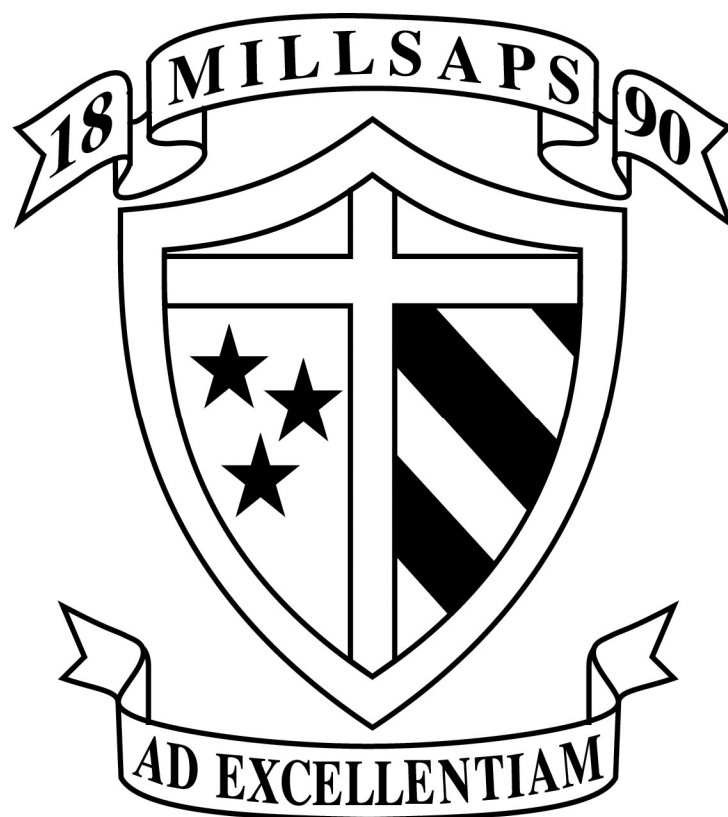


# CHAPTER PRESIDENT MANUAL



2008

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# Obligations of the Chapter President

- Be the Liaison between Student Life and your chapter
- Attend Monthly Greek Presidents Meetings
- Meet/check in with your council's advisor on a monthly basis
- Make sure all forms and reports are submitted on time
- Update and maintain your chapter roster with Student Life
- Develop a relationship with your chapter and faculty advisor and make sure Student Life has his/her contact information
- Maintain contact with your National Office and Regional Advisors
- Maintain contact with Local Alumni/ae
- Apply for Greek Life awards
- Check and respond to e-mail promptly
- Make sure chapter events to Student Life for all Greek Calendar
- Provide a good transition for the Chapter President who will follow

# 11 Quick Tips for Chapter Presidents

1. People support what they create. Do not expect others to carry out your ideas. Be sure everyone gets involved in the leadership process.
2. The most important letter you ever write will be a thank you note.
3. If you cannot name five things that your group is busy doing right now, then your group is probably not living up to its full potential.
4. Advisors are people too. Make sure they feel needed and appreciated for what they do.
5. Meetings need variety and creativity. Next time bring food. Put cartoons on your agenda. Meet at a nearby pizza place for a change. Let someone else in the group run the meeting. If you make it fun, they'll come back.
6. A successful group is so busy that it does not have time to whine and complain about internal matters. Only members with nothing to do have time to complain.
7. Do not be a martyr. Work hard yes, but do not complain to the rest of us about what a stress it puts you under. You'll earn more admiration from us if we see the hard work you do and see a smile on your face.
8. Never underestimate the value of a phone call for no reason. Remember that the people in your chapter should be your friends first, your coworkers second. Make time for them.
9. Surround yourself with positive thoughts!
10. Keep a notebook. Don't make the person who follows you as "prez" guess how you did it.
11. Always take the blame for a mistake, but never take the credit for a success. Spread that around to the people whose motivated work makes you look great. They need it more.

# Who to Call- Student Life

## **Matthew Binion x 1217 (MATT.BINION)**

*Assistant Director for Residence Life and Student Activities*

- Residence Life
- Greek Life (IFC)
- SAPS
- Student Body Association

## **Gretchen Blackston x 1207 (BLACKMD)**

*College Nurse, Wesson Health Center*

- Health info and basic treatment
- To make appointment with a doctor
- Health related forms
- Referrals off campus

## **Janis Booth x 1206 (BOOTHJC)**

*Director of Counseling and Wellness Services*

- Counseling for personal concerns or academic concerns
- Referrals off campus
- Supervises Wesson Health Center

## **Brooks Brower x 1212 (BROWEBL)**

*Director of Student Life*

- Supervise Residence Life, Student Organizations, First Year Experiences, Student Activities, Senior Year Experience, and Leadership Development
- On-Call Emergency Response Team
- Leadership Development

## **John Conway x 1238 (CONWAJA)**

*Director of Campus Life*

- Campus Safety and Security
- Student Judicial Issues/Student Conduct

## **Patrick Cooper x 1228 (COOPEAP)**

*Director of Events Scheduling and Services for Students with Disabilities*

- Reserve rooms on campus; coordinate setup/audio visual requests
- Maintain/publish calendar of events on campus
- Summer conferences and camps
- Register and document all students with disabilities/provide accommodations when needed

## **Tonya Craft x 1346 (CRAFTTE)**

*Career Center, Director*

- Supervises Career Center
- Full-time Employment/Recruitment
- Internship-for-Credit Program
- Alumni Services
- Employer Relations

**Don Fortenberry x 1237 (FORTEDP)**

*Director of Student Missions*

- Supervises McNair Missions program

**Lisa Garvin x 1205 (GARVIEA)**

*Chaplain*

- Campus Ministry Team
- Community Service Work
- Chapel/Religious Activities
- Supervises the Americorps Program

**Tiffany Hammond x 1040 (HAMMOTR)**

*Administrative Assistant*

- Residence Life
- Student Development
- Undergraduate Leadership Development
- Student Activities

**J.W. Hoatland x1182 (HOATLJW)**

*Senior Lieutenant of Campus Safety*

- Campus safety and security concerns
- Supervises Office of Campus Safety
- Supervises campus parking and related policies

**Betty Hulsey x 1206 (HULSEBH)**

*Assistant to the Vice President of Student Life*

- General questions/concerns
- Schedules Appointments with the Vice President/Dean of Students
- Student Handbook

**Megan T. James x 1204 (JAMESMT)**

*Assistant Director of Student Activities*

- Advise Student Body Association
- Student Organization Registration and Development
- Greek Life (Panhellenic and NPHC)
- Student Life Awards
- 4<sup>th</sup> Night Freshman Ritual

**Martha Johnston x 1200 (JOHNSMM)**

*Administrative Assistant*

- Residence Life/Housing
- General questions/concerns
- Housing Lists
- Yearbook

**Brit Katz x 1206 (BRITKATZ)**

*Vice President and Dean of Students*

- General student concerns
- Student Government
- Supervises all areas of Student Life, Athletics, Campus Life

**Stan Magee x 1285 (MAGEESA)**

*Publications*

- P&W (student newspaper), Bobashela (yearbook), Stylus (literary magazine)

**Vickey McDonald x 1218 (MCDONVD)**

*Career Center, Student Employment Coordinator*

- Student Employment (On-campus, Community Service and Federal Work Study Jobs)
- Part-time Employment/Recruitment
- Employer Relations

**Suzanne Scales x 1237**

*AmeriCorps VISTA*

- Community service opportunities

**Kendrick Schetter x 1200 (SCHETJK)**

*Career Center, Assistant Director/ Divisional Coordinator for Information Technology*

- Individual career counseling
- Career Testing
- Graduate/Professional School Assistance
- Student Life Division coordinator/trainer for technology issues

