION D-FINANCES

ITEM D-1: Finances

The pledge class may request recognition for the prompt payment of initiation fees.

Point for fees paid in full per pledge class.....5,000

DEADLINE DATES

Each request for recognition must be submitted to the VPPE within one week after payment. The form is prepared by the Treasurer.

ITEM D-2: Fundraising Events

The pledge class may request recognition for the fund raising event sponsored by the pledge class. The pledge class must provide complete details of the fundraising event and must submit a complete statement of income or loss and expenses for the event. 100% pledge class participation is required in the fundraising event. Points for fund raiser.....5,000

DEADLINE DATES

For recognition of fundraiser, the complete details of the fundraising event must be submitted to VPPE within one week after the fundraiser. The form is prepared by the Financial Chair.

DIVISION E-PLEDGE CLASS MANAGEMENT

ITEM E-1: Interviews

The pledge class may request recognition for interviews held with brothers.

Points for 100% of pledge class completing interviews with 100% of brothers.....10,000

DEADLINE DATES

The request for recognition of interviews must be submitted to the VPPE one week after interviews are due. The form is prepared by the Vice President.

ITEM E-2: Pledge Class T-shirts

The pledge class may request recognition for having a pledge T-shirt made. The design of the T-shirt must be approved by the VPPE before printed.

Points for T-shirt.....2,500

Maximum of 2,500 points will be permitted in Item E-2.

DEADLINE DATES

The request for recognition for T-shirts may be submitted to the VPPE within one week of ordering the T-shirts. The form is prepared by the Historian.

DIVISION F-GENERAL ACTIVITIES

ITEM F-1: Pledge/Brother Athletic Activity

The pledge class may request recognition for sponsoring the pledge/brother athletic activity. Complete detail of the date, time, place, type of activity, and the attendance must be included on the request for points. 100% pledge attendance is required.

Points for 100% pledge class attendance.....5,000
Maximum of 5,000 points will be permitted in Item F-2.

DEADLINE DATES

Each request for recognition must be submitted to the VPPE within one week after the business meeting. The form is prepared by the Pledge Advisor.

ITEM F-2: Chapter Business Meetings

The pledge class may request recognition for 100% attendance at a Chapter business meeting. Complete details of the date and pledges names must be included in the request for points.

Points for 100% pledge attendance.....2,500
Maximum of 5,000 points will be permitted in Item F-2

ITEM F-3: Miscellaneous Activities and Events

The pledge class may be given the opportunity to earn various extra points at different times throughout pledgeship. These opportunities are under the discretion of the Chapter President and the VPPE. The number of points will be decided when the opportunity for miscellaneous activities occur.

Example:

Points for 100% attendance at signature party planned by the brothers within the chapter.....2,500

REQUEST FOR POINTS IN THE PLEDGE EFFICIENCY INDEX

_____ Pledge Class Name _____ Date

Please review the Manual for Pledge Operations for a complete description of information needed on any request for points. Attach additional forms and/or pages to this Form P as are needed for this/these requests.

REQUEST #1 _____ CATEGORY _____ POINTS REQUESTED

The space in Request #1 should be allocated for Requests in Categories
A-1, A-3, C-1, D-2, F-2

REQUEST #2 _____ CATEGORY _____ POINTS REQUESTED

REQUEST #3 _____ CATEGORY _____ POINTS REQUESTED

REQUEST #4 _____ CATEGORY _____ POINTS REQUESTED

REQUEST #5 _____ CATEGORY _____ POINTS REQUESTED

SIGNATURE-PLEDGE EFFICIENCY INDEX CHAIRPERSON

FOR CHAPTER USE ONLY
Do Not Write in This Section

Date _____ Points Awarded _____

Vice President of Pledge Education**Goals for Spring 20xx**

1. Inform the pledges of the expectations of a brother
2. Help all pledges at the Pinning Ceremony to continue through to Initiation
3. Enforce the requirements and standards of Delta Sigma Pi
4. Enhance brotherhood within the pledge class
5. Encourage the formation of study groups between the brothers and the pledges
6. Encourage pledges to complete the pledge requirements early in pledgeship
7. Increase communication between brothers and the pledge class

Advice

Advise the Pledges and Don't Plan Their Events

After the Pledging Ceremony, the Vice President of Pledge Education (VPPE) should hold an icebreaker to inform the pledges of all the requirements. The icebreaker also gives the pledges a chance to get to know each other. After the icebreaker, the pledges must run their own meetings and plan their own events. The VPPE's job is to advise them and answer any questions. He/she should strongly encourage the pledges to plan their events early to provide ample time to earn their Pledge Efficiency Index points.

Inform the Brothers on the Progress of the Pledges

It is the responsibility of the VPPE to keep the chapter informed about the pledges to make voting to initiate them easier. If there are any problems that need to be dealt with by the Executive Board, he/she should inform them as soon as possible to get matters taken care of. Posting pledge quiz scores and signature totals enables the brothers see the progress of the pledges. Also, the VPPE should encourage the brothers to attend the pledge events to support their prospective brothers. Big Brothers are required to attend events, but if all brothers support the pledges, pledgeship is more appealing to the pledges.

Vice President of Professional Activities

Description of Office

The Vice President of Professional Activities is responsible for organizing four professional events and one risk management event per semester.

Responsibilities

| | <u>Date Due to Central Office</u> |
|---|---|
| A-1 Professional Strategic Plan | Dec. 15/May 15 |
| A-8 Vice President of Professional Activities Goals | Dec. 15/May 15 |
| B-1 Professional Events - 4 per semester | 15 th of the following month |
| B-2 Chamber of Commerce | |
| B-3 Risk Management Event – 1 per semester | 15 th of the following month |

Epsilon Xi Chapter
Ball State University

| | |
|-------------|--|
| January 8 | Classes Start |
| January 31 | Risk Management Speaker “Staying Safe” – Officer for University Police Department 7:30 p.m., WB144 |
| February 26 | Professional Video “Networking in Corporate America” 8:30 p.m., WB144 |
| March 14 | Professional Speaker “Investing” – employee from AG Edwards 5:30 p.m., WB144 |
| March 26 | Professional Workshop “Resume Building” –Career Center Presenter 7 p.m., WB144 |
| April 4 | Professional Speaker “Today’s Manager” –Manager from Steak n’ Shake 5:30 p.m., WB144 |
| May 4 | Last Day of Classes |

Vice President of Professional Activities**Goals for Spring 20xx**

1. Hold at least four professional events
2. Bring in speakers that relate directly to brothers' majors
3. Facilitate a risk management event
4. Increase professionalism within the chapter

Advice

Organize Professional Events that will Interest the Brothers

The Vice President of Professional Activities (VPPA) should try to obtain speakers from different areas of business and different majors to reach the vast interests of all of the brothers. The chapter benefits if he/she tries to average a speaker a month throughout the school year. Brothers will be more likely to attend events that are more spaced out, and achieving the 40% attendance requirement will be easier. The VPPA might want to co-sponsor a professional event with another business organization to bring in more prestigious speakers and have a greater attendance turnout. Also, the VPPA should arrange for one risk management speaker to remind the brothers that they are not invincible and they need to be safe on campus and at collegiate events.