



# New Member Pursuit: My journey through Delta Gamma



DELTA GAMMA  
FRATERNITY

*for hope. for strength. for life.*

**New Member Notebook  
Facilitator's Guide**

*updated 8/16*

# New Member Pursuit Facilitator's Guide

## OVERVIEW

The New Member Pursuit is a nine-to-ten week program that prepares a new member for Initiation. It provides basic Fraternity education and clarifies the privileges and responsibilities of lifelong membership. The new member period requires planning to ensure that every moment of the new member meetings and each chapter activity are memorable and meaningful. To make your preparation easier, the New Member Pursuit Facilitator's Guide provides a list of the planning activities and meeting agenda for each meeting.

## Weeks at a Glance

Introduction to Delta Gamma  
Week 1-Delta Gamma Facts and Figures  
Week 2-Membership Responsibilities and Expectations  
Week 3-Delta Gamma Leadership  
New Member Retreat (Optional during Week 3 or 4)  
Week 4-History of Delta Gamma  
Big/Little Revealing  
Week 5-Delta Gamma Foundation  
Week 6-Beyond Delta Gamma  
Week 7-Lifetime Membership  
Week 8-The Test  
Inspiration and Initiation  
Week 9-Initiation Review

## The Shield

The Shield of Delta Gamma is a required part for your new member programming and provides an historic overview and educational resource to learn about Delta Gamma, its meanings, mission and membership. Physical copies of The Shield will no longer be distributed. New Members can access an online version of The Shield in the Delta Gamma website Library.

## New Member Notebook

The New Member Notebook is designed to be a companion piece for the New Member Pursuit. The notebook should be printed and bound or placed in a binder prior to the new member period and distributed at Bid Day and/or the introduction meeting. All meeting activities (matching games, fill in the blanks, etc) are included in the New Member Notebook. The notebook should be distributed in hardcopy and should not be put into CD format. The New Member Notebook contains a section to add the master calendar, bylaws and standing rules, officer roster, member roster and any other resources you would like to distribute to the new members.

Chapters are encouraged to take advantage of Delta Gamma's partnership with OfficeMax to print New Member Notebooks. Go to [deltagamma.org](http://deltagamma.org), log in, click Library and search Office Max. By using this partnership, chapters will save on printing costs. For any questions, please contact Executive Offices at 614.481.8169.

## EXECUTION Small Groups

If your new member class is less than 15-20 women, you do not need to use small groups. If it is larger than 15-20, you must use small groups of 8-10 women. This will allow more chapter members to be involved in the new member program and a way to help new members get to know their new member class better. The small groups should remain together with the same small group leader throughout the new member period. You can utilize the new member crew to serve as the leaders of these groups or you can select chapter members to lead the groups.

The small group leaders will be facilitating portions of the curriculum to help our new members learn and understand the material presented during the New Member Pursuit. The agenda for each week indicates when members should break into small groups and lists suggested questions for the small group leaders to ask the small group. Small group leaders should come to all new member meetings, including the test (to proctor and score). Facilitation can be tricky and requires preparation, awareness and flexibility. Small group leaders should also attend training along with officers who serve as facilitators before the start of the new member period. See below for facilitator training instructions.

The groups can be formed on Bid Day to help your new members feel connected immediately instead of being overwhelmed by meeting the entire chapter. The small groups can also be used to connect the new members outside of the meeting by going to dinner, studying or watching a movie together.

Sample names for these groups include:

- Wise Women
- Hannah Doll Leaders
- Buoy Buddies
- Bronze/Pink/Blue Sisters

## Facilitator and Small Group Leader Training

It is recommended the vp: member education and director of new members have a meeting before the start of the new member period with all facilitators (officers) and small group leaders to review the new member program and provide training on how to facilitate. Some of the curriculum is facilitated by individual officers and you need to ensure they are prepared and understand their part. All facilitators and small group leaders should be given the Facilitation Tips (Appendix A) and trained on how to facilitate discussion. In addition facilitators and small group leaders should be given a copy of the pages in the Facilitator's Guide for the weeks during which they present per the chart below:

<b>Officer</b>	<b>Week</b>
president	Intro, 9
vp: programming	Intro, 2
vp: social standards	Intro, 2, 3
vp: finance	Intro, 1, 2
vp: Foundation	5
vp: Panhellenic	6
vp: communications	Intro
ATC, advisers or local alumnae group	7
House Corp. officer or director of house management	2
director of activities	6
director of rituals	7, 9
director of scholarship	1, 3, 4, 5
small group leaders	Every week

## **New Member Connection Activities**

In order to help the new members and members get to know one another, organize 4-5 activities either after the new member meeting or some other time during the week. NOTE: Attendance is encouraged, but not anchored.

Examples include:

### **• Class Activities**

Schedule an activity with another class (sophomore, junior, senior). Below is a list of ideas for sisterhood activities to involve initiated members with the new member class. Each class is encouraged to do at least one event during the new member period. It is recommended that the sophomores come more often earlier in the new member period because they will potentially become big sisters.

- Sundaes with Seniors-Invite seniors to come and join new member class for ice cream sundaes after the meeting.
- Stump the Seniors-Involve senior class in Fraternity Jeopardy review game during week 7.
- Jammies with Juniors-Encourage new members to come in their pajamas and find a location where the juniors and new members can watch a movie or favorite show.
- Jam with Juniors-Rent a karaoke machine and have a night full of fun with the junior class.
- Starbucks with Sophomores-Encourage the sophomore class to meet new members for coffee or bring the coffee to them. Have conversation games or board games available to play.
- Skating with Sophomores-Go ice skating or roller skating with the sophomores.
- Study Session with Sophomores-Encourage big sisters to schedule a study date or help new members study for their comprehensive new member test.

### **• Targeted Sisterhood Activities**

Activities encompassing all classes may be scheduled. Some ideas include:

- Anchor dates-New members and members can volunteer for the program and then are randomly assigned each a week to get to know each other by getting together for coffee, ice cream, dinner, etc.
- Speed dates-New members and members gather after a new member meeting and travel from table-to-table in order to get to know as many people as possible. This event makes the new members feel instantly welcome and connects sisters to the new member. Serve snacks or desserts afterwards. Or use this activity prior to big/little matching with potential big sisters.
- Pi Alpha Pals-Pair a new member with a member. Ask the Pi Alpha pal to call and check in with the new member and to schedule an activity together such as coffee, dinner, or even a study date. Some chapters switch these women weekly so the new member has the opportunity to meet many women in the chapter.
- Bronze, Pink and Blue Sisters-Pair a new member with a member. Rotate the pairing each week (i.e., week 1: each new member has a bronze sister, week 2: each new member has a pink sister and week 3: each new member has a blue sister.) The bronze sister can make the new member a binder for her New Member Notebook, a pink sister can give their new member candy and a card and a blue sister can take their new member out for ice cream.

## **DETAILS REGARDING NEW MEMBER EVENTS**

### **Bid Day**

The vp: membership leads the chapter in recruiting new members. It is the responsibility of the vp: member education and director of new members to lead the chapter in retaining the new members and this begins on Bid Day.

### **Bid Day Ideas**

- Assign new members Bid Day buddies/Pi Alpha pals and have groups established that will sit together and mingle.
- Complete the Pi Alpha ceremony.

- Name tags are a must. Keep them simple and fun.
- Carry over the theme of your recruitment week with decorations, food, etc. For example, welcome new members with leis if your preference ceremony was the lei ceremony.
- Welcome new members with decorations such as banners hanging outside the chapter house/suite, balloons and streamers. Decorate anchors for door decorations for the new members.
- Dine out as a chapter, order in for fun, prepare a barbecue menu and serve at the house or rent a shelter at a nearby park. You can also keep it simple with a great cake or sundae bar. Create a carnival atmosphere with fun games, popcorn, cotton candy, etc.
- Plan fun events such as: rent out a movie theater, mini-golf, laser tag, bowling, ice skating, arcade fun, visit an aquarium, croquet, volleyball, or play board games.
- Decorate the New Member Notebook as a keepsake journal.
- Teach DG cheers or songs.
- Do icebreakers, small group activities or speed dating to allow members to connect.

### **Bid Day Reporting**

Submit Bid Day plan to advisory team chairman/member education adviser via the task icon on e-Ops+. The Bid Day plan is due eight weeks prior to Bid Day.

### **Pi Alpha Ceremony**

The Pi Alpha ceremony should be conducted on Bid Day or within seven days of Bid Day. The ceremony can be conducted at the chapter meeting with the entire chapter present or at the new member meeting with officers and anchor mates/Bid Day buddies.

### **Introduction Meeting**

Chapters are encouraged to hold a separate introduction meeting soon after Bid Day. For campuses with regulations requiring a short new member period, this meeting can be done on Bid Day. Consult your Regional Collegiate Specialist/Council Appointed Coordinator to determine when your chapter is able to hold the introduction meeting.

### **Sample Schedule Options**

#### ***Option #1***

Friday (August 30): Bid Day  
 Wednesday (September 4): Introduction Meeting  
 Wednesday (September 11): New Member Meeting #1

#### ***Option #2***

Friday (August 30): Bid Day  
 Sunday (September 1): Introduction Meeting  
 Wednesday (September 4): New Member Meeting #1

#### ***Option #3***

Friday (August 30): Bid Day and Introduction Meeting  
 Wednesday (September 4): New Member Meeting #1

### **Human Dignity Workshop**

The Human Dignity Workshop should be conducted during Week 2 at a chapter meeting. The entire chapter must be present. See the Human Dignity Facilitator Guide for detailed instructions. The vp: programming is responsible for this workshop.

### **New Member Retreat**

A new member retreat is an optional part of the chapter's New Member Pursuit. New member retreats are not mandatory for collegiate chapters; rather, new member retreats are a privilege which chapters

may offer their new members once approved by the chapter adviser. Retreats should be held sometime during the Week 3 or 4 of the New Member Pursuit and chapters must submit an Event Guideline without Alcohol along with retreat agenda to the ATC for approval. See Appendix B for more details about the new member retreat.

### **Big/Little Revealing**

The big/little relationship is one of the most treasured friendships many members will have during their college days. Big/little revealing should take place during Week 4. Submit big/little revealing plan to advisory team chairman/member education adviser via the task icon on e-Ops+ six weeks prior to big/little revealing. Big/little guidelines in Appendix C will assist you with big sister recruitment and selection, matching process and revelation and help you explain the expectations to members who become big sisters.

### **Foundation Activity**

Chapters are encouraged to have a hands-on activity for the Week 5 meeting to help the new members understand the true meaning of “Do Good.” Officers can choose to schedule this new member meeting at a different time in order for new members to participate in a service opportunity.

Chose from one of the options below to participate in or learn more about volunteering.

- Participate in a Service for Sight project together. You may hold this meeting at another time or location if necessary.
- Testimonials from various organizations that Delta Gamma volunteer for Service for Sight hours (i.e., Lion’s Club, center for the blind, library.)

The activity can be incorporated into the new member retreat.

### **“Be What You Seem” Artifact Presentation**

This optional presentation provides new members an opportunity to share with big sisters or the entire chapter through personal reflection, artifact creation and /or personal testimonials their experience during the new member pursuit. Refer to “Be What You Seem” artifact presentation in Appendix D.

## **SPECIAL CIRCUMSTANCES**

### **COB and New Members**

One of the goals of the new member pursuit is to quickly and smoothly incorporate new members into chapter life. New members pledged during formal recruitment should be pledged with the Pi Alpha ceremony on Bid Day or within seven days. Those new members can then participate in continuous open bidding (COB) activities.

There are several scheduling options available for chapters that recruit new members through the COB process. The initial COB program should last for three weeks after formal recruitment. New members recruited during this time should be included in the original new member class. The vp: member education and/or director of new members, and/or the new member crew will review with these new members the material already covered. Special care should be given to help the COB new members to feel welcome and a part of the program.

New members recruited through COB after the fourth week of the program should be incorporated into a separate class. If your chapter holds another COB period, the COB Bid Day must be placed on the chapter master calendar.

## **Options for Shortened New Member Pursuit**

Chapters that are required by campus rules to have a shortened new member program can use the following guidelines to assist with combining weeks.

### ***Option #1-Three weeks***

Chapters should plan on new member meetings lasting for 1.5 to 2 hours with this version to allow for time to include all activities.

Bid Day: Introduction Meeting

1st meeting: Week 1 and 2

2nd meeting: Week 3 and 4

Extra meeting on weekend: Week 5, 6 and 7 (Must be approved by ATC)

3rd meeting: Week 8

Initiation

4th meeting: Week 9

### ***Option # 2-Six weeks***

Chapters should plan on new member meetings lasting for at least 1.5 hours in weeks that are combined.

Bid Day: Introduction Meeting

1st meeting: Week 1

2nd meeting: Week 2

3rd meeting: Week 3

Retreat: Week 4 (Must be approved by ATC)

4th meeting: Week 5 and 6

5th meeting: Week 7

6th meeting: Week 8

Initiation

7th meeting: Week 9

## **FACILITATOR INSTRUCTIONS**

To help you facilitate the New Member Pursuit, each week's lesson plan uses the same straightforward format.

- Planning Before the Meeting-Each week begins identifying the steps you need to take to prepare for the new member meeting. It contains materials to gather, activities to select, etc.
- Meeting Agenda-Following the planning before the meeting section, the meeting agenda is presented. This is your instructions for facilitating that meeting.
  - Section header-Each section is identified with a header that denotes the title of that section, who facilitates that section, and the amount of time necessary to facilitate that section. If no facilitators are mentioned, that section is the responsibility of the vp: member education and director of new members
  - Italics-The text in italics is the information you can simply read to your new members. Think of it as your script. If you are more comfortable, you can put this into your own words or you can read directly from the Facilitator's Guide.
  - Regular text-The text in regular type is instructions for you.

# New Member Pursuit Planning Checklist

## Before Start of NM Period

- Schedule meeting room for all new member meetings.
  - Schedule a room for Weeks 1, 3, 4, 5, 6, and 7 with a PC and projector. Don't forget to be trained on how to use the projector. Weeks 1, 4, 5, and 6 also requires an Internet connection.
  - Schedule a comfortable location for Week 9, similar to a fireside, away from noise and other distractions. This location should also be private as the secret meanings of Delta Gamma will be discussed.
  
- Print the New Member Pursuit Notebook for each new member after obtaining the following to include:
  - calendar
  - chapter bylaws and standing rules
  - officer roster
  - member roster
  
- Identify small group leaders. See p. 2.
  
- Schedule a facilitators/small group leader training meeting and review Appendix A.
  
- Schedule new member connection activities. See p. 3.
  
- Plan Bid Day and submit Bid Day plan, due eight weeks prior to Bid Day, via the task icon on e-Ops+.
  
- Invite House Corporation officer to attend Week 2. Provide her with a copy of Week 2 Facilitator's Guide and New Member Notebook.
  
- If having an optional new member retreat during Weeks 3 and 4, plan the retreat and submit event guideline without alcohol with retreat agenda to ATC for approval. See Appendix B for specific guidelines.
  
- Plan big/little revealing during Week 4 and submit big/little revealing plan, due 6 weeks prior to revealing, via the task list on e-Ops+. See Appendix C for matching and revelation ideas.
  
- Set up a meeting to review big sister expectations with members volunteering to be a big sister. See Appendix C for little sister request form that includes expectations.
  
- Work with the vp: Foundation to determine a service project for Week 5. If the service project cannot occur during the regular new member meeting, obtain RCS approval to move the meeting before updating the e-Ops+ calendar.
  
- Schedule an alumna speaker for Week 7 and give her Appendix E as a reference for the topics she should cover when speaking to the new members.
  
- Recruit a song leader or group of women to come weekly to teach a song at the closing of the new member meeting and identify songs to teach each week. Note the suggested song for Week 7 is "When you Go Away to College."

### **Before Introduction Meeting**

- Send new member welcome letter, located in the Library, to each new member.

### **After Introduction Meeting**

- Enter information from new member information forms (Appendix E) into the new member entry in e-Ops+, three days after Bid Day.
- Email a roster of all new members.
- Give vp: communications email information to add new members to chapter listserv.

# Introduction to Delta Gamma

## Planning before Meeting

### 1. Remind facilitators to prepare

Facilitators should highlight the information the new members will need to know to get them through the first few weeks. This activity will give them the basic knowledge of how your chapter functions. The following officers should review the designated items:

- president: chapter bylaws and standing rules, internet guidelines
- vp: programming: chapter master calendar
- vp: social standards: alcohol policy & hazing policy
- vp: finance: financial payment & expectations
- vp: communications: attendance expectations

NOTE: chapter bylaws and standing rules, chapter master calendar, hazing policy and alcohol policy are in New Member Notebook. Each vice president has the responsibility of reviewing with the new members the pertinent portion of the documents above in a simple and concise manner. Do not read documents, but ask new members to read before the Week 1 meeting and bring any questions to the next meeting. Remember that this is laying the ground work for understanding how the chapter operates, so it is important to spend ample time reviewing these documents.