**Sherryl Wilburn x 1208 (WILBUSE)**

*Director, Multicultural Affairs*

*Director, International Programs*

- Diversity/multicultural programs and services
- Provide academic advisement and counseling for international students enrolled at Millsaps College

**Tim Wise x 1188 (WISETA)**

*Athletic Director & Head Men's Basketball Coach*

- Supervises Varsity Athletics, Recreation, Intramurals, and Facilities

## Chapter President Contact Information

<b>Chapter</b>	<b>President</b>	<b>Email</b>	<b>Phone</b>	<b>Box</b>	<b>Chapter Box</b>
Alpha Kappa Alpha	Alonia Carey	Careyad	225-485-7108	150229	151091
Alpha Phi Alpha	Louis Conley	Conlev	662-523-3460	150317	151092
Delta Sigma Theta	Rachael Joe	joerd	318-614-0578	150747	151142
Chi Omega	Megan Maher	mahermc	228-324-3022	150882	151095
Delta Delta Delta	Sarah Matheny	Mathess	601-554-6211	150895	151099
Kappa Delta	Kevan Beth Tucker	Tuckekb1	870-307-3924	151453	151103
Phi Mu	Katelyn Ullmer	Ullmekl	318-218-2678	151489	151133
Lambda Chi Alpha	Chris Awwad	Awwadcj		150063	151104
Kappa Alpha	Robert Parker	parkerl		151116	151096
Pi Kappa Alpha	Alex Buck	buckabe		150166	151134
Sigma Alpha Epsilon	Joey Quillin	Quilljw		151193	151138

# Council Contact Information

## 2008 Panhellenic Council

Name	Position	Email	Phone	Box
Katie Collins	President	collikl	985-691-2849	150254
Kayla Richard	Vice President	richaka	337-258-7762	151215
Mary Clark Rardin	Treasurer	rardimg	901-497-7754	151195
Caroline Massey	Secretary	massecl	870-613-1955	150893
Emily Tuberville	ΔΔΔ Delegate (PR/Philanthropy)	tuberec	901-258-1227	151421
Brittany Tait	X Ω Delegate (Greek Week)	taitbn	850-572-1138	151435
Erin Herm	KΔ Delegate (Academic Chair)	hermje	601-832-7609	150653
Elizabeth Dodson	ΦM Delegate (Risk Management)	dodsoem	601-842-5675	140399
Chris Awwad	IFC Delegate	awwadcj		150063
Megan James	Panhellenic Advisor	jamesmt	601-974-1204	151063

## 2008 IFC Council

Name	Position	Email	Phone	Box
Ben Cain	President	Cainbg		150222
Ahmed Elalighe	VP of Recruitment	Elaliaj		150410
Alexander Nessel	VP of Administration			
Daniel Honeycutt	VP of Finance	Honeydb		150683
Chris Awwad	VP Programming	awwadcj		150063
Philip Cortese	VP of Judicial	Cortepm		150266
Matt Binion	IFC advisor	biniom	601-974-1217	151063

## Spring 2008 NPHC Council

Name	Position	Email	Phone	Box
Alonia Carey	President	Careyad		150229
Louis Conley	Vice President	Conlev		150317
Jessica Clincy	Treasurer/Secretary	Clincjm		150311
Megan James	NPHC Advisor	jamesmt	601-974-1204	151063

# Alphabet Soup

## Millsaps College Councils

### **IFC (Interfraternity Council)**

The umbrella organization for the 4 member fraternities at Millsaps College.

### **PHC/CPC (Panhellenic Council or College Panhellenic Council)**

The umbrella organization for the 4 National Panhellenic Conference (NPC) sororities at Millsaps College.

### **NPHC (National Pan-Hellenic Council)**

The umbrella organization for the 3 historically black fraternities and sororities at Millsaps College.

## Regional Organizations

### **SEPC (South Eastern Panhellenic Conference)**

A group of Panhellenic Councils from the Southeast. They organize to provide advice and support for each other throughout the region. A Thursday-Saturday leadership conference is held each March in Atlanta.

### **SEIFC (South Eastern Inter Fraternity Conference)**

A group of IFCs from the Southeast. They organize to provide advice and support for each other throughout the region. A Thursday-Saturday leadership conference is held each Spring in Atlanta.

### **MCGA (Mid American Greek Council Association)**

A group of Greek student leaders from the Midwest but open to the entire nation. A Thursday-Saturday Leadership Conference is held in February in Chicago. This conference is open to members from all councils.

## National Organizations

### **AFA (Association of Fraternity Advisors)**

The professional group for the 1300+ Greek advisors, inter/national headquarters professional staff, and national councils. An annual meeting is held each December. This meeting allows Greek advisors to study current trends in higher education and to share best practices ideas.

### **Order of Omega: National Greek Leadership Honor Society**

Order of Omega is a national Greek honor society that recognizes the top 3% of Greek members across the nation in regard to academic excellence, community service and chapter and Greek community leadership.

### **NPC (National Panhellenic Conference)**

The National Panhellenic Conference exists to promote the values of and to serve as an advocate for its member groups in collaboration with those members, campuses and communities. National Panhellenic Conference, founded in 1902, is an umbrella organization for 26 inter/national women's fraternities and sororities. Members are represented on over 620 college and university campuses in the United States and Canada and in over 4,600 alumnae associations, making up over 3.6 million sorority women in the world. Representative for each inter/national sorority works together to create unanimous agreements and resolutions that govern all members of NPC.

### **NIC (North American Interfraternity Conference)**

The NIC serves the needs of its member fraternities through advocacy, collaboration, and education. Through the enrichment of the fraternity experience; advancement and growth of the fraternity community; and enhancement of the educational mission of the host institutions the NIC works to ensure that fraternities can operate in an environment conducive to their success. Today, the NIC has 71 member organizations with approximately 5,500 chapters located on 800+ campuses in the United States and Canada with approximately 350,000 undergraduate members. The NIC is led by a Board of Directors comprised of nine volunteers from member fraternities

### **NPHC (National Pan-Hellenic Council)**

The National Pan-Hellenic Council, Incorporated (NPHC) is currently composed of the nine (“Divine Nine”) historically black International Greek letter Sororities and Fraternities. NPHC promotes interaction through forums, meetings and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions.

# Millsaps College

## Greek Life Strategic Plan

### Mission Statement

The Millsaps Greek community will strive to preserve the ideals on which it was founded by promoting humility and cooperation among its members and service, scholarship, leadership, and fellowship through continued education, innovative programming, and fostering a communal spirit.

Goal: Provide better marketing and publicity for entire Greek community

**Action statement:** Create a Greek Life brochure to be distributed to first year students and parents

**Persons involved:** Megan James, Matt Binion, Admission staff member, 1 officer from each council

**Deadline:** June 2008

- Determine cost of producing brochure and present to councils
- Collect information from chapters and council to design brochure
- Determine method of distribution

**Action statement:** Create a parents' guide to Greek Life to be placed on Greek Life website

**Persons involved:** Megan James, Matt Binion, Kendrick Schetter, parents of a fraternity/sorority member

**Deadline:** June 2008 (to be reviewed each semester)

**Action statement:** Create recruitment guides to be placed on Greek website for all three councils

**Persons involved:** Megan James, Matt Binion, Kendrick Schetter, VP of Recruitment for IFC and PHC, NPHC rep

**Deadline:** May 2008

**Action statement:** Work with Communications office to increase publicity in both the Millsaps and Jackson communities regarding the positive efforts made by fraternities and sororities

**Persons involved:** Chapter presidents, Council Presidents, Communications staff

**Deadline:** Spring 2008

- Include examples of press releases in Presidents' Manual and on website

Goal: Improve relationship with faculty and administration

**Action statement:** Avoid scheduling formal recruitment events (Panhellenic and IFC) during the academic school week as much as possible

**Persons involved:** Council advisors, Chapter advisors, Recruitment chairs, Chapter presidents, Brooks Brower, Dean Katz

**Deadline:** April 2008 (yearly review)

- Panhellenic is in process of changing formal recruitment parties so that the parties are shorter and that the majority of rounds fall on the weekend.

