“NPBCEFTWHABIIOF”

Non-Pastry Based Continuing Education for Those Who Have Already Been Initiated into Our Fraternity

Gleefully Co-written By:

Adam Bates
NED Vice President for Colonization & Membership
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Jessica McAlarney
HA President and a District Post Initiate Education Facilitator
2006-2007

. . . But Fully Accredited To:

The Northeast District
(For their ideas and input during the 2007 Precinct Meetings!)

Friends and Brothers of the Northeast District,

Greetings! You may be confused as to what this document is, and why it has such an unnecessarily long title. Well, this is a document about post initiate education, and we submit to you that its acronym… *is of an appropriate length!*

Too often, Post Initiate Education, "PIE," is pigeon-holed to be staying fresh on our national history and fraternal information. "PIE" is cramped and stifling, whereas the possible subjects on which to educate active brothers is limitless. To truly meet our needs, we needed an acronym as vast and diverse as the fraternity itself. We needed NPBCEFTWHABIIOF (pronounced "N-P-B-seft-wha?-beeyoff").

In all seriousness, the information contained here is a collection of ideas and activities that are already happening throughout the District. There are solutions to countless problems a Chapter may experience, and activities to help Chapters avoid issues before they even arise. It is *definitely* worth your Chapter's time and attention. Delegates – please review these materials and make sure that your Chapter President receives a copy.

This document is divided into two main sections. The first, "Subjects and Suggestions," is a list of fraternal topics accompanied by activities that may help your Chapter improve in those areas. Find an area of interest in the table of contents, then skip ahead to see what other Brothers have come up with. The second section, "Ideas and Implementations," is a collection of general thoughts on the education of the active Brotherhood. It's valuable in referring to before putting on an activity referenced in the manual, or before coming up with your own.

Yours in Brotherhood,
Adam & Jess

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Subjects and Suggestions

I Music

1 *Song Rehearsal*

- ♬ What: Practice the National Hymn, Song, and University or Chapter Songs
- ♬ How's:
  - Run like a normal class
  - Have the Chapter crowd around a Piano
- ♬ Why's:
  - Music is the basis of our Brotherhood!
  - We should sing better than most any college organization in the country!

II National Policy

1 *Policies on Hazing, Controlled Substance, and Discrimination*

- ♬ What: Review pages four through six of the National Guide to Membership
- ♬ How's:
  - Presentation from VPM during Meeting
  - "Hazing… or Not Hazing?"
    - ♦ Brothers (only!) take turns acting in brief skits that may or may not violate national policies.
    - ♦ MCs or New Brothers attempt to identify if the activity is unacceptable.

- ♦ Some answers are obvious; others can prove more difficult to the uninformed!
- Golden Rule: "If there is any doubt, then it is hazing!"
- The Six Questions that should be asked before any activity, found on page 5 of the National Guide to Membership.
- *Every brother, every candidate, every year!*

♬ <u>Why's:</u>

- Alleviates any and all concern of potential inappropriate activity
- Establishes discrete boundaries for acceptable behavior
- Facilitates communication amongst Brothers about a serious issue in a neutral and accepting environment.

2 Roberts Rules of Order

♬ <u>What:</u> Familiarize every active brother with parliamentary procedure

♬ <u>How's:</u>

- Presentation from Parliamentarian during Meeting
- Parliamentarian presents "Robert's Rules Role-play" Scenarios
- Provide every active brother with a laminated copy of a parliamentarian procedure sheet (available on the national website), which acts as a ticket for admission into all chapter meetings.

♬ <u>Why's:</u>

- With Robert by your side, meetings will be over before you know it!
- Efficiency of Chapter and Joint meetings improves Chapter Chemistry and reduces Chapter stranglings.

3 *Responsibilities of National Officials*

- <u>What:</u> Learn the purposes and responsibilities of the National Staff, the National Officers, and the Board of Trustees.
- <u>How's:</u>
  - Provide up-to-date, descriptive contact sheets to each member of the chapter executive board.
- <u>Why's:</u>
  - Knowing the purposes of each National Official opens up additional resources to Chapter officers.