### 2. Assemble meeting materials

- New member information forms (see Appendix F) for each new member
- Documents that are required by Panhellenic or needed by your chapter
- New Member Notebooks for each new member
- Materials for icebreakers
- Prizes for answering questions (if applicable)
- Laptops for new members to complete the Member Import Excel spreadsheet, located in the Library.

### 3. Prepare welcome banners and gifts

It is important to make the new members feel welcome from the beginning and express the chapter's excitement about having pledged them. Welcome ideas include:

- Making and displaying welcome signs
- Decorating anchors for residence hall doors
- Themed nametags for new members and members
- Gift baskets or T-shirts
- Assigning a chapter member to escort each new member to the chapter house, lodge or meeting location.

### 4. Select welcome activity

Use welcome activities to get to know the new members. Activities can begin with asking each new member to share her name, hometown, major and school residence. Below are several activities that can be used. You can also use an activity you are already familiar with. The welcome activity is a great time to utilize the small groups that were previously explained.

Select one of the following welcome activities:

### **Name Aerobics**

Ask participants to form a circle with their small group or in groups of 10. Instruct them to think of their first name and determine how many beats or syllables are in that name (i.e. Sue is one, Kath-leen is two, etc.) Ask each participant to take a moment and think of a series of movements so there is one distinct and repeatable movement for each beat in her name. Have one person in the group start with her name. The entire group then repeats the name with the same movements. The second group member follows with her name and movements. The other group members repeat the second group member's name and movements, as well as the first member's name and movements. The pattern continues around the entire circle until all group members have introduced their names and movements.

### **Name Alliteration**

Ask participants to form a circle with their small group or in groups of 10. Instruct each participant to think of an adjective to describe herself that starts with the same first letter as her first name and a motion to go along with her adjective. The first person should state her first and last name, what word describes her and why and demonstrate the motion. The first person then says, "So call me (the adjective) (first name)." (i.e. "so call me strong Sarah," and her motion would be her flexing her arms.) Everyone then repeats the person's new adjective, name, and motion. The second group member follows with her name, adjective and movements. The other group members repeat the second group member's name, adjective and movement, in addition to, the first member's name, adjective and movement. This continues around the circle until each new member has told the group her new name.

### **Airplane**

Ask new members to form groups of 10 or use your small groups. Ask each person to write her name on a piece of paper. On the other side, she writes four interesting facts about herself. Everyone folds their sheet into an airplane and sails it around the room. Each person picks up someone else's airplane, reads it and the group guesses who the person is.

### **This or That**

Instruct the new members to imagine there is a line dividing the room in half. You will read a statement, and they must decide if they prefer "this" or "that." For example, if you said, "Do you prefer Coke (point to one side of the room) or Pepsi (point to the other side of the room)– whichever they prefer–they'd stand on that side of the room. Depending on which they are more interested in, they will stand on that side of the room. Examples of questions are as follows:

- cats or dogs
- mountains or beach
- salty or sweet
- first person in your family to join a fraternity/sorority or not the first person in your family to join a fraternity/sorority
- morning or night
- spontaneous or planner
- talker or listener
- doer or observer
- traveler or homebody
- Coke or Pepsi
- create your own

## Meeting Agenda

**Time Allotted:** 1 hour and 10 minutes

### Learning Objective

- Provide opportunity for new members to be introduced to the essentials of Delta Gamma and begin to form relationships with chapter members and other new members.

### Introduction to New Member Program-5 minutes

Pass out New Member Notebook. Explain the format for the new member program, purpose of New Member Notebook including expectation of pre-work for each week. Indicate that the new members need to bring their New Member Notebook to each meeting.

Assign small groups.

### Welcome Activity (in small group)-20 minutes

Facilitate activity selected in planning before meeting section from p. 11.

### Form Completion (in small group)-5 minutes

Distribute form in Appendix F. Ask the new members to complete.

Collect forms and input information into e-Ops+ in the new member entry.

### Chapter Basics (president, vp: social standards, vp: programming, vp: communications, & vp: finance)-30 minutes

*By joining Delta Gamma, you are given privileges such as lifetime membership, friendship and the opportunity to be surrounded by a group of individuals who live the same ideals. At the same time, these privileges come with responsibility. You are now a new member of Delta Gamma and expected to live by our values and policies. We are going to spend a few minutes providing a broad overview of some of the policies that most frequently trouble Delta Gamma new member and members. Throughout the course of the new member period you will review these policies more in-depth. These policies are located on **NM Notebook p. 5-7.***

president

- Chapter bylaws and standing rules-Indicate that the bylaws and standing rules is the document that provides member expectations related to scholarship, housing, dues and fees, attendance and membership. Ask each new member to review prior to the next new member meeting and bring questions.

vp: social standards

- Alcohol policy-Highlight the following points:
- Delta Gamma expects each new member and member to follow all federal, state and provincial laws.
- Alcohol is not permitted in the chapter house or on Delta Gamma property. (Property is defined as houses, apartments, lodges, suites, dorms, dorm floors and meeting rooms. This includes: yards, driveways, sidewalks and parking lots, owned, rented, leased or designated for Delta Gamma use by house corporations or chapters.)
- You cannot be required to attend an event where alcohol is present.
- Delta Gamma only permits social events with alcohol at third party venues such as bars or

hotels, not a fraternity house. These events are not open to the entire campus but instead to those individuals on the invited guest list.

- Hazing policy-Highlight the following points:
  - Delta Gamma has a zero tolerance policy on hazing.
  - Indicate we will review Delta Gamma's hazing policy in depth during Week 2. However, in the meantime review **NM Notebook p. 6-7**. This document defines hazing clearly.
  - Share that if you feel uncomfortable with any activity, immediately consult your vp: member education, vp: social standards, president, adviser, or Delta Gamma's Executive Offices.
  - Internet guidelines-Delta Gamma holds members accountable for all policy violations. This includes pictures posted on Facebook or other websites. It is important that as Delta Gammas, you always live our values.

vp: programming

- chapter master calendar-Highlight the following points:
  - Review the difference between an anchored and not anchored event.
  - Highlight the events coming up over the next two weeks.
  - Share dates for events involving new members such as big/little revealing, Inspiration, & Initiation. These dates should not be kept secret but make available immediately to the new members.

vp: communications

- attendance expectations-Highlight the following point:
  - Discuss the events that new members are required to attend from the attendance section of the chapter's standing rules.

vp: finance

- financial payment & expectations-Highlight the following points:
- Share the new member's monthly fees and Initiation related fees.
- Indicate the money due prior to Initiation.
- Ask new members to complete the Member Import Excel spreadsheet on a laptop provided, so they can gain access to GreekBill. Inform the new members that before the Week 2 meeting, they will receive an email from GreekBill with their log-in information.

*It is important to know that violations of any of these policies and bylaws and standing rules will result in you being held accountable by the chapter. Please let me or any of the other officers know if you have any questions. We are here to support you.*

### **Review of Information-3 minutes**

Ask the following questions and give candy or other prizes for correct responses:

- What does an anchored event on the chapter master calendar mean?
- When are new member meetings?
- What is Delta Gamma's hazing policy?
- Who can tell me the name of five other new members?

**Announcements-2 minutes**

- Review information from chapter meeting.
- Remind new members of any upcoming events, deadlines, etc.
- Ask new members to read The Shield pages 7-12 and 103-108 in preparation for next meeting.
- Ask new members to review bylaws and standing rules and defining hazing on **New Member Notebook p. 6-7.**

**Song-5 minutes**

Teach one or two of the songs or chants the chapter sings during recruitment.

# Week 1-Delta Gamma Facts and Figures

## Planning Before Meeting

### 1. Remind facilitators to prepare

The following officers should review the designated items:

- vp: finance-Review the GreekBill program including the ability to see charges, documents and significance of documents. Demonstrate the program quickly for the new members.
- director of scholarship-Share your chapter's scholastic requirements 1.) to become a new member, 2.) be initiated, 3.) be a member in good standing, 4.) be an officer and 5.) be a big sister, as described in your chapter's bylaws and standing rules. Share your chapter's scholarship recognition program and study hours program (if applicable). Give them a handout that includes information related to the academic resources available on campus and in the chapter. Include information on tutoring, academic advising, academic assistance workshops, list of members and their academic major/areas of study and other related campus and chapter information.

### 2. Assemble meeting materials

- PC, internet connection and projector
- Locate and be prepared to play "DG History Part I" from Delta Gamma's Vimeo channel or the Library and make sure you can operate projector
- Materials for icebreakers
- Prizes for answering questions (if applicable)
- Scholarship information
- Prepared index cards for Fraternity Firsts (if applicable)

### 3. Select welcome activity

As this is only the first or second time the new member class is meeting, it is important to open with a name game or icebreaker. This can be done with the entire new member class or in small groups for larger new member classes. Select one of the name games below or an activity that you may already be familiar with.

#### Ball Toss

Ask participants form a circle with their small group or in groups of 10. Hand one new member a ball and instruct this person to call out the name of one person, and then throw the ball to her. This person then tosses the ball to a different person. This continues until every person has caught and passed the ball and it is back in the hands of the first person. The facilitator then asks the first person to repeat the process-everyone throwing to the same person as the first time. This continues until a pattern is established. The facilitator then tosses in a second ball. A third ball and fourth ball are also introduced later. If there is enough time, the facilitator can instruct the group to reverse the process.

#### Find Your Place

Ask your new members to silently create a line based on their birthday. Identify where the youngest new member should stand and where the oldest new member should stand. Once the line has been created, ask each new member to state their name, their birthday, and one interesting fact about themselves. Instead of birthdays consider asking the new members to line up based on their hometowns, middle name, major, or another identifying characteristic.

#### Famous Pairs

To prepare for this activity, the group leader needs to have as many index cards as she has participants. On each card, write halves of a famous "pair," such as peanut butter-jelly; Fred-Ginger; salt-pepper, etc. Cut cards in half and distribute one half to each person. Once each person

finds her other half, she and her partner interview each other. After three minutes, have each pair introduce their partner to another pair. This activity works well with large new member classes.

### **Sentence Stems**

Ask the new members to form two circles, one inside the other. The inner circle should face the outer circle and match up with a partner. If an odd number, one of the facilitators can participate. The facilitator should read a sentence stem, and then the new members should complete the statement to their partners. After everyone has answered, the outer circle should rotate clockwise, new partners should then be formed and a new sentence stem should be read.

- “I feel better when ...”
- “When I need to cheer up I ...”
- “If I had \$1 million, I would ...”
- “My favorite musical artist is ...”
- “In a group, I am ...”
- “When my family gets together ...”
- “The trouble with being dishonest is ...”
- “On Saturdays, I like to ...”
- “I need to improve most by ...”
- “I like people who ...”
- “My favorite food is ...”
- “People think I am ...”
- “My favorite place to vacation is ...”
- “The happiest day in my life was ...”
- “I get angry when ...”
- “If I didn’t have television, I would ...”
- “The best part about being a kid was ...”
- “My favorite movie is ...”

### **Two Truths and a Lie**

Ask participants to form a circle with their small group or in groups of 10. Instruct each new member to think of two interesting or possibly “unbelievable” facts about herself, and one made up fact about herself. Each participant will then stand up, say her name and share the three facts (in random order). Members of the group then guess which fact they think was made up. The participant then reveals which of the three facts was false. Another new member stands up and shares her name and three facts, and the process continues until all new members have shared their “Two Truths and a Lie.”

## **4. Select Delta Gamma First activity**

Choose one of the following activities to do in small groups.

### **Fact or Fiction**

Ask if each statement is fact or fiction.

1. Delta Gamma was the first Panhellenic group to build its own facility.  
Fact-Executive Offices
2. Delta Gamma was the first fraternity to hold training seminars for collegiate officers.  
Fiction-Delta Gamma was the first to hold training seminars for advisers.
3. Delta Gamma is the only fraternity to sponsor an exhibit at the Smithsonian.  
Fiction-Delta Gamma sponsored a traveling art exhibit.
4. Delta Gamma was the first women’s fraternity to build its own Foundation Center.

Fact-The Martin Center was opened in 1991. It is connected to Executive Offices.

5. Delta Gamma is the only Panhellenic group to have a flower registered with the American Rose Society.  
Fact-The "Delta Gamma rose" is registered.
6. Delta Gamma was the only founding member of the National Panhellenic Conference.  
Fiction-Delta Gamma was one of the original seven women's groups.

### **Memory Game**

Prior to the new member meeting, write Delta Gamma firsts on each index card (make sure that there are two cards for each first) then shuffle the cards and tape them face down on the wall.

1. Divide new members into teams or in their small groups
2. The first team will send a representative up to the wall to flip the cards
3. The representative will flip two cards (the object being to reveal the same two firsts)
4. If the cards are a match the team representative keeps the match and takes another turn
5. If the cards are not a match the team representative turns them back over
6. Repeat steps 2-5 until all cards are matched

### **5. Set Members Up on GreekBill**

- Once the Member Import excel spreadsheet is complete, vp: finance forwards it to her GreekBill chapter representative. GreekBill chapter representative will add the new members to the chapter's GB roster.
- When they have been added, vp: finance creates charges under the budget builder for the new member group (use "New Member" in the group title). Generate charges.
- After charges have been generated, chapter vp: finance notifies GreekBill chapter representative they are ready to be invoiced. Vp: finance also informs GreekBill chapter representative what payment schedule options will be available to the new members. Once approval is given, GreekBill chapter representative will invoice the new members.
- Upon invoicing, new members receive an e-bill with their login information.

## Meeting Agenda

**Time Allotted:** 1 hour and 10 minutes

### Learning Objectives

- New members will be able to identify campus resources related to academic assistance and articulate chapter scholarship goals and the minimum GPA requirement for the chapter.
- New members will be able to show pride in Delta Gamma by naming three Delta Gamma firsts.
- New members will be able to describe Delta Gamma's founding including naming the three founders, date and location of founding, first badge and what it stands for and the circumstances surrounding our founding.
- New members will be able to identify the essential elements of Delta Gamma such as our colors, badge, symbol, flower, motto, location of Executive Offices, when we celebrate Founders Day and the name of our magazine.
- New members will learn how to log in to and make payments in GreekBill.

**Welcome Activity** (in small group)-10 minutes

Facilitate the selected Welcome Activity from planning before meeting section on p. 15.

**Review from Introduction Meeting**-5 minutes

*Are there any questions about the documents that were reviewed at the Introduction meeting?*

*Does anyone have any questions from New Member Notebook?*

**GreekBill Review** (vp: finance)-15 minutes

Review with new members the GreekBill program including the following information:

- How to see charges
- Show how to access and sign the Dues and Fees Contract and view bylaws and standing rules
- Demonstrate the program quickly for the new members.

NOTE: new members will not log on to GreekBill until Week 2

**Scholarship** (director of scholarship)-5 minutes

*Our chapter's scholastic requirements is described in our chapter's bylaws and standing rules. Let's take a few minutes to review these requirements. Please fill in the blanks as we review this information in your **NM Notebook p. 10**:*

*Our chapter's scholastic requirements*

- *to become a new member is a \_\_\_\_\_ GPA*
- *to be initiated is a \_\_\_\_\_ GPA*
- *to be a member in good standing is a \_\_\_\_\_ GPA cumulative*
- *to be an officer is a \_\_\_\_\_ GPA*
- *to be a big sister is a \_\_\_\_\_ GPA*

*Our chapter recognizes members for their scholastic achievement by ...*

Review your chapter's scholarship recognition program regarding scholastic achievement and accomplishments. May include: existing chapters awards, both weekly and terms Lamps of Knowledge, scholarship board in chapter room, scholarship dinner, chapter incentive point system, any Panhellenic awards and Delta Gamma Foundation scholarship.

*Our chapter also has a study hour program...*

Describe the study hour program as it appears in the chapter's bylaws and standing rules.

*Review your chapter's study hour program.*

*Next week you will learn more about how you are held accountable if you do not meet the grade requirements to be a member in good standing.*

**DG 101**-15 minutes

Show the new members DG History Video Part 1 of 2 which can be downloaded from the Library or Delta Gamma's Vimeo Channel.

We are now going to watch a video about DG. As you watch the video, record the answers to the questions in your **NM Notebook p. 11**.

Review the answers following the video:

Q: The three founders

A: Anna Boyd Ellington, Mary Comfort Leonard, Eva Webb Dodd

Q: Delta Gamma was founded (when and where)

A: Lewis School for Girls, Oxford, Mississippi, December 1873

Q: Motto

A: "Do Good"

Q: Shape of the first badge

A: H

Q: Symbol

A: anchor

Q: Reason we are a fraternity

A: Fraternity comes from the Greek word phratria which means a group of people holding common interests

Q: Fraternity Colors

A: bronze, pink and blue

Q: Flower

A: cream colored rose

Q: Magazine

A: *ANCHORA* (pronounced correctly: Anchor-uh. Incorrect: An-core-uh.)

Q: Founders Day is celebrated on or near

A: March 15

Q: Location of Executives Offices

A: Columbus, OH

**Delta Gamma Firsts** (in small group)-10 minutes

Ask the new members to divide into their small groups.