**Action statement:** Host an all Greek Faculty Appreciation event during Greek Week

**Persons involved:** Greek Week committee, chapter scholarship chairs, selected faculty members

**Deadline:** Begin planning in January 2008

Goal: Create a streamlined method of communication for Greek students

**Action statement:** Hold monthly chapter presidents meetings

**Persons involved:** Council advisors, Chapter presidents

**Deadline:** Ongoing

- Last Monday of each month at 5 PM

**Action statement:** Improve manner in the way grade reporting is computed and manner in which grades are distributed

**Persons involved:** Matt Binion, Megan James, Brooks Brower, Dean Katz, Records Office staff

**Deadline:** Spring 2008

**Action statement:** Create an all Greek calendar

**Persons involved:** Chapter presidents, Administrative Assistant

**Deadline:** Completed/Ongoing

- The first Greek life calendar was composed after the Fall 2007 Greek Life summit. It will be distributed at the Presidents Meeting in October.
- Chapter and council presidents will have the chance to update the calendar at the end of each month.
- Administrative Assistant will help maintain Greek Life calendar.
- Calendar will be posted on updated website

**Action statement:** Update Greek Life Website

**Persons involved:** Matt Binion, Megan James, Kendrick Schetter, Website committee

**Deadline:** May 2008

- Website will contain: Office contact information, all pertinent forms, Chapter and Council officers contact information, Greek life resources, etc.

Goal: Develop Greek Leadership

**Action statement:** Re-examine Greek Life Mission Statement

**Persons involved:** Student Life Staff, Luke Darby, representatives from 3 councils

**Deadline:** Spring 2008

- Select members to serve on committee
- Meet to discuss changes to Mission Statement
- Submit Mission statement to 3 councils, Megan James, and Matt Binion for approval

**Action statement:** Host Greek Leadership Summits each semester

**Persons involved:** Matt Binion, Megan James, Brooks Brower, Chapter, Council, and Order of Omega presidents, Upcoming leaders

**Deadline:** Ongoing

**Action statement:** Council attendance at regional conferences

**Persons involved:** Council advisors, Council Officers

**Deadline:** Spring 2009

**Action statement:** Develop Order of Omega so that the honorary meets its intended purpose of Greek Leadership

**Persons involved:** Brooks Brower, Order of Omega officers

**Deadline:** Spring 2008

- Revise selection process
- Actively participate in Greek Week planning
- Develop leadership events and resources for Greek community

**Action statement:** Execute a Greek Life awards program that rewards chapters that worked towards the Greek Life mission statement throughout the year

**Persons involved:** Brooks Brower, Order of Omega officers and chapter, Megan James, Matt Binion, Administrative Assistant, selected faculty members, selected chapter advisors

**Deadline:** Spring 2007

- Planning for the event should commence in Feb 2008

- Awards applications should be sent; selection committee should be organized in mid-March 2008

Goal: Develop guidelines that will promote programs that meet the Greek Life mission statement

**Action statement:** Develop ways to encourage chapter collaboration (especially within councils)

**Persons involved:** Council advisors, Brooks Brower, Council and Chapter Presidents

**Deadline:** Fall 2008

**Action statement:** Review current swap policy

**Persons involved:** Council advisors, Chapter presidents, Council officers

**Deadline:** Spring 2008

- Proposal: In order to encourage more interaction at swaps and to meet the Greek Life mission statement, the following is proposed:
  - Each sorority is allowed one “social themed” swap with each fraternity per year (and vice versa).
  - Additional swaps must be constructive in nature (i.e. member development focus, community service focus, etc). There is no limit to the amount of these swaps per chapter.

**Action statement:** Review current on campus party registration policy

**Persons involved:** Matt Binion, Megan James, Brooks Brower, Dean Katz, IFC chapter presidents, IFC President

**Deadline:** August 2008

Goal: Educate all potential new members and chapter members about entire Greek community

**Action statement:** Host a Meet the Greeks forum during Greek Week

**Persons involved:** Greek Week planning committee, Council officers and presidents

**Deadline:** Spring 2008

**Action statement:** Host informational sessions at beginning of school year for each council

**Persons involved:** VP Recruitment (IFC and PHC), NPHC rep

**Deadline:** Begin planning in May 2008

**Action statement:** Host a Greek wide new member workshop each fall

**Persons involved:** New (or recently initiated) members from all chapters, Council officers, Order of Omega officers, Megan James, Matt Binion, Brooks Brower

**Deadline:** Begin planning Summer 2008; Workshop to take place in October 2008

**Action statement:** Host a Greek Promo day during first week of school

**Persons involved:** All chapters, councils, council advisors, entire Millsaps community

**Deadline:** Planning to begin in April 2008

Goal: To review and strengthen risk management techniques

**Action statement:** Create risk management workshops

**Persons involved:** Megan James, Matt Binion

**Deadline:** Summer 2008- to begin in Fall 2008

**Action statement:** Create council positions that address risk management

**Persons involved:** Council Presidents and advisors

**Deadline:** Begin discussion in Fall 2007

Goal: To increase alumni involvement

**Action statement:** Strengthen alumni advisement

**Persons involved:** Council advisors, chapter advisors

**Deadline:** Fall 2008

- Review how we currently recruit, retain, reward all volunteer advisors and housing corp officers
- Review how we currently provide in-service or ongoing training
- Review how national offices provide education or training

**Action statement:** Strengthen alumni programming

**Persons involved:** Council advisors, Council officers, chapter alumni chairs

**Deadline:** Spring 2009

- Assess what programs are staged by each chapter for alumni
- Educate officers on how to include/involve their alumni
- Develop a plan for locating and communicating with chapter alumni

# **RISK MANAGEMENT**

# FIPG AND OTHER RISK MANAGEMENT FACTS

## 1) Why can't a Greek letter organization have a fundraising event at or in "conjunction" with a bar? They are raising money for a worthy cause.

Response: One of the changes made to the FIPG policy in July of this year addressed with specificity the issue of fundraisers at taverns, bars, etc. at which alcohol accounts for 50% or more of the income of the establishment. In Section 6. the policy reads, *"This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising"*.

The reasons for this policy include but are not limited to:

- By associating an event with a tavern, a chapter links the national organization with the activity. If someone is injured during the event—a fight, a slip and fall situation, drinking and driving after consuming alcohol in the bar—the tavern may be covered under a Dram Shop law which restricts the amount of damages that a plaintiff may collect from the tavern. There is no such restriction for a women's or men's national organization.
- Many chapters require members to attend fundraising events. By requiring them to be on site, they also expose members to the risks that are involved with numbers of people consuming alcohol. Again, a case will then come back to the national organization.
- There are no rules regarding who may be on site, i.e., these are not "Closed" events. Therefore, there are no safeguards in place to assist in protecting members.
- Finally, aren't you (our undergraduates) weary of being called the campus drunks? By holding events in, at or in conjunction with bars, we reinforce a stereotype that we can't do anything with alcohol. There are better ways and better places to raise funds.