III Chapter Policy

1 *Chapter Constitution*

- <u>What:</u> Familiarize active brothers with the rules and purposes of the Chapter constitution.
- <u>How's:</u>
  - Have a Chapter officer translate the constitution into Basic English for the rest of the chapter.
  - Immediately after initiation, have the Chapter President thoroughly discuss the constitution with new brothers.
  - Can be done in conjunction with Parliamentary procedure workshop.
- <u>Why's:</u>

- New brothers have no idea what is expected of them when the first enter the chapter and what some things mean. It is the CHAPTER'S responsibility to educate them on what is expected of them!
- If they know the constitution they will know what their role is within the chapter.

2 *Outstanding Band Membership*

♬ <u>What:</u> Keep the focus of the Chapter on the Band!

♬ <u>How's:</u>

- Have your chapter sponsor/director of bands come in to tell you what he expects of your Chapter as both band members and fraternity members.
- Brainstorm ways to improve band morale and behavior.

♬ <u>Why's:</u>

- Reminds the Chapter that they are band members first and fraternity members second.

3 *Officer Responsibilities*

♬ <u>What:</u> Educate brothers about officer roles *prior* to officer installations.

♬ <u>How's:</u>

- Discuss officer responsibilities extensively, well in advance of the elections.
- Create packets of officer expectations, both constitution and common sense. For example, a VPM should have excellent organizational skills.

- Have officer elects “shadow” their respective officers to learn about the role in great detail, possibly holding elections earlier in the semester so that time allows for this activity.

♬ <u>Why’s:</u>

- Improves Chapter leadership through preparation and training
- If someone in your chapter is not fulfilling their duties as a brother/officer/initiate, it may be because they do not know what is expected of them!

4 Chapter Problem Identification

♬ <u>What:</u> Provide an open forum to voice constructive Chapter criticism.

♬ <u>How’s:</u>

- Anonymous submission of ideas from the active brotherhood at the opening meeting of each semester.
- Submission of ideas at the close of each semester, especially valuing the opinions of any newly initiated brothers.
- Have the President discuss areas to improve upon with Directors and the Chapter Sponsor.
- Activity: Assign a note card for each active brother. Without seeing your own note card, have the Chapter go around and anonymously write an adjectives describing each brother on their assigned card. Then, still without seeing your own card, attach the card to the front of your forehead. Walk around the room and talk to brothers, treating them in an exaggerated fashion based on the adjective on their card. The activity is intended to respectfully show brothers ways in which they could improve. For example, a brother with “shy” on their note card might learn to be more assertive in Chapter meetings or outgoing.

♬ <u>Why’s:</u>

- Identifying weak areas is the first step to improvement.
- Excellent method for brainstorming upcoming Chapter activities.

5 *Membership Education Process Education Process*

♬ <u>What:</u> Educate the active brotherhood on how to facilitate a membership education process.

♬ <u>How's:</u>

- During a semester where the Chapter is not taking a class, hold a mock education process to keep everyone fresh and to inform neophytes for the first time.
- The extensiveness of the mock process can be at the discretion of the chapter, ranging from simple ritual readings to inventing mock candidates (Mock Meeps! Cardboard Candidates! Paper Prospectives!) and taking them through each and every event.

♬ <u>Why's:</u>

- Membership Education Programs are large and complex, and keeping all active brothers well informed on how they run will allow for smoother transitions for newly installed VPMs.
- Membership Education Programs are frequently the core of a Chapter in that they reveal and discuss the ideals of the Brotherhood. Without repetition of these events and their lofty ideals, various other Chapter operations can frequently stall.

6 *Paperwork submission*

- ♬ <u>What:</u> Keep the entire Chapter involved with any formal National or District communication.
- ♬ <u>How's:</u>
  - Avoid having paperwork handled exclusively by the President or a secretary.
  - Delegate write-ups for activity reports throughout the entire Chapter.
  - Explain the significance of any recently submitted forms at Chapter meetings.
- ♬ <u>Why's:</u>
  - Improves understanding of paperwork for future Chapter officers.
  - Educates the Chapter about National procedure.
  - More fairly distributed work load!