Turn to **NM Notebook p. 12**. Let's go around the circle and read the firsts.

Facilitate either “fact or fiction” or “memory game” you selected during pre-work on p. 16.

**Review of Information**-3 minutes

Ask the following questions and give candy or other prizes for correct responses:

- Who are our Founders?
- When were we founded?
- Where were we founded?
- Name a Delta Gamma first.

**Announcements**-2 minutes

- Review information from chapter meeting.
- Remind new members of any upcoming events, deadlines, etc.
- Ask new members to read The Shield pages 45-53 in preparation for next meeting and bring laptop to be able to sign-in to GreekBill.

**Song**-5 minutes

Teach an upbeat Delta Gamma song.

## Week 2-Membership Responsibilities and Expectations

### Planning Before Meeting

#### 1. Remind facilitators to prepare

- vp: social standards-Lead review and signing of Statement of Obligation
- vp: finance-Add new member changes in GreekBill and contact GreekBill to assign dues and fees contracts prior to meeting. Distributes GreekBill log-in information and help new members log-in after the meeting.
- vp: programming-Introduce GreekLifeEdu; Bring new member log-in ID. For help or questions about log-in ID, contact Logan Davis at [logan@deltagamma.org](mailto:logan@deltagamma.org)
- House Corporation officer (if not available, vp: finance or director of house management) - Review housing facilitation on p. 25.

#### 2. Assemble meeting materials

- Laptops (for signing of Dues and Fees Contract on GreekBill)
- Prizes for answering questions (if applicable)

#### 3. Complete New Member Entry

- This report must be completed before the new members will receive an email to sign the Statement of Obligation and review their biographical information.

#### 4. Invite Alumnae to Initiation (director of rituals)

- Invite area alumnae and Delta Gamma relatives of new member to the Initiation Ceremony.

#### 5. Coordinate big/little matching

- Send the big sister promotion and big/little promise statement, located in the Library, to all eligible big sisters. Work with Honor Board to determine who is eligible. Consider holding a meeting with all potential big sisters to review the expectations.

## Meeting Agenda

**Time Allotted:** 1 hour and 15 minutes

### Learning Objectives

- New members will be able to describe Article II of the Fraternity Constitution, identify behaviors that mirror Article II, and describe how their personal values align with Article II.
- New members will be able to articulate Delta Gamma's membership responsibilities, determine actions that violate the Statement of Obligation, and identify how behaviors are addressed through the Honor Board process.
- New members will be able to list Delta Gamma's Initiation requirements.

### My Values & Article II (in small groups)-15 minutes

*Let's take a moment and think about what is important to us as individuals. What values guide our actions? Circle the values on **NM Notebook p. 15** that most resonate with you.*

Give new members a few minutes to complete this exercise.

*Is there a volunteer to read Article II aloud located on **NM Notebook p. 16**?*

Allow a volunteer to read.

*Article II is located in our Fraternity Constitution and describes Delta Gamma's purpose. Essentially, it is our mission statement. If an activity does not promote the objects of Article II then the activity is not relevant to Delta Gamma and is something we should not engage in.*

*Turn to **NM Notebook p.16**. Delta Gamma's Values and My Values worksheet. This worksheet will help us better understand the four values described in Article II.*

*Take a moment and complete the column titled "In plain language what does this mean" and "What behaviors or actions align with this value?"*

Provide new members a few minutes to complete this exercise.

Process the activity by asking the following questions:

- *How do you define friendship?*
- *What behaviors align with friendship?*
- *How did you define educational and cultural interest?*
- *What behaviors align with educational and cultural interest?*
- *How did you define social responsibility?*
- *How did you define character?*
- *What behaviors align with character?*

*Now take a moment and complete the final column: "Which of my personal values relates to this Delta Gamma value?"—from the values you circled on **NM Notebook p. 16**.*

After each new member completes the personal values column, ask the following question:

*Would anyone like to share the connection between Delta Gamma's values and their personal values?*

*As you can see, your personal values align with Delta Gamma's values. Delta Gamma's values provide a guide for our behaviors and actions as do our personal values. As a new member of Delta Gamma,*

you are expected to use these values to guide your behaviors and decisions. **Membership Responsibilities** (in small groups)-10 minutes  
Turn to the membership responsibilities located on **NM Notebook p. 17**.

Ask several new members to read aloud the membership responsibilities.

*The membership responsibilities puts Article II in plain language.*

*Mark-up the member responsibilities by responding to the following statements:*

- *Place a check-mark by the membership responsibility that will be easiest for you to meet.*
- *Circle the membership responsibility that will be most difficult for you to meet.*
- *Place a star next to the membership responsibility that you believe is most important for the viability of Delta Gamma.*
- *Put a box around the membership responsibility that surprised you most to be included on this list.*
- *Write at the bottom of the page a membership responsibility you believe is missing from this list.*

Ask the following questions:

- *What are your reactions to this activity?*
- *How did you mark the various responsibilities?*

*Responsibilities and privileges go hand in hand. In order to enjoy certain privileges in any situation, one must be willing to accept certain responsibilities. Delta Gamma is no exception. Membership responsibilities provide direction and discipline for members that serve them for a lifetime, promoting personal development and stronger chapters.*

*Honor Board holds members responsible to these membership responsibilities and Article II via the Statement of Obligation. The Statement of Obligation is also used to applaud and recognize members for their outstanding work and/or contribution to the chapter (i.e., grades, work ethic for chapter project, supportive sister, etc.). Other times, the Statement of Obligation refers to the responsibilities and what a member or new members has not upheld (i.e., finances, scholarship, inappropriate behavior, etc.).*

*Let's take a look at a couple parts of the Statement of Obligation.*

*First note that the Statement of Obligation is meant to protect members' privacy. This means that Honor Board will not disclose Honor Board business to other members, family or other support system. Likewise, the Statement of Obligation does not permit you to share Honor Board proceedings including that you received a Statement of Obligation Review (we will discuss this more in a minute), the content of the hearing or the sanction, with anyone other than the five members of Honor Board, the Honor Board adviser and your RCS. This means you cannot discuss Honor Board proceedings with your parents, friends, Delta Gamma members or family.*

*Also note that if you resign your membership or are expelled, you are still responsible for the financial obligations you incurred while a member.*

**Review Signing of Statement of Obligation** (vp: social standards)-15 minutes

Turn to **NM Notebook p. 18**. Each member of Delta Gamma signs this agreement during the second week of their new member period and it signifies their agreement to uphold Article II and the membership responsibilities of Delta Gamma.

*Please silently read the Statement of Obligation, noting areas that are unclear.*

After the members have read the Statement of Obligation, ask the following questions:

- *Do you have any questions?*

- *Why does Delta Gamma have these responsibilities?*
- *Why might Delta Gamma require each new member to sign the Statement of Obligation?*
- *Are you willing to accept the responsibilities stated in the Statement of Obligation and understand the requirements in order to be a member in good standing?*

If all new members agree, proceed with the instructions below. If a new member is hesitant, meet with her after the meeting to review her concerns. However, please note that a new member must sign the Statement of Obligation in order to be initiated.

*You will receive an email asking you to sign the Statement of Obligation. Click on the link to sign electronically and to review your biographical information. This must be completed seven days prior to Initiation, but we encourage you to do this sooner.*

New members will receive this email after you complete the New Member Entry in e-Ops+.

**Turn to NM Notebook p. 19.** *Let's take a few minutes and review what happens if you violate the Statement of Obligation. This process is called a Statement of Obligation Review. If a new member or member violates a piece of the Statement of Obligation, they are brought into Honor Board. Honor Board has the responsibility to take action in the event a member commits an infraction (or repeated infractions) of Delta Gamma Fraternity's Constitution, policies and procedures, chapter bylaws and standing rules, university/college rules and regulations or local, state, provincial and federal laws. Depending on the nature of the violation, members may be held accountable to her Statement of Obligation by either of the following two procedures:*

- *The first way is **automatic procedure known as APN** (members only) which is used to assist Honor Board where it is undisputed that a specific violation has occurred and where the precise sanction for the violation is set forth in the chapter's standing rules and bylaws.*

*Specific grounds for automatic probation include:*

- *Debt over ten (10) days*
- *Dues and Fees Contract not signed by due date*
- *Failure to pay fines by due date*
- *Failure to meet scholastic good standing for first time*
- *Failure to submit grades by due date*
- *Failure to move into chapter housing per the live-in requirements in the BL/SR*
- *Failure to complete the terms of of the housing contract*
- *Failure to sign a housing contract per the BL/SR*
- *Two unexcused absences from meetings and anchored events*
- *Two unexcused absences from officer/director team or board meetings*
- *Failure to complete Foundation service hour requirements per the BL/SR*

*When a member is on probation, she is considered to be in poor standing with the Fraternity and her chapter. Terms of probation must always include:*

- *Forfeiture of the member's elected or appointed office*
- *Forfeiture of member's vote in chapter meetings with exception of vote to initiate*
- *Loss of social privileges with the exception of anchored events*
- *Must attend all anchored events*
- *A minimum duration of thirty (30) days (scholarship is entire term)*
- *Additional sanctions as listed in chapter bylaws and standing rules*

- **Standard procedure** *is followed where the allegations are subjective in nature or there is a dispute as to whether a violation has occurred or where the sanction for the violation is discretionary in nature. All matters concerning a new member must be handled through the standard procedure.*

*Any member can file an SOR and Honor Board will review the SOR.*

Ask the following questions:

- *If an initiated member does not meet the scholarship requirement, what happens?*  
[Answer: director of scholarship completes an APN and the member is placed on automatic probation.]
- *If an initiated member pays her bill on GreekBill on the 21st of the month, what happens?*  
[Answer: vp: finance completes an APN and the member is placed on automatic probation.]
- *What happens if you are drinking underage at formal?*  
[Answer: Any member can write (and should) write an SOR. Honor Board will handle as a standard procedure.]
- *I went home for the weekend because I needed to study and missed chapter meeting and the retreat, what happens?*  
[Answer: vp: communications completes an APN. Member is then placed on automatic probation because she missed two anchored events. Studying is not an excused absence.]

*The following proclamation was made by Founder Mary Comfort Leonard:*

*“We went to a local jeweler and had our pin made—the dear little letter H which stood for Hope, for we hoped for great results and have not been disappointed ...”*

*Let’s not disappoint Mary and continue to uphold the objectives and responsibilities of Delta Gamma membership.*

**Housing Requirements** (House Corporation officer, vp: finance or director of house management) – 10 minutes

*Another membership responsibility we discussed earlier is housing. Let’s take a few minutes and review the role of a house corporation.*

*In order for a house corporation to fulfill its responsibilities, the House Corporation must have income. How does a House Corporation fund the maintenance and operations of the chapter facility?*

[Answer: from member dues.]

**Turn to NM Notebook p. 20-22.** *Find the section that says “Chapters with \_\_\_\_\_” [insert either lodge or suite, residential housing or no housing depending on your chapter’s situation]. This highlights how our house corporation earns income and then details its expenses.*

Review this page with the new members.

**Initiation Requirements - 5 minutes**

*Delta Gamma also has requirements for Initiation. Turn to **NM Notebook p. 23** and will review the requirements together.*

Ask a new member to read aloud the Initiation Requirements.

*If any member is requiring additional items, immediately speak with the chapter president, vp: social standards, vp: member education or chapter adviser. No member should be asking you to complete any additional tasks.*

*Do you have any questions or concerns?*

## **Introduction of GreekLifeEdu** (vp: programming) - 5 minutes

*In order to be initiated new members must complete part 1 of GreekLifeEdu and pass with a score of 75% seven days prior to Initiation. Turn to **NM Notebook p. 24** and let's review the program.*

Share the following points:

- *One of Delta Gamma's values espoused in Article II of the Fraternity Constitution is social responsibility. In order to help our members live this value, Delta Gamma utilizes GreekLifeEdu.*
- *GreekLifeEdu is an online education program focused on alcohol abuse, hazing and sexual assault.*
- *This program is specific to you as the course adjusts to your specific preferences based on the answers you provide.*

## **GreekBill Login Information** (vp: finance) - 5 minutes

Ask new members to sign onto GreekBill to accept/sign their payment schedule. Explain how to set up a parent account.

*You must sign the Dues and Fees Contract 10 days after it is assigned by me in order to be initiated. Please stay after the meeting and we will help you login now so you have met this Initiation requirements.*

*Article XX, Section 1, of the Delta Gamma Constitution states:*

*"There shall be a house corporation for each collegiate chapter formed for the purpose of establishing, providing and supporting a suitable social environment for the collegiate chapter including, but not limited to owning, maintaining, equipping and managing a chapter house or facility."*

*Simply put this means, each Delta Gamma chapter must have a house corporation. After Initiation, you will become a member of our House Corp. for life.*

*What does a house corporation do? Allow new members to generate responses.*

**Turn to NM Notebook p. 20.** *Take a minute and read the role of a house corporation.*

## **Review of Information**-3 minutes

Ask the following questions and give candy or other prizes for correct responses:

- What are the four values or objects listed in Article II?
- Name two Initiation requirements.
- Name three membership responsibilities.
- What is the purpose of the Statement of Obligation?

## **Announcements**-2 minutes

- Review information from chapter meeting.
- Remind new members of any upcoming events, deadlines, etc.
- Ask new members to read The Shield pages 54-59 and 85-88 and **NM Notebook p. 5-7** in preparation for next meeting
- Ask new members to begin participation in GreekLifeEdu
- Remind new members to log-in to GreekBill either after meeting or before next meeting to sign the Dues and Fees Contract. This is due 10 days after the contract is assigned to you by the vp: finance.
- Remind new members to sign their Statement of Obligation and to review their biographical information via the email link seven days prior to Initiation in order to be initiated. NOTE: If a new member does not have this email, you can resend this link via the Candidate's List.

**Song**-5 minutes  
Teach a Delta Gamma song.

## Week 3-Delta Gamma Leadership

### Planning Before Meeting

#### 1. Remind facilitators to prepare

- President and vp: social standards-Lead section on Delta Gamma bylaws and standing rules
- director of scholarship-Facilitate scholarship activity

#### 2. Assemble meeting materials

- PC and projector (see item #3 below)
- Fraternity leadership feud PowerPoint (see item #3 below)
- Ensure you know answers to Fraternity Leadership Feud questions.
- Make copies of handouts for selected leadership activity
- Prizes for answering questions (if applicable)

#### 3. Select Fraternity Leadership Feud Facilitation Method

- Determine the strategy best to conduct Fraternity leadership feud.
- Each small group will compete as a team and the PowerPoint will be projected for all teams to view.
- Each small group leader will facilitate a game of Fraternity leadership feud splitting her group into two teams. Each small group leader will need to download the PowerPoint onto her laptop.

#### 4. Select Leadership Styles Inventory

Choose one of the leadership styles inventories in the Appendix G along with your accompanying processing questions to help your new members better understand their leadership style. Your campus may offer other leadership style inventories (e.g., leadership challenge, DISC, StrengthsQuest, etc.). If so, you may ask the responsible staff member to facilitate the activity utilizing a different inventory as long as it meets the following learning objective: New members will be able to articulate their leadership style, discern its strengths and weaknesses, and understand how their leadership behaviors can positively influence the chapter even though they do not have a position.

#### 5. Complete week 2 attendance report in e-Ops+

Vice president: member education must complete this report.

#### 6. Order Badges

- Contact J. Brandt to begin badge ordering process.
- The vp: member education/ director of new members contacts J. Brandt at [DGBadgeOrders@jbrandt.com](mailto:DGBadgeOrders@jbrandt.com) with phone number and shipping address.
- Select a deadline for new members to order badge. You will introduce during week 5.
- J. Brandt will email you the badge ordering instructions for you to share with your new members.
- Once the deadline to order badges has passed, J. Brandt will close the online ordering page. It will take 8 weeks to receive the badges.

# Meeting Agenda

**Time Allotted:** 1 hour and 20 minutes

## Learning Objectives

- New members will be able to explain Delta Gamma's international, regional and chapter organization structure.
- New members will be able to describe key functions of Fraternity operation.
- New members will be able to recall where they can access their chapter's bylaws and standing rules and Delta Gamma policies. They will also be able to describe the Delta Gamma policies that apply to them as new members.
- New members will be able to articulate their leadership style, discern its strengths and weaknesses and understand how their leadership behaviors can positively influence the chapter even though they do not have a position.