## 2) Why can't we give our "littles" alcohol at, for example, the big sister or big brother revealing night?

Response: The three most dangerous nights for women or men joining Greek letter organizations are bid night, "Bigs" night and initiation. Of the three, bid night and "Bigs" night have generated a number of deaths during the past ten years. The FIPG policy was specifically rewritten in Sections 9. and 10. to address the concerns. Providing alcohol to people under the legal drinking age and in the context of celebration has led to tragedy. As well, if hazing is involved, the "littles" are often told that they must consume a certain amount of alcohol within a given amount of time, which has led to deaths.

## 3) A men's fraternity on my campus wants to host a recruitment event at a local Hooters restaurant. When I challenged them on that, they responded that they selected Hooters "Because of the great food". Does the FIPG policy address this concern?

Yes, in two places. Under Section 8., the FIPG policy specifically prohibits any recruitment or rush activity at or in conjunction with a tavern or alcohol distributor as defined. If the undergraduates claim that Hooters is not a tavern as described in the policy, demand that they produce documentation to prove their contention.

Under the "Sexual Abuse and Harassment" section, one may also make an argument that holding an event at Hooters is a violation of that aspect of policy. Clearly, the men are not going to Hooters for the food. If the food was the primary reason, why couldn't the men simply do a large takeaway order, bring the food back to the chapter house or another facility and focus upon recruitment?

**4) My campus is in a rural area. Many students describe themselves as hunters, particularly for deer. Some of the students want to keep their hunting rifles in their chapter houses. I note that the FIPG policy specifically prohibits firearms in the confines or premises of the chapter house.**

Response: The FIPG policy does address firearms under the "Fire, Health and Safety" category, Section 4. The reasons for that policy include the fact that it is virtually impossible to control all of the members all of the time; that alcohol and firearms are a lethal combination; and that no procedure for safety is foolproof because fools are very ingenious. There have been several well-publicized incidents involving fraternity members and firearms during the past year and many others that have been communicated in anecdotal form by staff members and volunteers.

Bottom line: There are too many things that can go tragically wrong to justify allowing firearms in chapter houses or on the property. It is important to note that many campus departments of public safety now refuse to warehouse weapons for students because of liability concerns. If a chapter has a number of members who want to keep their weapons in the area, encourage them to rent a storage area off campus.

**5) What is the recommended limit for alcohol brought to a BYOB event for personal consumption?**

Response: One six-pack of twelve (12) ounce beers or one four-pack of wine coolers. These types and amounts of alcohol reflect the standard packaging of beer and wine. That was one reason for the reference to a six-pack or a four-pack. Another is that it is difficult to become intoxicated on six twelve-ounce beers unless one "Shoots" the beers in rapid succession.

It should be noted that the Board of Directors of FIPG is always open to recommendations from students or Greek professionals or others involved in the community regarding the type, kind or amount of alcohol allowed at BYOB events. If you have a recommendation, by all means submit that to Wynn Smiley, FIPG President, in care of Alpha Tau Omega Fraternity ([wsmiley@ato.org](mailto:wsmiley@ato.org)).

## **Risk Management**

### What is it?

Risk Management is the increasing trend that Greek organizations have been pushing towards in order to reduce the liability and risk of fraternities/ sororities. It is the responsibility of the individual chapters to uphold the policies that the college and national headquarters have put in order. Currently, Millsaps College uses the policies written by FIPG (Fraternal Information and Programming Group) as a guide for risk management policy. A few of the areas that the guidelines cover are Alcohol and Drugs, Hazing, Fire, Health and Safety, and Sexual Abuse and Harassment. An extensive outline of the policies can be found at [www.fipg.org](http://www.fipg.org).

### Who does it involve?

EVERYONE! Any person that enters a chapter house or social event or any event that involves the Greek organization in any way. Any person that in some way is associated with a fraternity/sorority becomes a liability to that organization. Each fraternity and sorority should have liability insurance, however, a common misperception is that since you pay an insurance premium, you can do whatever you want and not get sued. Insurance companies DO NOT cover illegal acts (hazing, providing alcohol to those noticeably intoxicated, or to those under 21).

"We can't ELIMINATE our risks, but we can work to REDUCE them!"

**So what does that mean? How do we reduce our risks? Here are some helpful guidelines:**

A. Identify Risky Behaviors (by asking some of the following questions):

- Can this behavior hurt someone?
- Has someone been hurt before with this type of behavior?
- Does this behavior violate any laws (state, local, or federal)?
- Does this behavior violate any rules (college or national)?

B. Once a Risky Behavior is Identified:

- Reduce the behavior immediately!
- Work to eliminate the behavior completely over time
- If behavior continues, contact proper persons to assist in taking the proper action against the behavior.

### **3 Biggest Areas of Risk Management for Fraternities and Sororities**

1. Provide safe housing
2. Not engage in hazing of any sort
3. Follow all of your social event and alcohol policies

## 2 Types of Liability

### **Criminal Liability**

- Violating the law
- Serving alcohol to those noticeably intoxicated.
- Serving alcohol to those under 21.
- Hazing
- Possession of illegal drugs
- Sale of illegal drugs on chapter property

### **Civil Liability**

- Being sued by someone
- Can be brought by anyone (person injured, parents, third party, etc.)
- Usually ends up with a financial settlement
- Largest fraternity/sorority lawsuit settled: \$21 million
- 56% of the time we are sued by our own members

# Hazing

"No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips, or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts of buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual policy or the regulations and policies of the educational institution or applicable state law."

**If you are not sure about whether an activity may be hazing or not, consider the following questions:**

- Is alcohol involved?
- Is this activity an educational experience?
- Does this activity promote and conform to the ideals and values of the organization?
- Will this activity increase the new members' respect for the organization and its members?
- Is this an activity that new and initiated members participate in together?
- Would you be willing to allow parents to witness this activity? A judge? The president of the college or university? The media?
- Does this activity have value in and of itself?
- Would you be able to defend this activity in a court of law?
- Does this activity meet both the spirit and letter of standards prohibiting hazing

*--Adapted from FIPG Risk Management Manual*

A good rule to follow when deciding whether an activity is hazing is this: If you have to ask if it's hazing, it probably is.

## **How do we break the hazing tradition?**

Providing alternative programming will not by itself rid your organization of hazing. Replacing a questionable activity with another activity does not attack the problem at its foundation. To effectively deal with hazing in your organization, you must:

*Make Your Members Aware.* Use all information available about hazing to let your members know what actions are hazing, and why hazing is not appropriate. Student Life and your national organization are good places to find information.

*Educate Your Members.* Teach your members that there are alternatives to hazing. Take advantage of workshops and conferences to educate everyone in your organization. Use positive programming that assimilates new members into the chapter.

*Detect Violations by Your Members.* Be alert for activities and comments of your members that may indicate hazing. Don't just look the other way.

*Take Corrective Actions.* When you discover members who are hazing, discipline those members and report them to Student Life.

### **What happens to hazers?**

Hazers can be punished with both criminal penalties and college or university penalties. And both individuals who haze and organizations that haze can be punished. An individual commits an offense under the hazing law if the person:

- Engages in hazing;
- Solicits, encourages, directs, aids, or attempts to aid someone else in hazing;
- Intentionally, knowingly, or recklessly permits hazing to occur;
- Has firsthand knowledge of the planning of a specific hazing event or has firsthand knowledge that a specific event has occurred and fails to report that knowledge

An organization commits an offense under the hazing law if the organization condones or encourages hazing, or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of the hazing activity.

### **So is it hazing?**

If an organization seeks to develop loyal and dedicated members it has no reason to resort to hazing. Nonetheless, some student groups hold on to outdated practices even though the risks far outweigh the benefits. Prohibitions against hazing are sufficiently broad.