7 *Other Affiliated Organizations*

- ♬ <u>What:</u> Keep good relations with the other organizations that you are involved with (Tau Beta Sigma/Phi Mu Alpha/Sigma Alpha Iota).
- ♬ <u>How's:</u>
  - Organize a service project/social event/fundraiser with that chapter!
  - Get a huge project and work on it together, such as buying something for the band, helping out at a local high school, hosting a district event, etc.
  - Do a workshop on fun team building activities
  - If you have a Tau Beta Sigma Chapter, have the sisters come and teach your MC's about sisterhood information and vice versa.

- ♬ <u>Why's:</u>
  - To foster a close relationship with all engaged in college band work… that's right, *because the preamble told you so.*
  - Increase communication between organizations.

IV History

1 Chapter

- ♬ <u>What:</u> Learn about Chapter History.
- ♬ <u>How's:</u>
  - Have the Chapter Historian regularly present historical information to the Chapter.
  - Hold alumni events
  - Bring alumni in to discuss their time as an active
  - Contact National Headquarters for a copy of your Chapter's petitioning documents (Note: Some were destroyed in a fire).
  - Contact your Northeast District Alumni Liaison for materials related to your Chapter, or with specific questions which may be worth researching for the benefit of the entire District.
  - Send a small group of brothers out to Stillwater to sift through your Chapter files.
    - ♦ Lots of paper, lots of mundane information, occasional diamonds in the rough.

        - ♦ The older the Chapter, the more valuable of an activity this is. The Chapter relationship to the National Office was much more personal in the days when letter writing was the primary form of correspondence.
    - Keep a written record of anything discovered!
- ♬ <u>Why's:</u>
    - It's fascinating! And frequently extremely productive. For example, Who better to suggest service projects than alumni of your own Chapter?
    - Great way to improve alumni relations.

2 *District*

- ♬ <u>What:</u> Learn about District History
- ♬ <u>How's:</u>
    - Incorporate the FABULOUS Northeast District History, available on the District website, into your membership education and post initiate education programs!
    - Attend History-related Alumni Liaison workshops.
    - Request for a visit from the Alumni Liaison.
- ♬ <u>Why's:</u>
    - The Northeast District's History is another facet of your own Chapter's history, and learning about it contains many of the same benefits.

3 *National*

- ♬ <u>What:</u> Continue to expand on knowledge of the National History that is presented during the membership education process.
- ♬ <u>How's:</u>

- National Guide to Membership, available at http://kkpsi.org/guidetomembership.asp
- Membership Education Teaching Manual, available at http://kkpsi.org/forms/MembEdTeachingManual.pdf
- Have actives privately take the same quizzes that Candidates take.
- Involve as many active brothers as possible when presenting information to candidates.

♬ Why's:

- Actives should be accountable for any information that Candidates are required to know.

V Ritual and Fraternal Ideals

1 Ritual Readings

♬ What: Bring the active Chapter together to read or perform the ritual.

♬ How's:

- Read particularly pertinent selections during Chapter meetings.
- Dedicate a night to a mock ritual.
- Rehearse multiple times prior to actual Degrees.
- Provide every brother with opportunities to perform different parts.

♬ Why's:

- Returning to the ritual can resolve crisis, foster brotherhood, and remind a distracted Chapter of the bond that unites them.

- Especially valuable during semesters where the Brotherhood is not taking a class.

2 *Memorization of Key Points*

- ♬ <u>What:</u> Active brothers should be familiar enough with the ritual to be able to recall the key points and figures of each degree and all of the secrets of 3rd Degree.
- ♬ <u>How's:</u>
  - Ritual Readings! (See above)
  - Have the VPM represent certain information during Chapter Meetings (Closed to brothers, obviously!)
- ♬ <u>Why's:</u>
  - Memorization is the first step to understanding!
  - Sometimes necessary to identify yourself as a Brother.

3 *Personalize*

- ♬ <u>What:</u> Establish personal connections to ritual teachings
- ♬ <u>How's:</u>
  - After ritual readings or mock rituals, break the lessons of the ritual down into a message that directly relates to the Chapter.
  - Encourage active brothers to share the experiences that they recall when hearing the words of the degrees.

♬ <u>Why's:</u>

- Understanding the ritual is infinitely more important than being able to memorize the ritual. The ability to interpret and apply its teachings is proof of understanding.