## Fraternity Leadership Feud (in small groups)-25 minutes

*We are going to spend the next 25 minutes better understanding the Fraternity through the Fraternity leadership feud. The object of this activity is to better understand our chapter's operations, the role of the individuals who support the Fraternity's work, and its structure. In order to accomplish this aim, each team will be tested on their knowledge of the Fraternity.*

*I will read a question. The first team to raise their hand will be given the opportunity to answer the question. If the team is correct, they will be given one point. If the team is incorrect, they will lose a point and the other team(s) will be given the opportunity to answer correctly. Once it is determined that the original team answered incorrectly, the remainder of the teams will be given 30 seconds to determine the correct answer and write it on a piece of paper. After the 30 second time period, each team will present their answer. Each team with a correct answer will be given one point.*

*Some questions are bonus questions. The team that answers this question correctly receives five (5) points. Many of the bonus questions require paper to record the answer. Ensure you have paper.*

*Each team needs to elect a captain. The captain's role is to raise her hand once her team has consulted on the answer and believe they know the answer. Take a few minutes and determine a captain. [Give each team a few minutes to determine their captain.]*

*Are there any questions?*

*On the **NM Notebook p. 28** you can record responses to some of the questions.*

Begin playing Fraternity leadership feud. The question and answers are as follows:

### Chapter-level questions:

- *Q: A Delta Gamma volunteer is responsible for advising our collegiate chapter. She coaches our chapter to follow Fraternity Standards, advises chapter management team, and serves on recruitment and election committees. The title of this position is what?  
A: advisory team chairman*
- *Bonus Q: What is the name(s) of our advisory team chairman (men)?  
Bonus A: If you are unsure of her name, consult your chapter president.*
- *Q: What is the name of the committee who determines the slate of chapter officers?  
A: Nominating Committee*

- *Q: What is term used to describe our collegiate officer executive board?*  
*A: chapter management team (CMT)*
- *Bonus Q: On a piece of paper, write the title and names of Delta Gamma's president and vice presidents.*  
*Bonus A: See your chapter officer roster located in e-Ops+.*
- *Q: Who is responsible for recognizing members that exemplify the objects of our Fraternity and for upholding our policies and procedures?*  
*A: Honor Board*
- *Q: Who acts as a landlord that rents and/or maintains the chapter housing and meets all financial obligations involved in ownership, renting and/or maintenance?*  
*A: House Corporation*
- *Bonus Q: On a piece of paper, write the names of Delta Gamma's five Honor Board members.*  
*Bonus A: See your chapter's officer roster. Note that the president and vice president: social standards are automatically members of Honor Board.*

### **Regional-level questions:**

- *Q: In what region is our chapter?*  
*A: Consult your chapter info fact sheet in e-Ops+.*
- *Q: What geographical area does our region encompass?*  
*A: Region 1 (Northeast); Region 2 (Mid-Atlantic); Region 3 (Southeast); Region 4 (Great Lakes-Ohio, Michigan, and Indiana); Region 5 (Mid-West); Region 6 (Southwest); Region 7 (West); Region 8 (California)*
- *Q: Each Delta Gamma chapter is supervised by a team of regional volunteers. List the titles of the seven regional team members.*  
*A: Regional Director, Regional Collegiate Specialist, Regional Collegiate Recruitment Specialist, Regional Finance Specialist, Regional Alumnae Specialist, Regional Housing Specialist and Regional Foundation Coordinator.*
- *Q: Each Delta Gamma chapter is also supervised by two Executive Office staff members. EO staff members are paid members of the Fraternity and reside in Columbus, Ohio. List the titles of the two staff members.*  
*A: The two staff members who work with collegiate chapters are as follows: the collegiate development specialist (CDS) and the collegiate finance consultant (CFC).*
- *Q: What is the title of the regional volunteer who supervises Honor Board, approves our chapter's calendar, ensures our bylaws and standing rules follow Delta Gamma policy and assists us with general chapter operations and programming?*  
*A: Regional Collegiate Specialist/Council Appointed Coordinator*
- *Bonus Q: What is the name of our Regional Collegiate Specialist/Council Appointed Coordinator?*  
*Bonus A: Consult your chapter president or advisory team chairman if you are unsure.*

### International-level questions:

- Q: *What is the title of the Delta Gamma staff member who is a recent graduate and travels to collegiate chapters to provide coaching and support in areas of chapter operations, programming and membership.*  
A: *Collegiate Development Consultant*
- Q: *Beyond the regional team, Delta Gamma Fraternity is led by our Fraternity Council. Council is composed of seven elected women who volunteer their time to the Fraternity. Council sets the vision for our Fraternity, ensures our programming and operations align with Article II (i.e., the Objects of the Fraternity), develops and enforces the policy and procedure. Name the seven positions on Delta Gamma's Council.*  
A: *President, Council Trustee: Collegians, Council Trustee: Alumnae, Council Trustee: Fraternity Programming, Council Trustee: Membership, Treasurer, Council Trustee: Communications.*
- *Bonus Q: What are the names of Delta Gamma's Council members?*  
*Bonus A: See <https://www.deltagamma.org/ourstory/our-leadership> for a list of Council officers.*
- Q: *What is the title of the Delta Gamma staff member who supervises the staff at Executive Offices and serves as an ex-officio member of Council?*  
A: *Executive Director*
- Q: *What is the title of the volunteer appointed by Council to represent Delta Gamma at the National Panhellenic Conference and also serve as an ex-officio member of Council?*  
A: *National Panhellenic Conference Delegate*
- Q: *Who has the authority to change the Constitution of Delta Gamma and elect Council?*  
A: *The Convention body: each collegiate chapter and alumnae chapter in good standing has a vote.*
- Q: *During the interim period between Conventions, who is responsible for governing Delta Gamma?*  
A: *Council*
- Q: *How frequently is Delta Gamma's Convention held?*  
A: *Once every two years*

### Delta Gamma Policies Case Study (in small groups)-10 minutes

It is vital the new members are made aware of important Delta Gamma policies. The policies listed below are not an exhaustive list of Delta Gamma policies, but those that are pertinent for every new member to be aware of and abide by. These policies should be read by the new members before the meeting.

Turn to **NM Notebook p. 31**. Read each scenario. Utilizing the **NM Notebook p. 29-30**, reflect on which Delta Gamma policy is not being followed. After you are finished, we will review the scenarios together.

After the new members are finished, review each scenario and the correct answer as described below.

#### 1. Case:

Sally DG is so excited to become a Delta Gamma new member. Immediately following Bid Day, she visited the local Greek clothing shop and purchased a sweatshirt with the Delta Gamma letters on the front. She has been wearing it to class ever since.

**[Answer: Delta Gamma new members can wear our Greek letters, letters written out, or our letters in any other form. The only item new members cannot wear is our crest.]**

**2. Case:**

During Week 4 of the new member period, Omega Omega chapter of Delta Gamma is preparing for big/little revealing. The agenda for the night includes: embarrassing costumes for new members to wear and a barbeque at the chapter house with alcohol.

**[Answer: Asking new members to wear embarrassing clothing violates our hazing policy. Also, alcohol is not permitted in the chapter house. All events with alcohol must be approved by Executive Offices through the event guideline process.]**

**3. Case:**

Anchor Games are a great way to raise money for the Delta Gamma Foundation. The vp: Foundation has contacted Bob's Bar and Grill to be a sponsor. Bob's Bar and Grill will provide alcohol for the event and will sponsor an "after-party" for the fraternity that wins Anchor Games immediately following.

**[Answer: Delta Gamma events cannot be sponsored by distributors of alcoholic beverages. Also, events with alcohol cannot take place 24 hours after a fund-raising event.]**

**4. Case:**

Because she is busy working and studying, Susie DG only attends Delta Gamma functions when she has time, which isn't often.

**[Answer: Delta Gamma members must attend all anchored events. Work and studying are not excused absences. If Susie DG misses two anchored events, the vp: communication will file an SOR and she will be placed on automatic probation.]**

**5. Case:**

Sailor Sis has been busy posting pictures on Facebook. She has uploaded photos that do not represent Article II and makes reference to the fact she is a Delta Gamma. Sailor Sis has also tagged photos of several other underage members who are drinking in their letters.

**[Answer: Chapter members should file an SOR on all members who violate Delta Gamma policy, including the members who are drinking underage. Even if the members were not wearing their letters and the pictures were not posted on Facebook, underage drinking still violated Delta Gamma policy.]**

**Chapter Bylaws and Standing Rules** (president and vp: social standards)-10 minutes

*Please turn to the chapter bylaws and standing rule under chapter information.*

The president or vp: social standards should provide a high level overview of these documents, describing how they have been tailored to the chapter and the general process for review and voting on bylaws and standing rules each year. Specific standing rules and bylaws to cover include:

- attendance point or fine systems,
- what is an approved excuse,
- live-in housing requirements, if applicable
- and the male visitation policy, if applicable.

**Leadership Styles Inventory**-15 minutes

Facilitate the activity selected in the pre-meeting work from p. 28.

**Scholarship Activity** (in small groups) (director of scholarship)-5 minutes

Ask the following questions:

- *What time management strategies work well for you?*
- *What campus resources have you sought out or do you plan to seek out to assist you with class?*
- *What have you learned in class that was interesting?*

**Big/Little Selection**-5 minutes

- Review the little sister promotion and big/little promise form found in the Library to help set appropriate expectations for big sister selection.

**Review of Information**-3 minutes

Ask the following questions and give candy or other prizes for correct responses:

- *What is the name of our advisory team chairman (ATC)?*
- *What is the chapter management team?*
- *In what region is our chapter located?*
- *What regional officer works most closely with the chapter?*

**Announcements**-2 minutes

- *Review information from chapter meeting.*
- *Remind new members of any upcoming events, deadlines, etc.*
- *Ask new members to read pages The Shield pages 12-32.*
- *Continue completing GreekLifeEdu. Remind new members that they must complete part 1 of GreekLifeEdu and pass with a score of 75%, seven days prior to Initiation or they will not be eligible to be initiated.*
- *Remind new members to log-in to GreekBill to sign the Dues and Fees Contract. This must be completed 10 days after it is assigned by the vp: finance.*
- *Remind new members to sign their Statement of Obligation and to review their biographical information via the email link seven days prior to Initiation in order to be initiated. NOTE: If a new member does not have this email, you can resend this link via the Candidate's List.*
- *Ask new members to bring a laptop to next week's session in order to participate in The Shield Search.*

**Song**-5 minutes

Teach a Delta Gamma song or chant.

## Week 4-History of Delta Gamma

### Planning Before Meeting

#### Remind facilitators to prepare

- director of scholarship-facilitate scholarship activity
- alumna guest speaker(s) if select this activity for chapter history

#### Assemble meeting materials

- PC, internet connection and projector
- Locate and be ready to play, “DG History Part II” from the Library or Delta Gamma’s Vimeo channel to computer and make sure you can operate projector
- Note cards for each new member
- Chapter history
- Prizes for answering questions (if applicable)

#### Prepare to explain “Be What You Seem Ceremony” (if applicable)

The “Be What You Seem” ceremony is optional. If your chapter will conduct the “Be What You Seem” ceremony during the Week 6 meeting, explain the personal artifact to the new members. The description is as follows:

“Be What You Seem” ceremony provides new members an opportunity to share through personal reflection, artifact creation and/or personal testimonials their experience during the new member pursuit. Each woman can create, find, compose, write or discover an object, artifact or document that represents her experiences in Delta Gamma thus far. It should be in some medium that she finds comfortable. She can use this time to express her feelings, experiences, memories and dreams of Delta Gamma.

Forms of expression could be songs, journals, collages, dioramas, paintings, drawings, dances, poetry, sculptures, speeches, music, photography, arts and crafts projects, woodwork, metal work, etc.

Presentations could include decorating a room or group sharing. No one should be forced to deliver a speech or publicly present her artifact.

#### Select activity for chapter history

Choose from one of the options below to review your own chapter history:

- Invite alumnae from various decades to come back and speak. This could be done in small informal settings or formal presentations.
- Review the chapter history read during 4th degree.
- Ask director of chapter archives and/or new member crew to develop game shows or board games for members to play regarding chapter history.
- Create pages to be added to the chapter scrapbook. This could be an electronic version to be shown at Founders Day for younger chapters

#### 5. Badge ordering process

Contact J. Brandt to begin badge ordering process. If you haven’t contacted J. Brandt, follow the instructions in week 3 planning before the meeting.

## Meeting Agenda

**Time Allotted:** 55 minutes

### Learning Objectives

- New members will be able to identify three key events of Fraternity history.
- New members will be able to describe the early expansion history of Delta Gamma.
- New members will be able to articulate their chapter history.

### Delta Gamma History-10 minutes

Show the new members “DG History Part II of II,” which can be downloaded from the Library or from Delta Gamma’s Vimeo Channel.

*Today we are going to learn a bit about Delta Gamma’s history as well as our chapter’s history. To get us started turn to **NM Notebook p. 35**. We are going to watch a video about Delta Gamma’s history. As you watch the video record the answers to the questions listed.*

After the video review the answers to the questions.

Q: Three key events of Delta Gamma history are

A: There is not correct answer. Ask the new members to share the history events they wrote down.

Q: Delta Gamma’s only male initiate is \_\_\_\_\_.

A: George Banta

Q: Convention is held every \_\_\_\_\_ years.

A: Two

Q: Convention delegates are made-up of \_\_\_\_\_.

A: Collegiate and alumnae delegates

Q: What is located in Columbus, Ohio?

A: Delta Gamma’s Executive Offices

Q: Who supervises the staff of Executive Offices?

A: The Executive Director

Q: The member who suggested our philanthropy is \_\_\_\_\_.

A: Ruth Billow, Eta-Akron

Ask the following question:

- *Who was the man that helped expand Delta Gamma to the north and why did he do this?*
- *What were some of the significant facts about our philanthropy and Foundation?*

### **The Shield Search** (in small groups)-10 minutes

*We are now going to spend some time diving a bit deeper into Fraternity history. Use The Shield to find and write down one to two questions about Fraternity history. On one side of the card write the question and on the other side of the card write the answer. When you are finished, turn the cards into me and we will use for a question and answer session.*

After the new members submit the questions, ask them the questions generated. Share that the new members may reference The Shield to find the answers as needed.

**Chapter History**-15 minutes

Facilitate the chapter history activity selected in the planning before meeting section from p. 34.

**Scholarship Activity** (director of scholarship)-5 minutes

Ask the following questions:

- *Most of you have taken at least one test so far-how would you rate your performance?*
- *What do you plan to do differently to improve on future tests?*
- *What is one class you are struggling with (if members do have classes they are struggling with suggest helpful resources and direct them to packet given in Week 1)?*
- *Who has taken the time to visit a professor during office hours? Why is this important?*
- *Which resources in the scholarship resource packet have you utilized so far?*

Remind the new members of the chapter scholastic requirements and that scholarship is important to remain in good standing.

**“Be What You Seem”** (optional)-5 minutes

Explain “Be What You Seem” if your chapter chooses to participate. See instructions on p. 35.

**Review of Information**-3 minutes

Ask the following questions and give candy or other prizes for correct responses:

- *When was our chapter founded?*
- *Who was George Banta?*
- *Who were the three Founders?*
- *Where and when was Delta Gamma founded?*

**Announcements**-2 minutes

- Review information from chapter meeting.
- Remind new members of any upcoming events, deadlines, etc.
- Ask new members to read The Shield pages 93-102.
- Continue completing GreekLifeEdu. Remind new members that they must complete part 1 of GreekLifeEdu and pass with a score of 75%, seven days prior to Initiation or they will not be eligible to be initiated.
- Remind new members to log-in to GreekBill to sign the Dues and Fees Contract. This must be completed 10 days after it is assigned by the vp: finance.
- Remind new members to sign their Statement of Obligation and to review their biographical information via the email link seven days prior to Initiation in order to be initiated. NOTE: If a new member does not have this email, you can resend via the Candidates' List.

**Song**-5 minutes

Teach a Delta Gamma song.

## **Week 5-Delta Gamma Foundation**

### **Planning Before Meeting**

#### **1. Remind facilitators to prepare**

- vp: Foundation and director of Anchor Splash (optional)-Lead Foundation overview and activity
- director of scholarship-Facilitate scholarship activity

#### **2. Assemble meeting materials**

- PC, internet connection and projector
- Locate and be ready to play, “Changing Lives” video in the Library or Delta Gamma’s Vimeo channel to computer and make sure you can operate projector
- Materials for service activity
- Prizes for answering questions (if applicable)
- Badge ordering instructions from J. Brandt (See week 3 prior to meeting section for details.)

#### **3. Finalize plans with vp: Foundation to participate in a service opportunity**

- See p. 5 for additional instructions.

# Meeting Agenda

**Time Allotted:** 1 hour and 5 minutes

## Learning Objectives

- New members will be able to list three Delta Gamma Foundation signature programs (i.e. Service for Sight, Grants to Individual Members and Grants to the Fraternity for Leadership and Educational Programming).
- New members will be able to describe the history of Service for Sight as Delta Gamma's philanthropic arm.
- New members will be able to identify chapter's service/philanthropy opportunities and requirements, and distinguish between service/philanthropy.