The following are some examples of activities that could be considered hazing:

- Any activity involving alcohol consumption that subjects a student to an unreasonable risk of harm or which adversely affects the health of the student.
- Any paddling or striking, even if consensual or mutual ("swapping swats").
- Scavenger hunts that lead to sleep deprivation, traffic violations, potentially harmful or degrading pranks or any violation of the law.
- Requiring new members to exercise.
- Activities requiring new members to be subservient to other members.
- Activities which result in sleep deprivation (e.g. late night builds).
- Any type of physical brutality, such as whipping, beating, striking, branding, electrical shocking, or placing a harmful substance on a student.

- Any type *of* physical activity that subjects a student to an unreasonable risk *of* harm or adversely affects the student's mental or physical health or safety, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics.
- Any type *of* activity involving consumption *of* food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects a student to an unreasonable risk *of* harm or adversely affects the student's mental or physical health or safety.
- Any activity that intimidates or threatens a student with ostracism that subjects a student to extreme mental stress, shame, or humiliation, or that adversely affects the student's mental health or dignity or discourages someone from entering or remaining registered in an educational institution, or that may reasonably be expected to cause someone to leave an organization or the college rather than submit to such activity.

If you think these prohibitions actually hinder your ability to foster a strong team *of* committed group members your mindset is obsolete. Utilizing acceptable team building practices now will help you to build lifelong friendships and have memorable experiences. Employing practices now that are transferable to the world *of* work where unacceptable risks are just that- UNACCEPTABLE RISKS-only limits your risks, not your group's success.

## **Ten Signs An Activity Could Be Defined As HAZING:**

1. Presence or consumption of alcohol - Not only does this always increase risk, it impairs the judgment of everyone involved
2. "It's Tradition" - it's not bad to have traditions but know where they come from and why. Are they relevant and positive to the development of new members?
3. Endangers health or safety
4. Fatigue/Denial of study time or rest - We advertise that Greek organizations place academics first, but denying members appropriate study time or rest contradicts that.
5. Secrecy - All organizations have ritual-based activities, but what else are you doing in secret? If no one can know about it, the perception tends to be that it is bad.
6. Verbal abuse - Who likes to be yelled at?
7. Peer Pressure
8. Embarrassing, undignified, or humiliating activities- Who likes to be humiliated?
9. Miscellaneous Bad Judgment
10. Personal servitude - The principles of most fraternities and sororities suggests that ALL members are servants to one another, as well as to the organization - not just new members, associates, or pledges!

## WHY HAZING DOESN'T WORK

Listed below are some of the traditional hazing practices and the negative consequences they are likely to produce. If you need reasons why hazing is inappropriate, the following should help:

Note: Various terms have been introduced to replace the term "pledge" which is most commonly associated with hazing practices. Some of these alternatives include "new member," "associate member," etc. The term "pledge" is used in the following description because it remains a commonly used and easily identifiable term.

### **I. PRACTICE:**

Push-ups, shouting, and/or public embarrassment - used individually.

#### **PURPOSE:**

Generally used for disciplinary purposes -- to punish or "shape up" pledges (new members etc.) who are perceived to be dragging down the group or have been disrespectful.

#### **NEGATIVE REACTIONS:**

- a. Can lead to a temporary suppression of the problem. Once the pledge is initiated, will s/he continue to perform in the best interests of the chapter? In most cases, when the kick in the rear end stops, so will the work.
- b. Will not allow the cause of the problem--if one exists, to surface. At times the pledge has a legitimate complaint which would be in the chapter's best interest to hear.
- c. Could lead to the voluntary de-pledging of an individual who might otherwise become one of the top members of the chapter, this being a loss no chapter can afford.
- d. Possible physical injury - many people have physical weaknesses of which sometimes even they are unaware. If injury occurs, current officers, the university, and the organization can be sued and held liable.

### **II. PRACTICE**

The same activities described in Part **I**, but used on the pledge class as a whole.

#### **PURPOSE:**

As a disciplinary exercise for the pledge class as a whole.

#### **NEGATIVE REACTIONS:**

In addition to all those listed above under Part **I**:

- a. Can create the attitude that pledgship is a hardship, not an educational period, and that initiation is the end of one's work for the organization instead of the beginning. This can create a general lack of participating and/or interest in the membership.
- b. Can lead to the dissatisfaction and possible de-pledging of individuals opposed to this type of discipline. These can, oftentimes, be some of the top individuals.

## **II. PRACTICE:**

Excessive physical or mental demands, on the pledge group as a whole.

### **PURPOSE:**

To instill pledge class unity.

### **NEGATIVE REACTIONS:**

a. In addition to the same negative reactions noted in Part 11, this system can be so successful in instilling pledge group unity that, in fact, four separate units are created within the chapter, and a true chapter does not exist.

## **IV. PRACTICE:**

Pre-initiation or "Hell" weeks with strenuous and excessive programs and events, physical and mental.

### **PURPOSE:**

a. To create a climax to the pledge program, and develop a true appreciation of initiation. b. To unify the pledge class for the last time.

### **NEGATIVE REACTIONS:**

a. The pledge is in fact glad to be initiated, not so much for the honor of the event, but for the right to be finished with the work. In this instance, the climax really arrives when the pre-initiation week ends, not when initiation begins. This is another way of strengthening the idea, that, "Boy, I'm glad pledgeship is over because now my work ends" instead of the realization that this is just the beginning of one's commitment to chapter membership.

b. In programs with a lack of sufficient sleep and strenuous activities designed to make the pledge less cognizant of what is really happening, the new initiate can be robbed of the true meaning and appreciation of the formal ceremony. Also, as scholarship is supposed to have priority, these programs can in fact be very detrimental to one's academic achievement.

c. If the chapter needs this week to unify its pledge class, it points to a flaw in the regular pledge program, as this should already have been accomplished.

# Alcohol Poisoning

**Should you be involved with someone who has had "too much", you should know:**

- Alcohol is a depressant. Its use slows down many functions of the body. This slowing down can lead to "passing out" and unconsciousness. Vital organs (heart and lungs) can be slowed to the point of stopping.
- The body only oxidizes about one ounce (approximately one drink) of alcohol an hour. If you drink too fast, you may pass out, but your body will still be metabolizing all the alcohol - which will continue to affect your organs and brain.
- Most people who die from alcohol consumption die from asphyxia. They suffocate on vomit, or their tongue blocks the airway because they are lying on their back.
- Life-threatening intoxication is more common from drinking hard liquor. The alcohol in beer and wine is less concentrated, but still can create life-threatening situations.

**Get medical attention if:**

- They cannot walk, talk, or respond.
- Skin is cold, clammy, pale or bluish (especially fingernails and lips)
- Breathing is slow, shallow, or irregular
- Eyes are dull and blurry/not focused
- If someone is passed out:
  - Never leave them alone. Leave only to call emergency services, if necessary.
  - Try to wake up the individual. Call their name, pinch their skin, clap your hands - they should react.
  - Monitor their breathing. Is it regular?
  - Turn them on their side. This helps the airway stay open if they vomit and helps prevent the tongue from blocking the airway.

After you have called emergency services and before they arrive:

.Find out exactly what and how much the individual had to drink. If possible, find the bottles or glasses he/she drank out of that evening. The medics might want to take them to the hospital to be tested for other substances.

# Risk Management News Articles

**LAKELAND, FL** | Fraternity bid week partying and drinking preceded the death of Florida Southern College student Michael Szwed, Lakeland police said Monday.

Initial autopsy results showed Szwed died of a lacerated spleen. Police are investigating whether or not an injury from a "hard fall" received at a Slip 'n Slide fraternity event Saturday led to his death later that night.

Szwed, 22, from Naples, was found unresponsive at his apartment on East Belmar Street by his friends.

Szwed, who was a member of the Sigma Chi fraternity, had been out drinking Friday night, until 3:30 a.m. Saturday morning, his roommate told police. And the next morning, around 7 a.m., Szwed began drinking again for the bid day event, reports said.