4 *Ways to identify yourself as a brother*

♬ <u>What:</u> During the degrees, the secrets of the Brotherhood are imparted. Any and all of this information may be asked of one to prove to a stranger that they are a brother.

♬ <u>How's:</u>

- As a Chapter, review the stations of 2nd and 3rd Degree.
- As a Chapter, review the secrets of Kappa Kappa Psi that are present in 3rd Degree.
- Conduct any discussion of ritual with the utmost secrecy!
- Likewise, make sure that these means of identification are also conducted secretly – in ear-to-ear whispers or closely between two bodies.

♬ <u>Why's:</u>

- Many situations require that Brothers identify themselves formally, such as meetings where confidential fraternal business or ritual is being discussed.
- Greeting a random brother on the street through an official form of fraternal identification is about 151 times cooler than just introducing yourself.

5 *Education of Honoraries*

- ♬ <u>What:</u> Educate Honoraries and Band Directors about ritual.
- ♬ <u>How's:</u>
  - Invite honoraries to ritual readings and discussions.
  - Inform them of the degree of secrecy in which the Chapter regards the ritual.
- ♬ <u>Why's:</u>
  - Adults in the professional world should not be expected to immediately understand and respect the secrecy of our degrees. They may not have experience as a pledged member of a fraternal organization. A simple conversation will avoid a potentially embarrassing or costly situation in which an honorary mentions ritual secrets to unaffiliated peoples.
  - Keeps honoraries from embarrassing you!

<u>General Ideas and Implementations</u>

I. Involve other Chapters

a. Get other chapters to help you! Make a weekend out of it. Find a chapter that is strong in an area that your chapter is weak in. Have them come to do a workshop, and then do a service project/fund raiser/social activity with them!

II. Involve the Entire Chapter

a. A NPBCEFTWHABIIOF program is intended for every brother in a Chapter, not just for younger brothers.

b. Select sets of events or activities that benefit every brother and every aspect of the fraternity. Balance a presentation on national history with a forum on chapter improvement followed by a music rehearsal!

III. Incorporation with MEP

a. Try to create a program that builds upon what initiates learn in their MEP program, especially if you only take one class a year. For example, if you take a class in the fall, your spring semester should build up the new brothers while educating the older ones. Possible workshops for the spring semester could be the following: Constitution/Parliamentary procedure workshop in the beginning of the spring semester, then something on the Ritual, Focusing on a chapter problem (ex. Communication), and then an Officer Workshop right before elections. Some of these workshops can be added on to the end of a meeting, others may be better suited to a Saturday or Sunday morning.

IV. Keep it unrestricted!

a. Encourage new ideas from everyone!

b. NPBCEFTWHABIIOF can be much more dynamic than a membership education process. NPBCEFTWHABIIOF is all about expansion and evolution!

V. How often, and when?

a. At least two major events during the MC process – one on the hazing policy, etc. and one right before new brother get into help bring the chapter together and integrate the MC's as Brothers. Team building

activities, what is brotherhood, what are the responsibilities of a good brother, etc are good topics.

b. If you do a class one semester a year, the other semester should focus on enriching all members. Parliamentary Procedure/Constitution, Ritual, Chapter Problems are all good ones to cover.

c. Workshops can be done after a meeting, as a weekend retreat, a week-night, or a Saturday or Sunday morning. Try not to schedule too much at once, especially if you are working on a chapter problem. People need a chance to breathe and reflect.

VI. General Activity Formats

i. Get out of "Chapter Meeting mode" as often as possible.

ii. ***Make things fun and hands on***. Anything that you can do to make things hands-on will help people remember things as well as keep them interested and motivated to learn.

iii. Games

1. Invent questions that can be inserted into existing board games.

    a. Taboo

    b. Distraction

    c. "Kappa Kappa" Cranium

2. Can be used to teach any subject!

iv. Scenarios and Role-playing

1. Great for National Policy, Roberts Rules!
2. Great for Officer Responsibilities!

v. Do several small activities within one workshop

vi. Always ask for comments!

vii. Break into small groups, put people together who normally don't "hang out."

viii. Workshops shouldn't be a million hours at a time. Break it into small workshops, or give breaks for food, etc. Well-fed brothers are happy brothers!