**Foundation Overview** (vp: Foundation & director of Anchor Splash)-20 minutes

*The Delta Gamma Foundation has three signature programs. The three signature programs include Service for Sight, grants to individual members and grants to the Fraternity for leadership and educational programming.*

- *Service for Sight is our philanthropy. Delta Gammas raise money and awareness and do service for the blind or visually impaired community. This includes Service for Sight: Joining Forces, where assistance is offered to blind or visually impaired veterans.*
- *Grants to Individual Members include merit-based scholarships and graduate fellowships, need-based scholarships and Anchor Grants, which help Delta Gammas in times of crisis.*
- *Grants to the Fraternity for Leadership and Educational Programming include the CDC program, risk management training such as the Alcohol Skills Training Program (ASTP), Mock Trial and GreekLifeEdu, the Leveraging Leaders program, Lewis Institute, PROs, Mu Chapter Lamp of Knowledge, Hope Serving, the Golden Anchor Program and honor society rebates.*

Show the Foundation video, "Changing Lives," which can be downloaded from the Library or Delta Gamma's Vimeo channel.

*Now let's take a few minutes to continue exploring the Foundation. Complete the Foundation facts matching activity in the **NM Notebook p. 38** and then we will review the correct answers.*

## Delta Gamma Foundation Matching

### Answer Key

h. Delta Gamma Foundation mission statement

d. Dangle awarded to every member achieving a 4.0 term average for the first time

l. Each collegian must volunteer a minimum of \_\_\_service hours per semester or \_\_\_ hours annually for Service for Sight.

i. Chapters hold what to raise money to support the Delta Gamma Foundation?

c. Every Region has its own \_\_\_\_\_?

a. The Golden Anchor program allows collegiate members to visit with and enjoy the company of?

b. 1936

e. Vision screening, reading to persons who are visually impaired and recording books on tape

k. 1951

n. Merit-based scholarships and graduate fellowships

g. 1966

o. Signature programs of the Foundation

j. Honor Society Initiation rebates

m. Student Loan Fund

f. Patricia Peterson Danielson award (PPD)

p. Delta Gamma Visionaries

After new members are finished, review the correct answers.

Take a look at the chart found in the **NM Notebook p. 39** outlining difference between community service and Service for Sight.

Ask the following question:

- *What is the difference between community service and Service for Sight?*

If your chapter requires more than 10 Service for Sight hours per year, please share this requirement.

**Foundation Activity** (vp: Foundation)-25 minutes

Participate in the service activity organized with the vp: Foundation as described in the planning before meeting section on p. 38.

**Scholarship Activity** (director of scholarship)-5 minutes

Ask the following out loud and reward/recognize those who stand:

- *Please stand if you attended a professor's office hours this week*
- *Please stand if you have received an A on a test or paper this past week*
- *Please stand if you attended chapter study hours this past week*
- *Please stand if you have attended all your classes this past week*

*If you are having academic problems, please seek assistance. Come and chat with me or seek out the campus resources we discussed a few weeks ago.*

**Review of Information**-3 minutes

Ask the following questions and give candy or other prizes for correct responses:

- *When was the Foundation established?*
- *What are the three signature programs of the Foundation?*
- *What are ways to earn service hours?*
- *What funding is available for individual members?*

**Badge Ordering Process**-5 minutes

- Review the badge ordering instructions provided by J. Brandt.
- Share the deadline you set with the new members.

**Announcements**-2 minutes

- Review information from chapter meeting.
- Remind new members of any upcoming events, deadlines, etc.
- If your chapter will conduct the "Be What You Seem" ceremony during the Week 6 meeting, remind new members to bring their personal artifact to the meeting.
- Ask new members to read The Shield pages 113-117.
- Remind new members that they must complete part 1 of GreekLifeEdu and pass with a score of 75%, seven days prior to Initiation or they will not be eligible to be initiated.

- Remind new members to log-in to GreekBill to sign the Dues and Fees Contract. This must be completed 10 days after it is assigned by the vp: finance.
- Remind new members to sign their Statement of Obligation and to review their biographical information via the email link seven days prior to Initiation in order to be initiated. NOTE: If a new member does not have this email, you can resend via the Candidate's List.

**Song**-5 minutes

Teach a Delta Gamma song.

## Week 6-Beyond Delta Gamma

### Planning Before Meeting

#### 1. Remind facilitators to prepare

- vp: Panhellenic-Provide a brief overview of Panhellenic on your campus.

Topics to include are:

- Panhellenic and other fraternity/sorority governing bodies (e.g., NPHC, IFC, MGC, etc.)
- Fraternity/sorority adviser
- Key fraternity/sorority life events
- director of activities (optional)
- Big sisters (optional)

#### 2. Select option to present Campus Activities.

The purpose of this activity is to inform new members of the various campus activities and chapter requirements as detailed in your chapter's standing rules. This can be done by:

- Activity fair-Ask various chapter members to create stations representing organizations in which they are involved (i.e., student government, programming council, honor societies, etc.). New members can rotate through these stations that interest them.
- Have one or two members come to the meeting to discuss how they have been involved and the benefits of their involvement.
- Invite a campus leader/campus staff member to give a brief presentation about campus involvement opportunities.

#### 3. Assemble meeting materials

- PC, internet connection and projector
- Materials for activity fair (if selected for campus activities)
- Materials for selected fireside/teambuilding activity
- Prizes for answering questions (if applicable)
- Locate and be ready to play Greek alphabet song from the Library or Delta Gamma's Vimeo channel and ensure you can operate the projector

#### 4. Select Week Six Sisterhood Activity Option

Engage the new members in a sisterhood activity that fits the needs and the personality of the new member class. Choose either a fireside or teambuilding activity. Utilize the ideas listed below or use a familiar activity. Your chapter may also choose to use the "Be What You Seem" ceremony and sharing of personal artifacts. This ceremony may be conducted at the new member meeting or can be scheduled at a chapter meeting.

#### Fireside Ideas

- Organize a candle pass, pass the anchor, or pass the Hannah Doll.
- Use M&M colors to control subject matter (i.e., red-pride, green-sisterhood, chocolate-best event memory, yellow-best friend in DG ... etc.)
- Provide a prompt such as:
  - "I have found \_\_\_\_\_ at Delta Gamma."
  - "I am thankful for \_\_\_\_\_."
  - "My favorite DG memory is \_\_\_\_\_."
  - This helps to focus and limit the time required for large new member classes.
- Form a circle and provide one person with a ball of yarn. The first person tosses the yarn to another person and says "What I like best about you ...". By the end you have formed a great web of friendship
- Ask every member to sit in a circle facing backwards. Turn the lights low and play soft music. Ask for 4-5 new members to come stand in the middle of the circle. Read a guiding statement

and asks the new members to touch the back of women in the chapter that the statement relates to. Statements can include “someone who is a leader,” “someone who is a role model,” “someone you look up to,” etc.). The new members do not know who is touching them because they are sitting backwards with their eyes closed but they know that they are impacting another new member. This could be adjusted to several small circles for new member classes that are large in size.

## **Team Building Ideas**

### **This is My House**

*Materials:* paper, pens/markers

*How To:* Instruct participants to create a “house” structure using the following directions:

- On the foundation, write the concepts or values with which you live your life—the things you won’t budge on.
- On the walls write what type of things do you do to strengthen and support the concepts and values in your foundation?
- On the window write what are you most proud of and want others to see?
- On the door write what are the important parts of who you are that you have “borrowed” from someone else? Who is that someone else?
- On the roof write what are the protective mechanisms you have for yourself?
- On the smoke stack write what forms of release do you commonly use? How do you let off steam?

After everyone has finished, have each woman share what she has placed in her house. For new member classes larger than 20, share in either large or small groups.

Conclude by indicating the importance of each new member’s house and her thoughts surrounding its construction. Use examples to show the differences between new members, but emphasize that Delta Gamma is a place where every new member can achieve growth and personal development.

*Variations:*

- Have the women draw their own “house” structures on poster paper. Provide the components and definitions needed to construct their own “home.” Hang each participant’s house around the room to be viewed by all.
- Create a group version, using “this is our house” with the components relating to Delta Gamma as an organization.

### **Stick up for Yourself**

*Materials:* Markers, paper for each member, post-it notes, tape

*How To:* Ask each participant to draw a large human stick figure on a piece of paper. Instruct participants to do the following while you do the same on a large piece of paper or an overhead projector, allowing the whole group to see.

Read the following statements, allowing time for participants to finish each step:

- Next to the eyes, name or draw a picture of what you like to read or watch.
- Next to the ears, name or draw a picture of music you like to hear.
- Next to the smile, name or draw a picture of things that make you smile.
- Next to the heart, name or draw a picture of people you love.
- Next to the stomach, name or draw a picture of what you like to eat.
- Next to the legs, name or draw a picture of an athletic activity you enjoy.
- Finally, next to the feet, name or draw a picture of places you like to go.

Post the drawings on the wall to create an art display. Have new members silently determine which picture they think belongs to which participant. Once they have an idea, ask them to write the name of the artist on a post-it note and place beside the work. After everyone has made her selections, go through the “art display” as a group and reveal the artist.

### **Bouquet of Friendship**

*Materials:* a flower for each new member a large vase, poem or sentiment on individuality/diversity/unity

*How To:* Instruct the new members to bring a flower they feel represents them to the meeting. Create an informal ritual setting, arranging new members in a circle or semicircle.

Have each new member bring her flower forward to place in a large vase at the front of the room and describe why she chose this flower.

After everyone has contributed her flower to the Delta Gamma bouquet, read a friendship poem/sentiment. Think Anchor Deep contains many relevant poems.

Share with the group the important role each person has within Delta Gamma. Each member is a vital part of the chapter and brings to our Fraternity all of her activities, talents, interests and honors. Indicate the importance of each member’s contribution through her activities, interests, talents and honors.

*Variations:*

- Have each new member bring a flower for a participant and while placing it in the vase, share one quality the participant is bringing to Delta Gamma.
- Ask each participant to share one thing she is looking forward to experiencing through Delta Gamma, as she places her flower in the vase.

### **Collages**

*Materials:* Magazines, card board, poster board, etc., scissors, glue/tape

*How To:* Instruct the participants to create a collage showing their interests, talents, activities and honors. After completion, ask new members to share their collages. For new member classes larger than 25, ask new members to share in their small group. Indicate the importance of each new member’s contribution through her activities, interests, talents and honors. Use examples to show the differences between participants, reinforcing that Delta Gamma is a place where growth and personal development can be achieved by all.

*Variations:*

- Make the collages in the shape of a star. Set up all the collages in a “Walk of Fame” theme, using the Hollywood stars as an idea.
- Hang each participant’s creation in the room to be viewed by all.
- Place all the participants’ creations in a book form and provide to the general membership as a getting acquainted tool.
- Invite the new member’s preference buddy/first week pal/or some other member to participate with her and place on the collage their shared and separate interests.
- Create a larger cardboard anchor. Cut the anchor into various pieces and ask the new members to create a collage on their anchor piece. After each woman has created her collage in the shape of her assigned piece, place all together to create the anchor.

- Collect all the collages. As the participants finish their new member education or their academic careers, present their collages to them, possibly adding personal notes, other cut outs, etc

**5. Prepare to teach Greek Alphabet song found in the Library or on Delta Gamma's Vimeo Channel**

# Meeting Agenda

**Time Allotted:** 60 minutes

## Learning Objectives

- New members will be able to name the governing bodies for their campus sororities.
- New members will be able to identify leadership opportunities within the fraternity/sorority and campus organizations.

## Overview of NPC and Panhellenic (vp: Panhellenic)-10 minutes

Provide a brief overview of Panhellenic and the other governing councils (e.g., NPHC, MGC, IFC, etc.) on your campus. Include the following information:

- Role of your campus Panhellenic and other campus governing bodies
- Who is your fraternity/sorority adviser and what is his/her role
- Key fraternity/sorority community events

As you share information, have new members complete the questions on **NM Notebook p. 42** and review the correct answers.

Teach the Greek alphabet song found in the Library or on Delta Gamma Vimeo channel.

## Campus Activities (director of activities, if applicable)-10 minutes

Facilitate activity identified in the planning before meeting section on p. 41.

Inform new members your chapter activities requirements as detailed in your chapter's standing rules.

## Sisterhood Activity-30 minutes

Facilitate selected sisterhood activity identified in the planning before meeting section on p. 41.

## Review of Information-3 minutes

Ask the following questions and give candy or other prizes for correct responses:

- *Who is our fraternity/sorority adviser?*
- *What is the role of Panhellenic?*
- *How many campus activities are we required to participate in per the bylaws and standing rules?*

## Announcements-2 minutes

- Review information from chapter meeting.
- Ask new members to read The Shield pages 73-82.
- Remind new members of any upcoming events, deadlines, etc.
- Continue completing GreekLifeEdu. Remind new members that they must complete part 1 of GreekLifeEdu and pass with a score of 75%, seven days prior to Initiation or they will not be eligible to be initiated.
- Remind new members to log-in to GreekBill to sign the Dues and Fees Contract. This must be completed 10 days after it is assigned by the vp: finance.
- Remind new members to sign their Statement of Obligation and to review their biographical information via the email link seven days prior to Initiation in order to be initiated. NOTE: If a new member does not have this email, you can resend this link via the Candidate's List.
- Remind new members to order their badge by the deadline you set.

## Song-5 minutes

Teach one song or chant.

## Week 7-Lifetime Membership

### Planning Before Meeting

#### 1. Remind presenters to prepare

- Alumna speaker-Ask an alumna (i.e., adviser, local alumna, house corporation board officer) to talk about the points on Appendix E. If there are no alumnae able to attend, arrange to Skype a regional team member. The alumna should discuss:
  - Lifetime membership and responsibilities in Delta Gamma
  - What Delta Gamma has meant to her after college
  - Ways alumnae can continue to be involved in Delta Gamma.
  - How to find an alumnae group after graduation.
  - Remember to provide Appendix E to the alumna to assist with her talking points.
- director of rituals-Review expectations for 4th degree participation by new members

#### 2. Assemble meeting materials

- Note card for each new member
- Prize for winner of alumnae group game
- Laptops for each small group with Fraternity Jeopardy downloaded or Fraternity Jeopardy questions or each small group.
- Prizes for answering questions (if applicable)

#### 3. Identify the number of current alumnae groups

- The alumnae group activity asks the new members to guess the number of alumnae groups. You will need to look up the current number of alumnae groups: [www.deltagamma.org](http://www.deltagamma.org)

## Meeting Agenda

**Time Allotted:** 1 hour and 25 minutes

### Learning Objectives

- New members will be able to describe benefits of lifetime membership along with responsibilities associated with alumnae membership.
- New members will be able to articulate what Delta Gamma means to them and their hope for the future of their chapter.

### What Have You Learned (in small groups)-15 minutes

*We are just one week away from Initiation. This means your new member period is coming to a close. Let's go around the circle and have each of us share one memory, story, or experience from your new member period. Share something that is special to you.*

### Alumnae Groups-5 minutes

Distribute a note card to each new member.

*We are now going to think about Delta Gamma beyond our college years. As we have discussed throughout the new member period, Delta Gamma membership is for a lifetime. What does this exactly mean?*

*To get us started thinking about lifetime membership, guess how many Delta Gamma alumnae groups exist. On the note card, write your guess and name.*

While the alumna guest is speaking, determine the winner. The correct answer is located at: [www.deltagamma.org](http://www.deltagamma.org).

### Alumnae Lifetime Membership-20 minutes

*To continue our discussion of lifetime membership, we have a special alumna guest.*

Introduce the alumna guest speaker

After the guest speaker finishes, thank her for her time and for sharing what alumnae membership looks like.

Announce the winner of the alumnae groups activity and give the winner her prize.

### Alumnae Involvement (in small groups)-5 minutes

Ask the new members to complete alumnae expectations section on **NM Notebook p. 45**. and then review the answers.

*Q: Alumna are expected to pay per capita dues for \_\_\_ years*  
*A: 50 years*

*Q: How much are alumnae per capita dues?*  
*A: Approximately \$25.*

*Q: How do I pay my per capita dues?*  
*A: Online at [www.deltagamma.org](http://www.deltagamma.org)*

Q: *What ways can alumnae continue to be involved in Delta Gamma?*

A: *Pay per capita dues each year, write Sponsor Forms, volunteer within an alumnae chapter or association, serve as chapter adviser or house corporation officer*

Q: *How would you locate an alumnae group?*

A: *Alumnae groups are listed at [www.deltagamma.org](http://www.deltagamma.org).*

**Initiation Preparation** (director of rituals)-10 minutes

*As part of the Delta Gamma Initiation, your new member class has one responsibility: to make a presentation.*

*You could recite a poem, sing a song, etc. It is important to remember whatever you choose should be in keeping with the solemnity, special feelings and tastefulness associated with Initiation.*

Provide time for the new members to discuss their contribution. If the new members do not complete the task during this meeting, they will have time during the Week 8 new member meeting. Consider appointing a couple of new members to serve as coordinators for the 4th degree.