His roommate said Szwed had been "very intoxicated and that he had been throwing up at Florida Southern College during bid day," LPD reports said.

While at the Slip 'n Slide event, Szwed took a "hard fall," his roommate, who was standing about three feet away, told police. A Slip 'n Slide consists of a plastic tarp laid on the ground with water running across it. Participants slide along the slickened surface.

Shortly after the fall, Szwed became "pale and sickly looking," police were told.

Reports are not clear as to how Szwed returned home, but the roommate returned to check on Szwed around 11:30 a.m. Szwed was in the bathroom, vomiting and coughing into a towel, reports said.

Szwed asked his roommate for a bucket and to draw him a bath because he was not feeling well, police said. His roommate left and didn't return until about 10:45 p.m.

By that time, Szwed was dead.

"He was a responsible, self-disciplined kid," said Robert Parker Willis, who found Szwed dead and is also Sigma Chi's president. "It was unfortunate this happened."

During Saturday's bid day Slip 'n Slide, Willis said, he saw Szwed and didn't notice anything unusual about him and that they "held a normal conversation."

Willis said the night before, he had seen Szwed at a meeting where fraternity brothers vote on new members. But there had been no drinking at that time, he said.

"Our whole Florida Southern community is devastated by this loss," said Ashley Burke, who was a friend of Szwed. It is against FSC policy to have alcohol on campus, said Lee Mayhall, a spokeswoman for the school.

When asked what alcohol and drug prevention resources were offered to students, Mayhall issued this e-mailed statement: "The college has a number of ongoing alcohol education programs for all students. These are overseen by the Office of Student Development under the leadership of Dean Matt Thompson."

College officials wouldn't elaborate on what types of programs are offered to students.

Jack Gillen, a spokesman for LPD and part-time instructor at the college, said DUI officers conduct seminars about alcohol and drug abuse on campus four times a year, two of which are opened to the general student population.

"This is devastating to our campus community to lose Mike," FSC President Anne Kerr said in a written statement. "We are still grappling with the loss of student Meghan Kelly less than three weeks ago. I have been inspired by the strength of our students and the unity of our community."

Kelly, who played for the school's women's soccer team, was killed in an automobile accident earlier this month in Glades County.

Campus memorial services for Szwed are still in the planning stages, Mayhall said.

A visitation for Szwed will be held from 4 to 8 p.m. today at the Fuller Funeral Home, 1625 Pine Ridge Road, in Naples. Funeral services will be held Wednesday at 11 a.m. at St. Ann's Catholic Church, 407 Ninth Ave. S., in Naples.

[ Jeremy Maready can be reached at 863-802-7592 or [jeremy.maready@theledger.com](mailto:jeremy.maready@theledger.com). ]

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**Diverse**  
**Issues in Higher Education**  
**October 7, 2007**

**Historic Kappa Felony Hazing Case Produces Civil Suit**

By Paul Ruffins

The criminal trial involving Kappas from Florida A&M University that produced the nation's first felony convictions for hazing will now be followed by a civil trial. The victim, Marcus Jones, is suing the same five fraternity members named in the criminal case. The national, regional and local chapters of the Kappa Alpha Psi Fraternity also face a potentially multi-million dollar liability.

Local newspapers mistakenly reported that Jones was only seeking \$15,000. But Jones's attorney, Dawn Whitehurst, explained that she and Jones just stated that figure to ensure that the case is not tried on small claims court. "We intend to seek much larger damages than that," she said, noting that in 2004 a FAMU band member who was hazed won a judgment of \$1.8 million.

"Now that time has gone by, it's clear that Marcus is suffering from a lot more than just what happened on line," Whitehurst said. "He had to withdraw from school and forfeited his scholarship. He lost many of his college friends and he will never reach his dream of graduating from FAMU or becoming a member of the fraternity." Jones had to leave campus and is receiving psychotherapy for anxiety and depression.

Both sides have declared that the civil case will be much different than the criminal trial. "Now Marcus' consent will be an issue," says Chuck Hobbs, who defended the frat brothers in the criminal case and will now represent the three who are not in prison. "Florida law, like many jurisdictions, utilizes a 'Comparative Negligence' standard which requires that a jury consider what role the plaintiff may have had in causing his or her injuries.

"A jury will have to consider the fact that," Hobbs says. "Mr. Jones broke his written promise not to meet outside of the presence of an advisor, not to participate in any hazing activities, and that he was not under duress, meaning that he was not forced to submit to any caning, or paddling."

Dr. Walter Kimbrough, a leading researcher on Black fraternity hazing, says that Hobbs is completely wrong about Marcus being under duress. He notes that "the entire pledge process is deliberately designed to brainwash pledges and put them under tremendous psychological pressure to conform to what the group

wants them to do. That's why pledges are nearly always blindfolded and beaten, never told the truth about when the process will actually be over, and punished as a group if one person fails or resists."

Several Kappa officials refused to comment. However, one national officer who asked not to be identified predicted a quiet out-of-court settlement. "We're between a rock and a hard place," he said, "If we lose, Kappa pays big dollars. If we win this time, it sends the message that hazing is OK because some pledge consented. I'm glad Florida made hazing a felony. Maybe the sight of those two FAMU brothers being taken to prison in handcuffs will finally change some minds about this."

--Associated Press

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**WALHALLA, S.C. (AP)** Three fraternity members at Clemson University were charged with alcohol-related misdemeanors after a freshman died of alcohol poisoning during an off-campus party, a prosecutor said Wednesday.

The students' activities did not directly lead to the death of 18-year-old Benjamin Garrison Sprague, prosecutor Chrissy Adams said. But the three students, all members of the fraternity Sigma Nu, face charges that include transferring beer and liquor to a minor and using fake identification to buy alcohol.

Adams said Sprague was not forced to drink at the party.

"Ben made choices that night to consume alcohol, and he consumed alcohol in excess, and that led to his death," Adams said. "These boys made a mistake by providing the alcohol and having it available at a fraternity party to underage drinkers."

Sprague died of alcohol poisoning Dec. 9 at an off-campus Sigma Nu fraternity house. He had a blood-alcohol level of nearly 0.38 percent about five times above the legal threshold for driving, Oconee County Coroner Karl Addis has said.

After Sprague's death, the school's Sigma Nu chapter was placed on interim suspension by the university and the national fraternity pending investigations. The suspension means the group cannot hold any meetings or parties.

"We fully expect our members to abide by, uphold and support the laws of the land, including laws pertaining to alcohol purchase, consumption and use," said Brad Beacham, executive director of the Virginia-based national Sigma Nu Fraternity.

Adams said Sprague, who had recently been initiated into the fraternity, had been drinking for four hours before he arrived at the party. Adams read a statement from Sprague's parents that said, "While we acknowledge Ben's errors in judgment, we do not believe his errors overshadow his goodness."

Clemson spokeswoman Robin Denny said the school will determine if the students who were charged would also be suspended.

"Our first thoughts are with the Sprague family and continue to be with them, since this is just another sad day for their family and for the Clemson family," Denny said.

The prosecutor said Jetin Patel, 19, of Spartanburg, was charged with using a fake ID to purchase beer at a grocery store. He also faces charges of underage possession of beer and transfer of beer to a person under 21.

Matthew Rinckel, 20, of Lynchburg, Va., was charged with transfer of beer and transfer of liquor to a person under 21.

Addison Kerr, 21, of Atlanta, was charged with transfer of liquor to a minor.

It was unclear whether the students had attorneys. All three were booked Tuesday and released from jail on their own recognizance. While their punishments could range anywhere from fines to about one month in jail, Adams said the students are eligible for a pretrial intervention program. If they are admitted and successfully complete the program, the charges would be removed from their records.

Associated Press Writer Katrina A. Goggins in Columbia contributed to this report.

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**Mustang Daily**  
**Cal Poly San Luis Obispo**  
**January 29, 2008**

### **One student's journey to stop hazing**

By Cassandra Carlson, Mustang Daily

One Cal Poly student has been recognized nationally for his proactive stance and efforts to halt hazing at his fraternity.

Aerospace engineering senior and Tau Kappa Epsilon member Adrian Herrera was recently named one of the nation's Anti-Hazing Heroes by [hazingprevention.org](http://hazingprevention.org).

After attending a workshop at the Western Regional Greek Leadership Conference (WRGLC) last spring, Herrera decided to report his own fraternity; though hazing was considered common practice by most - even he had been hazed - he wanted to put a stop to it.

For over a year, Herrera was concerned with his fraternity's activities involving new pledges. After Herrera attended an Undergraduate Interfraternity Institute Conference, he realized that there was an anti-hazing movement within the organization. This conference stirred a turn of events that the Tau Kappa Epsilon Rho Omicron chapter at Cal Poly was not ready for.

"I definitely pulled the carpet from underneath them," he said.

After some initial opposition within his fraternity - based mainly on the idea that hazing practices kept with tradition - and his corresponding warning that he would report them if the hazing continued, Herrera eventually pulled members onto his side.

One member Herrera credits with contributing to the end of hazing is Jacob Lopez, a social science junior, new member educator and chaplain to the group. Lopez presented factual information to the group about hazing, adding even more information to the much discussed and debated topic.

"I think it might be more difficult to remove it from fraternities than sororities because there is very much a childish machismo attitude surrounding hazing," Lopez said. "I very much believe in the greek community and believe that it can rid itself of hazing."

The fraternity as a whole was still divided on the issue even after many of its members went to a leadership conference. That's when Herrera decided to report his chapter.

"The people at the international headquarters say to report to your brother, and if you can't tell any other chapter what you are doing, it is illegal," he said.

As a result, TKE was suspended from all new member activities and social events and put on a moratorium.

At first Herrera did not vouch that he was the one who reported his own fraternity.

"I didn't feel validated in telling them, and in retrospect nobody came up to me and asked me," Herrera said. "The international headquarters was very supportive of my decision and pro-active about the situation by interviewing every person."

Already ostracized, he received hate mail from his brothers and was cut off from relationships with long-time friends.

Stephan Lamb, Cal Poly adviser to the Interfraternity Council, is proud of Herrera and his actions.

"Adrian is a man of conviction," he said of the current IFC president. "He emulates values of the whole greek organization by standing up to the fraternity and taking an unpopular position. That speaks to strength and to the ideals of the organization."

At Cal Poly, there are more than 2,000 students in the greek system, which is comprised of 20 fraternities, seven (soon to be nine) traditional sororities, and 11 culture-based greek organizations.

"We educate each class by presenting a special meeting prior to recruitment to describe what hazing is, past situations, and talk about consequences," Lamb said.

Adrienne Miller, Office of Student Rights and Responsibilities coordinator, emphasized that students should go to a teacher, club advisor, Greek Affairs or her office to report hazing. Her office would then conduct an investigation.

"Students have individual responsibility standards of conduct," Miller said. "Our investigations consist of asking questions on behalf of Student Life and Leadership and present findings of individual responsibility. Students can be put on disciplinary probation, meaning they cannot violate standards of student conduct."

In the end, the Cal Poly chapter of TKE was not disbanded, as the hazing was self-reported. According to Herrera, all its members had a probation mark on their records.

These alleged marks and the volunteer hours the members were told to complete led many fraternity members to quit, Herrera said.

"When people left, it was a sting to the fraternity because we couldn't deal with the vision of the frat," Herrera said. "We started past fall with 14 and lost 11. People were even put on alumni status because they were from Cuesta."

With the no-hazing taking effect, they recruited 18 new members this past fall. One of those new members is Grant Bailey, an anti-hazing pledge class president of TKE and civil engineering freshman.

"I think there are many positive changes that have come and will come out of our fraternity having ceased all hazing practices," Lopez said. "I have much more pride in our organization and it is allowing us to live up to the ideals of our founding fathers. Some of the things we did and other fraternities and sororities do are an embarrassment to the greek community and are where a lot of our negative image comes from.

There is no excuse."

Daniel Kim, a soil science senior and Cal Poly Delta Chi associate member counselor, feels that hazing exists both inside and outside the greek community at Cal Poly.

"People automatically assume that only fraternities and sororities haze when the truth is that sports clubs, NCAA Sports and other clubs on this campus do haze; it is just not as publicly known. I personally know of teams and organizations on this campus that do haze that are not greek," Kim said.

"It is not easy to speak out against a topic that is kept under the rug, and Adrian's effort toward changing the hazing culture should be acknowledged," Kim urged.

After all his experiences, Herrera has gained new perspectives and experiences concerning hazing.

"People who are greek need to hold each other accountable. It is their place in the greek community to act like a family. The greek community will be on the forefront to help out other non-greek organizations," Herrera advised.

Herrera now plays the role of IFC president in addition to being involved in the Cal Poly Democrats, the Associated Students, Inc. Lobby Corp., the philanthropic council, University Diversity Enrichment Council, Week of Welcome and the Multi-Cultural Center.

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## **Colorado State University - September 5, 2004**

### *Female Found Dead in Sigma Pi House*

FORT COLLINS, Colorado - Samantha Spady, a 19-year old sophomore, was found dead in the Sigma Pi fraternity house on September 5. Her blood-alcohol level was 0.436, more than five times the legal limit to drive. Nineteen people, including some Sigma Pi members, have been cited for alcohol-related offenses stemming from the investigation into her death. Samantha was an honor student, cheerleading captain, homecoming queen and president of her high school class in Beatrice, Nebraska. Her death has already led to sweeping changes at Colorado's second-largest university, including the disbanding of Sigma Pi, the banning of all alcohol at campus fraternities by October 11, and the formation of a task force to study binge drinking on the CSU campus.

Timeline of Samantha Spady's Final Hours: <http://www.thedenverchannel.com/news/3740069/detail.html>

# **PUBLIC RELATIONS**

# PR Guide

## Utilize Resources within your Chapter

- Talk to Parents and your Parent's friends
- Use the contacts you make within your chapter to take to other organizations of which you are a part.
- Use your Advisors & Alumni
- Swap internship/job contact information
- If you are active in your chapter you will be better able to promote your activities
- Start discussions about public relations within your chapter
- Contact brother/sister organizations
- *Network! Network! Network!*

## Utilize Resources on your Campus

- Residences Halls
- Student Life
- Sorority and Fraternity Houses
- Career Services
- Campus Activities/SAPS
- Student Government
- Keep faculty & staff informed and involved
- *Co-Sponsor! Co-Sponsor! Co-Sponsor!*

## Utilize Resources within your Community

- Connect with your chief of police
- Connect with your fire department
- Connect with local hospitals
- Host events at local establishments
- Get to know your Town Council
- *Advertise! Advertise! Advertise!*

# PR Tools

- Place ads in your campus newspaper
- Place ads in Campus Newsletters (i.e. Homecoming and Family Weekend brochures)
- Utilize display tables in the College Center
- Make announcements at other student group meetings
- Get Faculty, Staff and RA's involved!
- Speak to the SBA about your event
- Include as much information as possible on your chapter/council websites
- Letters
- Banners
- Flyers, Posters, Banners, Window Displays
- Table Tents and Door Hangers
- Modeling Good PR
- Press Releases

# How to Write a Press Release

1. Use 8 ½ x 11 paper.
2. Use a minimum of one-inch margins on each side of the page.
3. Use a Bold typeface for the headlines to draw attention.
4. The first line of the message should read: FOR IMMEDIATE RELEASE in all caps. This lets the reporter know the news is authorized for publication on the date they receive it.
5. Allow one spacer line then write a headline using a combination of lower case and capital letters. Keep your headline to ten words or less. Do not write the headline in all capital letters because it is harder to read using email software. Capitalize the first letter of all words in the headline (with the exception of: “a”, “an”, “the”, or prepositions such as: “of”, “to”, or “from”). The combination of upper and lowercase makes it easier to read.
6. All releases must include a date since reporters do not always use releases immediately.
7. Include press contact information below the text of the news release. A reporter reading your release should be able to make a decision about your story in the first screen of the e-mail, if it is a e-mail message. Don't waste that space with contact information. They will scroll down to find out who to contact if they want to follow-up with you.
8. Finally, close the document with the characters -30- or ### which are style conventions that let the report know they have reached the end of the story.