**Fraternity Jeopardy** (in small groups)-20 minutes

*In order to review key components of the new member test, we will play Fraternity Jeopardy. Each team must elect a team leader to raise her hand when the team knows the answer. Take a moment and identify this person. Just as in jeopardy, each team must answer in the form of a question such as "what is ..." or "who is ..." or the team will not receive credit for answering the question correctly.*

*If the team does not answer the question correctly, I will share the correct answer and no points will be awarded. Each team who answers a question correctly receives one point. At the conclusion of the regular round, there will be four bonus questions. Each team will be given five minutes to answer the four bonus questions in writing. Each bonus question is worth five points. The team earning the most points will be the winner.*

*Any questions? Let's begin.*

**Answer:** Delta Gamma has a zero tolerance policy on this activity.

**Question:** What is hazing?

**Answer:** Four Delta Gamma firsts.

**Question:** What are \_\_\_\_\_ [See NM Notebook p. 12]?

**Answer:** \_\_\_\_\_ [Insert name of your Regional Collegiate Specialist] is responsible for ensuring our chapter follows Fraternity policy and procedure and assists with our chapter's programming.

**Question:** Who is our Regional Collegiate Specialist?

**Answer:** Our chapter is located in this region.

**Question:** What is region \_\_\_\_\_ [Insert your chapter's region]?

**Answer:** The individual who is a recent graduate and travels the country assisting collegiate chapters.

**Question:** What is Collegiate Development Consultant or CDC?

**Answer:** The legal document that is signed by every new member of Delta Gamma prior to Initiation.

**Question:** What is the Statement of Obligation?

**Answer:** To foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility and to develop in them the best qualities of character.

**Question:** What are the objects of Delta Gamma or Article II of the Constitution?

**Answer:** Receiving a 90% on the new member comprehensive test, approval vote of  $\frac{3}{4}$  of the chapter and paying all financial obligations.

**Question:** What are requirements for Initiation?

**Answer:** The location and date where Delta Gamma was founded.

**Question:** What is the Lewis School for Girls in Oxford, MS, in December 1873?

**Answer:** Delta Gamma's only male initiate.

**Question:** Who is George Banta?

**Answer:** Delta Gamma's first badge.

**Question:** What is the letter H?

**Answer:** Bronze, pink and blue.

**Question:** What are Delta Gamma's Fraternity colors?

**Answer:** The celebration occurring on or around March 15.

**Question:** What is Founders Day?

**Answer:** The full name of Delta Gamma's three Founders.

**Question:** Who are Mary Comfort Leonard, Anna Boyd Ellington and Eva Webb Dodd?

**Answer:** The individuals who live in Columbus, Ohio.

**Question:** What is Executive Offices staff?

**Answer:** The document that delineates the laws by which Delta Gamma is governed.

**Question:** What is the Constitution?

**Answer:** The event held every two years that rotates locations.

**Question:** What is Convention?

**Answer:** The individuals responsible for the election of Council members and amending the Constitution.

**Question:** Who are the collegiate and alumnae delegates?

**Answer:** During the interim period between Conventions, this group governs Delta Gamma.

**Question:** Who is Council?

**Answer:** The fee all Delta Gamma are expected to pay for 50 years.

**Question:** What are per capita dues?

**Answer:** The Fraternity magazine that Delta Gamma members receive for a lifetime.

**Question:** What is the *ANCHORA*?

**Answer:** Delta Gamma's motto.

**Question:** What is "Do Good"?

**Answer:** Delta Gamma's official flower.

**Question:** What is the cream-colored rose?

**Answer:** This individual supervises the paid staff that works at Executive Offices.

**Question:** Who is the Executive Director?

**Answer:** The three areas of the Delta Gamma Foundation.

**Question:** What are awareness, service and fundraising?

**Answer:** The Greek name of our chapter.

**Question:** What is \_\_\_\_\_? [Insert your chapter letters]

**Answer:** This group serves as chapter advisers, assists with recruitment, serves on house corporations and writes Sponsor Forms.

**Question:** What are alumnae?

**Answer:** The organization comprised of 26 women's fraternities.

**Question:** What is National Panhellenic Conference?

**Answer:** The leadership elected and appointed to lead our chapter.

**Question:** What is chapter management team or CMT?

**Answer:** The official mascot of Delta Gamma.

**Question:** What is Hannah?

**Answer:** The term used to describe a group of women who have yet to be installed as a chapter of Delta Gamma.

**Question:** What is a colony?

### **Bonus Questions**

*The next four questions are bonus questions each worth five points if answered correctly. Please record the answers to the questions on the handout provided. You have five minutes to complete. Your time begins now.*

**Question:** List the titles of the seven members of your Regional Team that work with your chapter.

**Answer:** (1) Regional Director, (2) Regional Collegiate Specialist, (3) Regional Collegiate Recruitment Specialist, (4) Regional Finance Specialist, (5) Regional Alumnae Specialist, (6) Regional Housing Specialist and (7) Regional Foundation Coordinator.

**Question:** List six membership responsibilities.

**Answer:** See NM Notebook p 17.

**Question:** List the names and titles of the seven members and two ex-officio member of Council.

**Answer:** (1) President, (2) Council Trustee: Collegians, (3) Council Trustee: Alumnae, (4) Council Trustee: Fraternity Programming, (5) Council Trustee: Membership, (6) Treasurer, (7) Council Trustee Communications, (8) National Panhellenic Conference Delegate (ex-officio member) and (9) Executive Director (ex-officio member).

**Question:** Complete the names of the following chapter officers and advisers.

**Answer:** See your chapter's e-Ops+ roster for a list of names.

president:

vice president: social standards:

vice president: finance:

vice president: communications:

vice president: programming:

vice president: member education:

vice president: membership:

vice president: Panhellenic:

vice president: Foundation:  
sophomore Honor Board member:  
junior Honor Board member:  
Honor Board member-at-large:  
advisory team chairman:

Tabulate the points and announce the winner.

**Announcements-5 minutes**

- Review information from chapter meeting.
- Remind new members of any upcoming events, deadlines, etc.
- Continue completing GreekLifeEdu. Remind new members that they must complete part 1 of GreekLifeEdu and pass with a score of 75%, seven days prior to Initiation or they will not be eligible to be initiated.
- Remind new members to log-in to GreekBill to sign the Dues and Fees Contract. This must be completed 10 days after it is assigned by the vp: finance.
- Remind the new members to sign their Statement of Obligation and to review their biographical information via the email link seven days prior to Initiation in order to be initiated. NOTE: If a new member does not have this email, you can resend this link via the Candidate's List.
- Remind new members to order their badge by the deadline you set.

**Song-5 minutes**

Teach one song or chant. Song suggestion: "When You Go Away to College"

## Week 8-The Test

### Planning Before Meeting

#### 1. Remind presenters to prepare

- director of rituals-Review expectations for 4th degree participation by new members

#### 2. Assemble meeting materials

- sufficient copies of the New Member Test and Key
- items for 4th degree contribution (optional)

#### 3. Review test taking and scoring procedures with test proctors.

New members take test and it is scored by additional initiated members while new members review logistics for Inspiration and Initiation and make preparations for 4th degree participation. New members are advised of test results individually. Arrangements should be made privately for those new members needing additional testing opportunities. Stress that additional study and testing opportunities should not conflict with class or study schedule. New members should be given multiple opportunities to pass the new member test prior to Initiation. New members who have actively participated in the New Member Pursuit and who have passed the Vote to Initiate should be certified in the Candidate's List even if the test occurs after the Initiation Authorization deadline which is seven days prior to Initiation. If after multiple opportunities the new member has not passed the test, consult your CDS and RCS. They will advise you regarding next steps for the new member.

NOTE: Once scores have been recorded, test should be destroyed.

# Meeting Agenda

**Time Allotted:** 50 minutes

## Objectives

- New members will take the test.
- Date, time, dress and other specifics of Inspiration and Initiation will be reviewed for all new members.

## Test Taking-30 minutes

New members take test. See planning before the meeting on p. 52.

## Initiation Review (director of rituals)-15 minutes

While tests are being scored, director of rituals reviews Inspiration and Initiation specifics.

Encourage new members to share any potential conflicts with the planned Inspiration and Initiation.

New members should review and practice their 4th degree contribution (i.e., song, poem, collage, etc.)

Director of rituals should also ask what the class has selected as their Watchword. If this has not already been decided, allow time during the meeting for the new members to select a word.

## Announcements-5 minutes

- Review information from chapter meeting.
- Remind new members of any upcoming events, deadlines, etc.
- Continue completing GreekLifeEdu. Remind new members that they must complete part 1 of GreekLifeEdu and pass with a score of 75%, seven days prior to Initiation or they will not be eligible to be initiated.
- Remind new members to log-in to GreekBill to sign the Dues and Fees Contract. This must be completed 10 days after it is assigned by the vp: finance.
- Remind new members to sign their Statement of Obligation and to review their biographical information via the email link seven days prior to Initiation in order to be initiated. NOTE: If a new member does not have this link, you can resend via the Candidate's List.
- Remind new members to order their badge by the deadline you set.

## **Week 9-Initiation Review**

### **Planning Before Meeting**

#### **Remind presenters to prepare**

- director of rituals-Review sections to facilitate
- vp: programming-Review sections to facilitate
- director of senior programming-Review sections to facilitate (only if seniors are present)
- seniors and director of senior programming if seniors are participating as part of the Senior Pursuit, otherwise big sisters or small group leaders.

#### **Assemble meeting materials**

- Initiation ceremony
- Initiation curtains

# Meeting Agenda

**Time Allotted:** 1 hour and 10 minutes

## Learning Objectives

- Newly initiated members and senior members will be knowledgeable of the key meanings and proceedings as shared at Initiation.
- New members and senior members will be able to articulate how we live the values of Delta Gamma each day.

## What is Ritual (director of rituals)-10 minutes

*Initiation is the ceremony that shares Delta Gamma's purpose and calls each of us to live by its high ideals. The ritual and the values associated are what make us unique from all other fraternal organizations. All 200,000 members of Delta Gamma are bound to the same ideals. Welcome to our incredible sisterhood.*

*What is ritual?*

Listen for the following elements and make the following points if the members do not share.

- *Our ritual is what makes us different from all others.*
- *The Initiation Ceremony reflects the guiding philosophies for our actions as Delta Gamma;*
- *It provides us with the values Delta Gamma must strive to live by, even after we graduate from college.*
- *As Delta Gammas, we should live by our ritual each day, not just review it during the Initiation Ceremony once or twice a year.*

## Second Degree Review (vp: member education)-10 minutes

Display the second degree curtain, if able.

*What do our Greek letters Delta Gamma mean?*

Listen for the correct response and review the Greek pronunciation as well. As a group, repeat it several times to practice the pronunciation.

*Delta Gamma means \_\_\_\_\_ (insert meaning of Delta Gamma)?*

*What do those words mean to you?*

Wait for several responses. Share the following sentiment after members have had a chance to respond: *As Delta Gammas we are bound together through a sisterhood that is based on a set of principles or values as articulated in the Third Degree and in the Oath of Friendship.*

*How do we maintain the honor of Delta Gamma?*

Listen for how each member intends to live or demonstrate the values of Delta Gamma. Examples may include striving to live the Oath of Friendship, holding others accountable to the Statement of Obligation and values espoused in our ritual, etc.

*Senior/small group leaders/big sisters, please share a few examples when you saw another member bring honor to Delta Gamma.*

## Third Degree Review (vp: programming)-10 minutes

Display the third degree curtain, if able.

*What does Tau Delta Eta mean?*

Listen for the correct response and share that Tau Delta Eta are the values of Delta Gamma.

**Turn to NM Notebook p. 51.**

*Over the next 5-7 minutes, reflect on the meaning of Tau Delta Eta and how these values play out in your daily lives. Think back to a time when you demonstrated and did not demonstrate the values of Tau Delta Eta. This could be while you were a member or prior to being a member of Delta Gamma. Also, identify a time when you witnessed another member exemplify these values.*

After 5-7 minutes, ask for several volunteers to share their responses.

*Another significant aspect of 3rd degree is the sharing of our grip and password.*

Demonstrate the grip and ask them to practice with the person next to them. Review proper pronunciation and remind that the password should not be said above a whisper.

*The password means \_\_\_\_\_.*

**Oath of Friendship**-15 minutes

*The Oath of Friendship is the third key piece of our ritual and was written in 1873 by our Founders and has not been changed.*

Recite the Oath of Friendship. Then review the Oath of Friendship line by line while standing in a friendship circle. Recite the Oath of Friendship together several times.

*Based on the Oath of Friendship what type of a friend does Delta Gamma ask us to be?*

*Seniors/small group leaders/big sisters, reflect back on your Delta Gamma experience. When did you see another Delta Gamma being a champion in their absence?*

*While we may not always agree with one another, each member deserves respect and care. When times are difficult, Delta Gammas support one another. When members are not present, Delta Gammas treat one another with dignity and respect. Delta Gamma friendship lasts a lifetime and surpasses the collegiate years.*

**Moving Forward** (director of senior programming or director of rituals)-10 minutes

Ask members to form a circle. Depending on the size of your group you may want to divide into your small groups. This session should be organized similar to a fireside.

*We are now going to take a moment and share individual what ritual means to us. We will go around the circle and each of us will respond to this question-To the newest members, you are embarking on a new phase of your Delta Gamma membership. As you begin this next phase, what role does ritual play? To our seniors/small group leaders/big sisters, how does our ritual impact and guide your lives?*

**Review of songs**-10 minutes (director of rituals)

Sing "Faithful and True," which is only sung during Initiation. You may want to sing several times providing the newly initiated members time to learn the phrases.

**Oath of Secrecy Review**-5 minutes

*I am now going to read the oath of secrecy to remind us of the oath we took.*

Recite the oath of secrecy located in the 1st degree of the Initiation ceremony.

*The meanings of Delta Gamma are to be kept secret and Delta Gamma members must remain faithful to this oath.*

*The ritual of Delta Gamma is our compass. It provides us with the values to guide our actions and the call to direct our work. The values of Delta Gamma must be demonstrated each day.*

## **Appendix**

Facilitation Tips

New Member Retreat

Big/Little Guidelines

“Be What You Seem” Artifact Presentation

Lifetime Membership and Responsibilities

New Member Form

Leadership Inventories: True Colors

Leadership Inventories: Leadership Style Inventory

Lifetime Membership and Responsibilities

Delta Gamma Songs

## Appendix A: Facilitation Skills & Strategies

Facilitation is the key exercise in helping our new members learn and understand the material presented during the new member program. As chapter officers you act as facilitators. Facilitation can be tricky and requires preparation, awareness, and flexibility.

### Facilitation Skills

A successful, engaged facilitator does the following:

- Asks lots of questions-Facilitators ask questions instead of lecturing or presenting to assist the new members.
- Listen 90%; Talk 10%-Facilitators assist the group in hearing themselves think. Individuals do not like being told what to think. Rather, assist your new members in reaching their own conclusions by listening and asking related questions.
- Use facilitative language-Statements such as “I sense,” “I heard you say,” “To clarify, you said earlier,” enables the speaker to better hear what they said and allows you the opportunity to ensure you and others understood their comments.
- Silence is OK-If the group is quiet after asking a question, let the silence remain as the members are pondering a response.
- Maintains an atmosphere of confidentiality, respect of other opinions, etc.

### Facilitation Strategies

When facilitating, the vp: member education and director of new members must try different strategies to engage the group. If the group is quiet, consider the following strategies to engage the new members.

- Individual Reflection-Some new members may need time to think through their thoughts before sharing with the larger group. Providing time for new members to jot down thoughts or reactions to questions you present before discussing as a large group may encourage more participation.
- Turn and Buzz-Present a question to the large group. Then ask new members to turn to a partner to discuss the question. After the new members chatted for several minutes, ask several pairs to share their responses with the larger group. This strategy is most helpful when individuals are not comfortable speaking in front of a large group.
- Small Group Discussion-If you have a large new member class, it is often helpful to break the larger group into sub-groups to allow space for everyone to participate. In order to ensure friends do not clump together, ask new members to count off and put all of the ones in the same group, twos in the same group, etc. You can present each group with the same question or idea to ponder or give each group a different topic. Conclude by having each group share their discussion with the larger group.
- Concentric Circles-Ask your new members to form two circles with one circle facing the other. Each person must have a partner. Present a question to the group to discuss. After a few minutes ask one or several pairs to share their thoughts and reactions. Then ask the inner circle to move one person to the right and present the group with another question for this new pair to discuss. Continue in this fashion. This exercise encourages each person to participate, keeping all members engaged.
- Ball Toss-In order to encourage participation, present a question, provide a few moments for the new members to generate a response, and then toss the ball to one new member to answer. You can either ask that person to throw the ball to another person or you can toss the ball to someone.

## **Appendix B: New Member Retreat**

A new member retreat is an optional part of the chapter's New Member Pursuit. New member retreats are not mandatory for collegiate chapters; rather, new member retreats are a privilege which chapters may offer their new members once approved by chapter adviser. Retreats should be held sometime during the Week 3 or 4 of the New Member Pursuit and chapters must submit an event guideline (without alcohol) along with retreat agenda to the ATC for approval.

### **When**

During Week 3 or Week 4 of the New Member Pursuit

### **How Long**

May be planned for a minimum of three hours but may be planned as an overnight event. However, no new member retreat may exceed 18 hours total length.

### **Where**

Safe, private location near collegiate campus. Examples include campus facility, adviser's home, community meeting facility, etc. In addition, a new member retreat may include as part of the agenda a ropes course team building experience, roller skating rink exercise, etc.

### **How**

Must be put on e-Ops+ calendar which will be approved by the RCS/CAC. A complete New Member Retreat agenda and a complete event guideline (without alcohol) must be submitted and approved by chapter advisers, including advisory team chairman two weeks prior to retreat.

### **Who**

New members, vp: member education, director of new member education and event chaperone must attend the entire new member retreat. Depending on agenda, other chapter officers, including the director of rituals, vp: Foundation or Honor Board members, may be invited to attend. As with any mandatory chapter events, absence from a new member retreat may be excused in accordance with standards and procedures specified in a chapter's bylaws and standing rules.

### **Agenda**

Must include the objectives of the New Member Pursuit week(s) during which the new member retreat is held. In addition, must involve all who attend in: ice breakers, goal setting exercises, educational challenges and team building activities.

## Chapter New Member Retreat Form

Date: \_\_\_\_\_

Check one:  ½ Day  Full Day  Overnight

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Location: \_\_\_\_\_

Advisers chaperoning and time present: \_\_\_\_\_

Chapter members attending in addition to new members.  
Include name, member position and purpose of member presence:

\_\_\_\_\_

Briefly describe the Delta Gamma educational components that will be included at the new member retreat. Include full description of each planned component and activity:

\_\_\_\_\_

Briefly describe the ice breaker(s) that will be included at the new member retreat. Include full description of each planned ice breaker:

\_\_\_\_\_

Briefly describe the goal setting activity/activities that will be included at the new member retreat.

\_\_\_\_\_

Briefly describe the team building activity/activities that will be included at the new member retreat.

\_\_\_\_\_

Provide the complete timeline for the new member retreat.

Example:

9:00 a.m. All new members, vp: member education and director of new members meet at the Student Center

9:10 – 9:30 All new members, vp: member education and director of new members walk two blocks to the YMCA.

9:30 – 10:30 Ice breakers

**Timeline:**

Submit this form along with an event guideline (no alcohol) to the ATC two weeks prior to the retreat.

**Submitted by:** \_\_\_\_\_ **email** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Appendix C: Big/Little Guidelines

The big/little relationship is one of the most treasured friendships many members will have during their college days. Below you will find guidelines to assist you with the matching process and revelation. Guidelines for big sisters have also been included to help you explain the expectations to members who become big sisters, as well as to the new members.

### Securing Big Sisters

Ask members to volunteer to be a big sister by distributing the big sister promotion document and the big/little promise statement located in the Library. Hold a meeting with all potential big sisters to review expectations.

Make sure you have enough big sisters for each new member. (You may find it helpful to send around a signup sheet at a chapter meeting.)

If you have a particularly large new member class, some big sisters may need to be assigned to two new members. Immediately following obtaining the list, ask the chapter president to confirm that all volunteers are members in good standing—only members in good standing are eligible to be assigned a little sister.

### Big Sister Expectations

At a minimum, big sisters should maintain contact with their little sisters, model appropriate behavior for their little sisters, not tolerate any form of hazing, watch their spending on gifts for their little sisters and have fun.

Below are more specific expectations from the big/little promise statement.

#### Expectations:

1. Assisting my little sister with acclimating to chapter life by attending chapter events together.
  2. Emphasizing scholarship by modeling good time management and study skills and encouraging scholastic efforts.
  3. Creating a mutually supportive relationship by investing my time in conversation with my little sister and celebrating her successes.
  4. Modeling appropriate behavior by living Delta Gamma's values at all times.
- I will also uphold my Statement of Obligation, as well as abstain from any of the prohibited activities listed below:

#### Prohibited Activities:

1. Do not force or encourage a little sister to consume alcohol. REMEMBER, the New Member program is alcohol free regardless of whether the new member wants to consume alcohol or not.
2. Do not provide alcohol or alcohol-related items to a little sister. This includes, but is not limited to: martini/margarita glasses, flasks, shot glasses, koozies, pre-gaming, after parties, drinks during dinner, etc.
3. Do not provide or encourage a little sister to wear costumes or outfits of any type other than Delta Gamma licensed apparel.
4. Do not force a little sister to participate or attend any activities that are inappropriate or demeaning. This includes, but is not limited to, depriving her of sleep, pranks, and events with fraternities.
5. Do not refer to a little sister by any name or nickname that is inappropriate or demeaning. This includes, but is not limited to, references to her being a "baby DG" or a "baby anchor" or giving baby-oriented gifts.
6. Do not organize, observe, or participate in hazing of any kind. See Delta Gamma's hazing policy located in the website Library for additional information.

## Financial Obligations

Be careful to limit costs associated with being a big sister. The emphasis must be on friendship and sisterhood, not extravagant gifts. By putting too much emphasis on gifts, some members may not feel they are able to participate as a big sister if they cannot provide the same extravagant gifts. Some chapters budget for a small gift for each little sister from chapter funds, others place a financial cap on what a big sister is allowed to spend and some have no gifts. Your chapter needs to decide what is right for your chapter and campus but be sensitive to the financial commitments of your members.

## Matching Procedure

One week prior to big/little revelation, members who are volunteering to be big sisters and new members should complete a request sheet of their top several choices for their big or little sister. Make sure to provide all new members with the list of members volunteering to be big sisters so they know who to select from. Also, provide the members with a list of all new members. The number of choices you should have listed will depend on your number of new members.

The director of new members and vp: member education should meet to prepare the big/little list following consulting the request sheets. Be careful to work in a private area.

Below you will find a suggested process to assist you in matching little and big sisters. You may use another process. Make adjustments as needed.

- Select a new member's request sheet at random.
- Review the new member's choices.
- Pull the request sheets for the members the new member has requested as her big sister.
- Review the choices of the member selected as the new member's first choice.
- If the new member's first choice also lists her first, that is a match.
- If the new member's first choice does not list her first, set the form aside and move to another new member's request sheet.
- Continue selecting new member request sheets at random until you have reviewed all the first choices and matched those that both list each other first.
- Once the first round of matching is complete, select a new member request form from those who did not match in the first round.
- Review the new member's second choice, if the new member's second choice member lists her as a first or second choice, which is a match.
- If there is not a match, set the form aside to come back to later.
- Continue selecting new member request sheets at random until all unmatched new members second choices have been reviewed.
- Repeat with any remaining unmatched new members looking at their third choices.
- Continue reviewing new member request sheets at random until you have completed as many rounds as you have had new members list choices.
- Hopefully by the end of the review rounds, all new members will be matched.
- If you have new members who have not matched to any of their choices, look carefully at who you have remaining.
- If any of the new members requested any of the remaining members, match them. If you still have new members unmatched, make your best judgment, and match the remaining new members and members the best you can.
- Once the big/little matching is final, keep all the forms in a locked file until revealing has taken place. Once revealing is completed, destroy all forms by shredding. Several days before big/little revealing, make sure the big sisters know who their little sisters are so they can prepare for the revealing event. (You may want to use the notification form included in this guide.)

Make sure everyone knows how big/little combinations are going to be revealed and that the revealing activity has been approved in advance by your advisory team chairman/member education adviser through the big/little revealing task on e-Ops+.



I am acknowledging that the role of a Delta Gamma big sister is one that would require me to be a mentor, friend, and positive role model by upholding the values of the Fraternity as outlined in Article II of the Constitution. I will uphold this by:

**Expectations:**

1. Assisting my little sister with acclimating to chapter life by attending chapter events together.
2. Emphasizing scholarship by modeling good time management and study skills and encouraging scholastic efforts.
3. Creating a mutually supportive relationship by investing my time in conversation with my little sister and celebrating her successes.
4. Modeling appropriate behavior by living Delta Gamma's values at all times.

I will also uphold my Statement of Obligation, as well as abstain from any of the prohibited activities listed below:

**Prohibited Activities:**

1. Do not force or encourage a little sister to consume alcohol. REMEMBER, the New Member program is alcohol free regardless of whether the new member wants to consume alcohol or not.
2. Do not provide alcohol or alcohol-related items to a little sister. This includes, but is not limited to: martini/margarita glasses, flasks, shot glasses, koozies, pre-gaming, after parties, drinks during dinner, etc.
3. Do not provide or encourage a little sister to wear costumes or outfits of any type other than Delta Gamma licensed apparel.
4. Do not force a little sister to participate or attend any activities that are inappropriate or demeaning. This includes, but is not limited to, depriving her of sleep, pranks, and events with fraternities.
5. Do not refer to a little sister by any name or nickname that is inappropriate or demeaning. This includes, but is not limited to, references to her being a "baby DG" or a "baby anchor" or giving baby-oriented gifts.
6. Do not organize, observe, or participate in hazing of any kind. See Delta Gamma's hazing policy located in the website Library for additional information.

By signing this document, I understand that any deviation from this promise will result in a Statement of Obligation Review and could preclude me from being selected as a big sister in the future.

---

Name

---

Date

## Big Sister Request Form

Name: \_\_\_\_\_

Gaining a big sister is an exciting and important part of not only the new member period, but also your Delta Gamma experience. Big sisters provide both **friendship** and **mentorship**. A big sister can:

- Assist her little sister with acclimating to chapter life by attending chapter events with her.
- Emphasize scholarship by modeling good time management and study skills and encouraging scholastic efforts.
- Create a mutually supportive relationship by investing time in conversation with her little sister and celebrating her success.
- Model appropriate behavior by living Delta Gamma's values at all times.

Please list your top four choices for your big sister. Your choices will be given every possible consideration, but please understand that it may not be possible for everyone to have their top choices. Thank you!

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

## Big Sister Notification Form

Name: \_\_\_\_\_

Congratulations, you have a new little sister.

Your little sister is: \_\_\_\_\_

Her phone number is: \_\_\_\_\_

Her email address is: \_\_\_\_\_

Her address is: \_\_\_\_\_

Big/little revealing will be:

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

For big/little revealing you need to prepare:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Big/Little Reveal

It is important to plan ahead for big/little revealing. This is an experience that will last a lifetime for your chapter's new members. Make it safe, meaningful and fun.

***Reminder: no alcohol or men may be involved in any aspect of big/little revealing or any celebration afterward.***

### **Big/Little Sister Revealing Ideas** (collected from various collegiate chapters)

- **The Perfect Fit:** The theme of our Bid Day was "The Perfect Fit," so the night before revelation, the big sisters left one shoe of an adorable pair outside of the little sister's bedroom. At revelation, the little had to find the matching shoe in the room of big sisters.
- **Socks:** The big sisters will be given a certain color sock that the little sister will be presented with when they arrive to the chapter room. When the little sisters arrive at the chapter room they will only be able to see a large cloth hung from the ceiling that is protecting the identity of the sister on the other side of the curtain. The only thing showing will be the big sister's feet (or colored socks). The little sisters then have to find the sister's with the matching sock! Once all of the new members are in front of their big sister, the cloth is dropped for them to find out who their big sister is.
- **Treasure:** The theme of the reveal will be "Find Your Missing Treasure." The director of new members and her crew will decorate the basement beforehand as a deserted island. In the middle of the basement, will be a treasure chest. In the treasure chest will be tiny wrapped boxes with each new member's name. The chest will be filled with the Styrofoam peanuts. Each new member will have to dig through the treasure chest to find the box with her name on it. When they unwrap the box, there will be a slip of paper with a room number on it. When they go to the room, their big sister will be there waiting for them!
- **Ice Cream Bowl:** Each big sister will be given a paper bowl and will be instructed by the director of new members to write their name on the bottom of the bowl. Once the new members arrive, they will be given their appropriate ice cream bowl that has their big sister's name on the bottom and their favorite ice cream in the bowl, and the girls will find out who their big sister is after they have eaten their ice cream. Another version: the big sisters make ceramic bowls for their little sisters with both of their names on the bottom to reveal their big sister, but then is also a keepsake with both of their names at the bottom.
- **Balloons:** Have a helium balloon labeled with the new member's name. Inside, there will be nine names of famous people. The tenth name will be the big sister. The little sister will pop her balloon and root to find her big sister's name inside.
- **Hats Off:** Big sister makes two matching hats-big sister wears hers and little sister is given hers wrapped.
- **Fiesta:** Order a piñata that contains candy. Place a sealed note for each new member revealing the name of her big sister in the piñata.
- **Chinese Feast:** Order Chinese dinner for the chapter. Insert the name of the big sister into the fortune cookies to reveal the identity of the big sister.

- Poems: Little sister is given the first half of the poem to read aloud and the big sister finishes reading the second half of the poem.
- Puzzles: Big sisters color a blank puzzle that reveals her identity. The puzzles are left at the chapter house in an envelope with the new member's name on it. When they come, they put the puzzle together to find out the identity of their big sister.

## Appendix D: Be What You Seem Artifact Presentation

### “Be What You Seem” Artifact Presentations

**Purpose:**

To provide new members an opportunity to share through personal reflection, artifact creation and /or personal testimonials their experience during the new member pursuit.

**Time:**

45-60 minutes

**Materials:**

new member artifact/presentation/object  
“Be What You Seem” ceremony

**How to:**

Each woman can create, find, compose, write or discover an object, artifact or document that represents her experiences in Delta Gamma thus far. It should be in some medium that she finds comfortable. She can use this time to express her feelings, experiences, memories and dreams of Delta Gamma.

Forms of expression could be songs, journals, collages, dioramas, paintings, drawings, dances, poetry, sculptures, speeches, music, photography, arts and crafts projects, woodwork, metal work, etc.

Presentations could include decorating a room or group sharing. No one should be forced to deliver a speech or publicly present her artifact.

Read the “Be What You Seem” ceremony.

**Equipment:**

new members’ personal artifacts

**Instructions:**

director of new members and director: rituals stand at front, center of the room  
participants form a semi-circle facing them  
share/display the artifacts of all new members

**Wrap-up:**

Thank everyone for their contributions to the meeting and to Delta Gamma.

**Variations:**

Ask the chapter to sing to the new members to set the tone of the meeting.  
Set the tone of the meeting as a festive celebration of the education process.  
Set an art exhibit theme for the meeting to encourage participation and highlight all new members’ artifacts as the exhibit of the year.

**Encouraged guests:**

big sisters, local alumnae, entire chapter

## **“Be What You Seem” Ceremony**

### **DIRECTOR OF NEW MEMBERS:**

For the last several weeks we have learned about the bonds of Delta Gamma, one another and the ties that keep us close. We have discovered things about our Fraternity and ourselves that have brought a greater sense of who we are.

### **DIRECTOR: RITUALS:**

Our Founders inscribed in the inside cover of their first minute book the statement: “Be What You Seem.” Today, that is what we are going to share: who we are as well as where we are going. You have taken the time to create an artifact reflecting what your Delta Gamma New Member Pursuit has meant to you.

Let’s begin.

*(New members proceed to share or present their personal reflections and artifacts as the director of new members and vice-president: member education facilitate and host.)*

## Appendix E: Lifetime Membership

Delta Gamma membership does not end with college graduation. Rather alumnae membership provides members with opportunities to:

- Further develop their abilities and skills/
- Connect with other Delta Gammas who committed themselves to the same high ideals.
- Give back to the Fraternity to ensure it endures and continues to be a relevant and meaningful “club” for both collegian and alumnae members.

### How can Delta Gammas be involved as alumnae members?

#### Time

Activity	Description	Benefit
Participate in an Alumnae Group	We have more than 200 alumnae groups that provide members with social, educational and service opportunities. To get connected with your local alumnae group, email <a href="mailto:alumdept@deltagamma.org">alumdept@deltagamma.org</a> .	Develop relationships with other Delta Gammas
Sponsor a Potential New Member	Delta Gamma requires each new member pledged to be sponsored by another Delta Gamma.	Enable the Fraternity to be an organization full of women who embody our high ideals
Wear Badge & Letters	Proudly wearing your badge and letters does not end with collegiate life. Wear your badge to work or your letters around town or at the gym.	Bring positive notoriety to the name of Delta Gamma
Read the <i>ANCHORA</i>	As part of your Initiation fee, each Delta Gamma receives the <i>ANCHORA</i> for life.	Be an informed Delta Gamma member
Live by the Oath of Friendship	At Initiation, we agreed to abide by the Oath of Friendship. Our sisters, whether members of your collegiate chapter or not, need your friendship.	Develop meaningful friendships and relationships
Engage in Service for Sight	Service for Sight related work can be done in conjunction with your local alumnae group or at the individual level.	Contribute to the community

## Talent

Activity	Description	Benefit
Advise a Collegiate Chapter	Collegiate chapters thrive with the support of an active advisory team.	Nurture the development of collegiate members; develop your leadership skills.
Serve on a House Corporation Board	Each Delta Gamma chapter, even if they do not have a house, should have a house corporation board to manage the property or to properly plan for any future housing initiatives.	Develop your leadership skills; gain knowledge surrounding property and financial management
Assume a Leadership Role within an Alumnae Group	Alumnae groups offer a variety of positional leadership opportunities much like collegiate chapters.	Develop your leadership skills; gain financial management, event planning or communication skills
Serve as a Regional Team Member or Council Officer	Delta Gamma could not thrive without a team of dedicated volunteers who work to advance the mission of Delta Gamma.	Develop leadership skills; advance the mission of Delta Gamma

## Treasure

Activity	Description	Benefit
Pay Annual Per Capita Fee	At Initiation we agreed to pay our annual per capita fee for our first 50 years of membership. Per Capita fees support the operations of the Fraternity. Without this money, Delta Gamma could not provide quality services and benefits to its members.	Provide high quality services to our members.
Donate to the Delta Gamma Foundation	The Delta Gamma Foundation funds many of the Fraternity's educational programs, funds grants to Service for Sight related agencies, and offers our membership aid via grants, scholarships, fellowships and loans.	Enable members to have access to cutting-edge programming; ensure Service for Sight related agencies can continue its good work; act as a champion by providing financial resources to other members via scholarships, fellowships, loans and grants.

## Appendix F: New Member Information Form



### New Member Information Form

Date \_\_\_\_\_ Graduation Month and Year \_\_\_\_\_ Birthdate \_\_\_\_\_  
day/month/year

Name \_\_\_\_\_  
First Middle Last

Preferred First Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Country \_\_\_\_\_

#### Contact Information:

Home #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

High School \_\_\_\_\_

## Appendix G: Leadership Inventories-True Color

### True Color

Ask each participant to complete the True Color Inventory on page 74 and to score their results following the instructions described on the True Color Inventory. Once they have scored their Inventory ask them to read the description for their highest ranking color on the True Color Description handout on page 75.

### Process by asking the following questions:

- What role does each of the colors play in Delta Gamma? (i.e., why are oranges important, what value does blue add, what would happen if we didn't have any golds, and what role does green play in our chapter)
- Do you have to hold a position to be a leader? [Listen for answer "everyone possess the capacity to lead."]
- If everyone has the capacity to lead, how can your leadership strengths assist Delta Gamma?
- Close by indicating that each new member has the ability to take a leadership role within the chapter. Even though they may not have a title, that does not mean they cannot contribute and take an active role.

## True Colors Inventory

Read the groups of words in each horizontal row. Decide which group of words best describes you. Give that letter a "4." Then rank order the next three letters from 3 to 1 in descending preferences with "1" meaning least like you. Continue this process with each horizontal row until you end up with five horizontal rows that each have a 4, 3, 2, 1 ranking.

### Row One

A_____	B_____	C_____	D_____
Active	Parental	Authentic	Versatile
Opportunistic	Traditional	Harmonious	Inventive
Spontaneous	Responsible	Compassionate	Competent

### Row Two

E_____	F_____	G_____	H_____
Curious	Unique	Practical	Competitive
Conceptual	Empathetic	Sensible	Impetuous
Knowledgeable	Communicative	Dependable	Impactful

### Row Three

I_____	J_____	K_____	L_____
Loyal	Devoted	Realistic	Theoretical
Conservative	Warm	Open-minded	Seeking
Organized	Poetic	Adventuresome	Ingenious

### Row Four

M_____	N_____	O_____	P_____
Concerned	Daring	Tender	Determined
Procedural	Impulsive	Inspirational	Complex
Cooperative	Fun	Dramatic	Composed

### Row Five

Q_____	R_____	S_____	T_____
Philosophical	Vivacious	Exciting	Orderly
Principled	Affectionate	Courageous	Conventional
Rational	Sympathetic	Skillful	Caring

Add the corresponding numbers (1, 2, 3, 4) that you assigned each letter together in each color below. The color with the highest ranking is your color.

Orange  
(A, H, K, N, S) \_\_\_\_\_

Gold  
(B, G, I, M, T) \_\_\_\_\_

Blue  
(C, F, J, O, R) \_\_\_\_\_

Green  
(D, E, L, P, Q) \_\_\_\_\_

## **True Colors Descriptions**

The descriptions below describe each color. Read the description for your highest ranking color.

### **Gold**

I would describe myself as ...

A rule follower and respectful of authority;  
Possessing a strong sense of what is right and wrong; and  
Someone who values home, family and tradition.

Others describe me as ...

Loyal, dependable, prepared;  
Thorough, sensible, punctual;  
Faithful, stable, organized; and  
Caring, concerned, concrete.

### **Orange**

I would describe myself as ...

Comfortable responding at a moment's notice;  
Seeing life as a game;  
Requiring fun, variety, and excitement; and  
Valuing resourcefulness and courage.

Others would describe me as ...

Witty, charming, spontaneous;  
Impulsive, generous, impactful;  
Optimistic eager, bold; and  
Trouble-shooter, performer, and competitor.

### **Green**

I would describe myself as ...

Living life by my own standards;  
Requiring explanations and answers; and  
Valuing intelligence, insight, fairness, and justice.

Others would describe me as ...

Analytical, conceptual, global;  
Cool, calm, collected;  
Inventive, logical, perfectionist; and  
Abstract, visionary, problem-solver.

### **Blue**

I would describe myself as ...

Unique and authentic;  
Seeking meaning and significance in life; and  
Needing to contribute, to encourage, and to care.

Others would describe me as ...

Enthusiastic, sympathetic, personal;  
Warm, communicative, compassionate; and  
Peaceful, flexible, imaginative.

## Appendix H: Leadership Inventories-Leadership Style Inventory

### Leadership Style Inventory

Around the room, place five signs. On each sign write one of the following numbers and corresponding word: 1=never, 2=seldom, 3=occasionally, 4=often, and 5=always. Give each new member a copy of the Leadership Style Inventory handout on page 77 for them to track their responses. Read each of the statements below and ask the new members to choose the degree to which they engage this behavior and stand under that sign.

The statements are as follows:

1. Tells group members what they are supposed to do.
2. Acts friendly with members of the group.
3. Sets standards of performance for group members.
4. Helps others feel comfortable in the group.
5. Makes suggestions about how to solve problems.
6. Responds favorably to suggestions made by others.
7. Makes her perspective clear to others.
8. Treats others fairly.
9. Develops a plan of action for the group.
10. Behaves in a predictable manner toward group members.
11. Communicates actively with group members.
12. Clarifies her own role within the group.
13. Shows concern for the personal well-being of others.
14. Provides a plan for how the work is to be done.
15. Shows flexibility in making decisions.
16. Provides criteria for what is expected of the group.
17. Discloses thoughts and feelings to group members.
18. Encourages group members to do quality work.
19. Helps group members get along.

Ask new members to sum the odd-numbered items and then the even-numbered items. The odd-numbered items represent the task score. The even-numbered items represent the relationship score.

### Scoring Interpretation:

- 45-50 Very high
- 40-44 High
- 35-39 Moderately high
- 30-34 Moderately low
- 25-29 Low
- 20-24 Very low

After the new members have summed their score, process the activity by asking the following:

- What role does a focus on task play in Delta Gamma?
- What values do those who scored high on relationships play within the chapter?
- Do you have to hold a position to be a leader? [Listen for answer “everyone possess the capacity to lead.”]
- If everyone has the capacity to lead, how can your leadership strengths assist Delta Gamma?

Close by indicating that each new member has the ability to take a leadership role within the chapter. Even though they may not have a title, that does not mean they cannot contribute and take an active role.

## Leadership Styles Inventory

As each statement is read, stand under the sign that best represents how often you engage in this behavior. The signs read as follows: 1=never, 2=seldom, 3=occasionally, 4=often, and 5=always. Record the associated number for where you stood for each question.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.

Total scores: Task \_\_\_\_\_ Relationship \_\_\_\_\_

### Scoring Interpretation

45-50 = Very high range

40-44 = High range

35-39 = Moderately high range

30-34 = Moderately low range

25-29 = Low range

20-24 = Very low range

## Appendix I: Songs

### Delta Gamma Songs

*NOTE: There may be other songs that your chapter is familiar with that you would like to add, but it is not appropriate to add “slam songs” (i.e. songs about other groups or inappropriate Delta Gamma songs) to the new member notebook.*

#### Hey Look Us Over

Hey look us over  
Give us the eye.  
We're Delta Gammas  
And we can tell you why.

We've got the friendship,  
We've got the fun,  
We're merry and gay as a meadow in May  
And we're always on the run.

So if you go for the glamour,  
Go for the class  
Go Delta Gamma like every classy lass  
If you're looking for a Fraternity that right as right  
can be,  
Here's the answer  
D.G.

Alto:  
Hey, hey hey  
Looky, looky  
Here girls, we're girls, we are the Delta Gamma  
girls  
We're having fun  
We're in the in crowd,  
And we're always on the run  
So if you go, go, go, (join melody)

#### Will You Wear Our Anchor

*Music: Civil War Folk Song*  
*Lyrics: Diane Turner, Gamma Tau-Texas*  
*Christian,*  
*Initiated 1964*

Will you wear our anchor,  
Will you be the one  
Who will be our new sister?  
When morning comes?

Will you sail tomorrow  
On the Delta G.

To new harbors of friendship  
That you've yet to see  
Our captain is calling  
Soon you will be gone,  
But remember that DG  
Is where you belong.  
Will you wear our anchor  
Wear our pin with pride  
Will you be our new sister  
You must decide.

#### When You Go

*Music: Jesus Walked This Lonesome Valley*  
*Lyrics: Evelyn Quinn Sperry, Gamma Nu-North*  
*Texas, Initiated 1955*

When you go away to college,  
You must choose your goals in life  
For nobody else can choose them for you,  
You have to choose them for yourself.

You must also choose your sisters,  
Sisters for your whole life through,  
For nobody else can choose them for you,  
You have to choose them for yourself.

Watch the girls who wear the anchor,  
They're the ones who will be true,  
And then you will know that Delta Gamma  
Is the only one for you.

#### The Girl Who's Beside Me

*Music: Come Saturday Morning*  
*Lyrics: Diane Turner, Gamma Tau-Texas*  
*Christian,*  
*Initiated 1964*

The girl who's beside me,  
Is wearing an anchor like me,  
Is hoping my dreams will come true every day.  
She's more than my friend,  
She follows a path with a sparkling laugh,  
Her daffodil ways  
Will always remind me  
Sunshine of sisterhood days.  
The girl who's beside me  
The girl who's beside me.

The girl who's beside me  
Will shower her laugh to the wind,

Will capture the time that our college days lend.  
If time be our friend  
We'll share all the follies that life will allow,  
And then we'll move on,  
But we will remember, even if sisterhood's gone.  
The girl who's beside me,  
The girl who's beside me.  
The girl who's beside me,  
The girl who's beside me.

### **Sisters**

*Music: Barges*

Out of our windows looking in the night,  
We can see those anchors shining bright.  
Silently flows the river to the sea  
As we sail aboard the Delta G.

(Chorus)

Sisters, we would like to go with you,  
We would like to sail the ocean blue.  
Sisters, have you treasures in your hold  
When you wear your anchor pin of gold?

Out of our windows looking in the night,  
We can see those anchors shining bright.  
Stars are all around and the moon is up above  
Looking down upon our DG love.

(Chorus)

Out of our windows looking in the night,  
We can see those anchors shining bright.  
How my heart longs to sail away with you  
As we sail across the ocean blue.

(Chorus)

### **Anchors Aweigh**

*Music: Traditional Navy song*

Anchors aweigh, DG  
We're setting sail.  
Fresh breeze and running tide  
Our ship will never fail to anchor.  
Colors on high, DG,  
Bronze, pink and blue.  
All hands stand by  
For we are sailing on,  
We're sailing on with you.

Alto part:

DGs on high are we  
Guided by our shield of white.

It will lead us on and keep us strong  
And give us light so bright.  
So to you, Delta Gamma,  
We will love in years to come,  
And we'll share our joys and sorrows  
Till all our college days are done.

### **Linger**

Mmm Mmm I want to linger  
Mmm Mmm a little longer  
Mmm Mmm a little longer here with you

Mmm Mmm it's such a perfect day  
Mmm Mmm we hope you want to stay  
Mmm Mmm DG is always here for you

### **To You DG Aloha**

To you, DG, aloha  
Aloha from the bottom of my heart  
To your bronze pink and blue  
To your colors so true  
Anchored in friendship that will last all life through  
To you, DG, aloha  
Your cream rose, the fairest flower that grows  
And in autumn, winter spring  
In summer I will sing, sing to you  
DG aloha

### **Anchor In Your Eye**

Do I see an anchor in your eye  
An anchor of light and love  
Do I hear you confess  
Delta Gamma is best  
And you'll hold her all others above  
Do I see the love of Delta G  
That will linger as time goes by  
For an anchor so true  
Is waiting for you  
If there's an anchor in your eye.

### **Girls in This University**

There are girls in this university  
There are girls, there are girls, there are girls  
But the girls that I like best to see  
Are the girls, are the girls, are the girls  
That have that special look in their eye  
When I look at them and they look at me  
For I know that they know that they know that I  
know  
The best is Dee Gee

### **Dream Girl**

I have found my dream girl  
She's as sweet as she can be  
I have found the one I love  
She's all the world to me  
She wears the golden anchor  
And the bronze, the pink, the blue  
Delta Gam, I love you  
And to you I will be true.  
  
College memories linger  
Never fade nor disappear  
Anchored till eternity  
With lasting love so dear  
Wherever I may wander  
All my thoughts will turn to thee  
Delta Gam, my dream girl,  
You're the only one for me.

### **MM My Sisters**

MM my sisters, mm my sisters  
Couldn't get along without you now  
Got along without you before I met you  
But I sure couldn't do it now

I came to college just to find  
The girls who really were my kind  
And now I know I've found the best  
DG's better than all the rest

MM my sisters, mm my sisters  
Couldn't get along without you now  
Got along without you before I met you  
But I sure couldn't do it now

Pi Alpha we wear loyally  
And now we're members of Delta G  
The anchor, bronze and pink and blue  
To you we always will be true

MM my sisters, mm my sisters  
Couldn't get along without you now  
Got along without you before I met you  
But I sure couldn't do it now

Pi Alpha true  
The anchor too  
We pledge ourselves to you

### **D-E-L-T-A**

D-E-L-T-A, Delta, D-E-L-T-A  
G-A double M-A, Gamma, G-A double M-A  
We are Delta Gamma  
Wear bronze, pink and blue  
We are Delta Gamma  
Don't you want to be a DG too?

### **With a "D"**

With a D, and an E, and an L-T-A  
With a G-A double M-A  
Oh Delta Gamma, That's what I am-a  
With a D, and an E, and an L-T-A  
With a G-A double M-A  
Oh Delta Gamma, that's what I am-a

I'm Delta Gam born and Delta Gam bred  
And when I die, I 'll be Delta Gam dead  
So hoorah for DG, hoorah for DG  
Hoorah for DG, Delta G!

### **Boom Boom**

Boom boom boom boom  
There'll be nothing but DG  
Boom boom  
For the one that I love  
Boom boom boom boom  
There'll be nothing but DG  
And an anchor up above  
Shield of white, anchor bright  
For every girl that pledges right  
Boom boom  
There'll be nothing but DG  
Boom boom  
For the one that I love

### **DG Girl**

Oh when a DG girl walks down the street  
She looks one hundred par from head to feet  
She's got that smile, that style that winning way  
–

And when you see her you will recognize her and  
you'll say

Now there's a girl I'd like to know  
She's got that good old DG pep and go  
And just one look at her is quite a treat, it can't  
be beat  
That DG girl!

### **Join the Fun**

Come in and join the fun  
The party's just begun  
You know that we would like to meet you each  
and every one  
We'll introduce you to  
Our Delta Gamma crew  
You know the DGs want a sister just like you.

### **Good Bye**

Goodbye we'd like to say  
That we've enjoyed your stay  
We hope you come again and never go away  
Now that you met us all  
We hope you had a ball  
You know the DGs want you  
Sisters one and all

### **I Wanna Be a DG**

I wanna be a DG  
Oh yes, oh yes, oh yes, I do  
I wanna be a DG  
And wear the bronze and pink and blue  
Drop your anchor come and be  
Part of our sorority  
We love DG so will you  
If you drop your anchor too.

### **Delt - a Gamma**

Delt – a Gamma, Delt – a Gamma  
Delt – a Gamma, Delt – a Gamma

Some call it love and some may call it madness  
But come along with us, we'll wipe away your  
sadness

Happy sisters are we, hanging out with DG  
And when you are gone, you'll remember our  
song, singing

(Chorus)

Do Do Do Di Wop Wop  
Do Do Do di wop wop  
Do do do di wop wop  
Do do do di wop wop  
Do di wop wop, DG

We want you to go DG  
'Round here it's the very best thing  
All you gotta do is pledge DG  
Now listen to the DGs sing.  
We're singing

Do do do di wop wop  
Do do do di wop wop  
Do do do di wop wop  
Do di wop wop, DG  
Del-ta Gamma, Delta, Delta Gamma  
Welcome, Remember this we hope  
You go DG  
We're singing  
(Chorus)