## **10 Essential Tips to Ensure your Press Release Makes the News**

1. Make sure the information is newsworthy.
2. Tell the audience that the information is intended for them and why they should continue to read it.
3. Start with a brief description of the news, and then distinguish who announced it, not the other way around.
4. Ask yourself, “How are people going to relate to this and will they be able to connect?”
5. Make sure the first 10 words of your release are effective, as they are the most important.
6. Avoid excessive use of adjectives and fancy language.
7. Deal with the facts.
8. Provide as much Contact information as possible: Individual to Contact, address, phone, fax, email, Web site address.
9. Make sure you wait until you have something with enough substance to issue a release.
10. Make it as easy as possible for media representatives to do their jobs.

# Press Release Template

FOR IMMEDIATE RELEASE:

Contact:  
Contact Person:  
Company Name:  
Telephone Number:  
Fax Number:  
Email Address:  
Web site address:

## Headline

City, State, Date –Opening Paragraph (should contain: who, what, when, where, why):

Remainder of body text .Should include any relevant information to your products or services. Include benefits, why your product or service is unique. Also include quotes from staff members, industry experts or satisfied customers.

If there is more than 1 page use:

-more-

(The top of the next page):

## Abbreviated headline (page 2)

Remainder of text.

(Restate Contact information after your last paragraph):

For additional information or a sample copy, Contact: (all Contact information)

Summarize product or service specifications one last time

Company History (try to do this in one short paragraph)

###

(Indicates Press Release is finished)

## **Sample News Release**

[Letterhead, if available] August 1, 2001 [Media Contact] [Address]

[E-mail Address] FOR IMMEDIATE RELEASE

### **Local Delta Gamma chapter holds Anchor Splash™ event**

The State College chapter of Delta Gamma Fraternity will hold its tenth annual Anchor Splash™ on Saturday, August 14 at 2 p.m. at the campus natatorium. All proceeds will benefit the Local Elementary School for Children who are Blind and the Fraternity's international philanthropy project, Service for Sight.

Twenty teams of Greek and non-Greek participants will compete in a series of contests, fund raisers and competitions, culminating at Saturday's pool events. Each team will swim relays both traditional and novelty - and perform a brief synchronized swimming routine. The Delta Gamma chapter has been collecting contributions. Donations will also be accepted at the door. Local Store and Local Shop sponsored the event and provided trophies and door prizes.

Delta Gamma Fraternity is an international women's fraternity, headquartered in Columbus, Ohio, and consisting of more than 1 80,000 members. Delta Gamma's purpose is 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 instill in them the best qualities of character. The Delta Gamma Foundation guides members to "Do Good" in support of its philanthropic mission: sight conservation and aid to those who are blind and visually impaired.

###

For more information, contact:

[Name]

[Title]

Delta Gamma, Alpha Alpha chapter [Address]

Phone [(xxx) xxx-xxxx] Fax [(xxx) xxx-xxxx] E-mail [name@school.edu]

# Marketing Your Experience as an Officer

Your experience as a leader in the Fraternity and Sorority Community will be one that will last you a lifetime. Here are some quick ideas about how you can articulate your experience as you begin the job search. As you create (or revise) your resume, the following phrases may prove helpful when drafting “job descriptions” for your Greek leadership experiences.

## Chapter President

- Guided 55 members and supervised all chapter activities. Presided over chapter and officer meetings and served on all chapter boards.
- Worked with active members, National Headquarters, campus administrators and executive officers to improve financial and risk management issues.
- Acted as the primary liaison between the between our National Headquarters and our Chapter.
- Developed skills in problem solving, leadership training, public speaking, marketing, team building, and organizational communication.
- Guided 50 to 60 undergraduate men/women in building an environment conducive to both academic success and social growth.
- Prepared, circulated, and presented monthly written reports on programming efforts, disciplinary incidents, and member activities.
- Served as the primary liaison between members and campus administrators.

## Standards

- Served as the facilitator and director of all judicial affairs that took place within the chapter.
- Served as chairman of the Judicial Board and played an active role in holding members accountable on a chapter wide-as well as individual basis.
- Provided counseling, conflict mediation, and appropriate referrals to campus student services for undergraduate students.

## Social/Risk Manager

- Advised chapters regarding practicing responsible risk management procedures.
- Planned and coordinated educational risk management programs.
- Responsible for updating and enforcing risk management rules and bylaws within the chapter.
- Coordinated social, educational, and cultural programs at the chapter and campus-wide level.

## Judicial

- Advised a ten-member campus judicial board responsible for making recommendations on over 100 judicial cases a year.

Not all phrases will be appropriate for your individual role so take time to rearrange or combine some entries to better suit your experience. Most importantly “know your target audience” and always keep in mind the kinds of skills, accomplishments, and expertise being sought by that employer or school.

## Some General Guidelines

***Talk Numbers!*** How many members were on the committee you chaired? How many individuals did you serve? How much money did you raise? How many students were ultimately involved in the activities you planned? How large was the budget you oversaw?

***Don ‘t Editorialize!*** Avoid phrases like “quickly and thoroughly performed all assigned duties.” Let your supervisors and references comment on how well you did the work. Your task at this point is to paint as detailed a picture of your accomplishments as possible as concisely as possible.

***Remember.*** . . while your resume must be letter-perfect and must use clear, action-oriented language, it will not land you a job or gain you admission to graduate school all by itself. Being able to *interpret* your leadership experience for an employer or an admissions official will be critical!

# RESOURCES

# Time Management

Be prepared to make drastic changes. Be creative to find and introduce different ways of doing things.

Manage your emails and phone calls - don't let them manage you. Ideally check at planned times, and avoid continuous notification of incoming emails.

The busier you are the more selective you need to be about when to be available to receive phone calls. Try to minimize the time that you are available to take unplanned phone calls.

Challenge your own tendency to say 'yes' without scrutinizing the request - start asking and probing what's involved - find out what the real expectations and needs are.

Really think about how you currently spend your time. If you don't know, keep a time log for a few days to find out. Knowing exactly what's wrong is the first step to improving it.

Challenge anything that could be wasting time and effort, particularly habitual tasks, meetings and reports where responsibility is inherited or handed down from above.

Review your activities in terms of your own personal short-term and long-term life and career goals, and prioritize your activities accordingly.

Plan preparation and creative thinking time in your diary for the long-term jobs, because they need it. The short-term urgent tasks will always use up all your time unless you plan to spend it otherwise.

Use a diary, and an activity planner to schedule when to do things, and time-slots for things you know will need doing or responding to.

You must also plan time slots for unplanned activities - you may not know exactly what you'll need to do, but if you plan the time to do it, then other important things will not get pushed out of the way when the demand arises.

Use the 'urgent-important' system of assessing activities and deciding priorities.

When you're faced with a pile of things to do, go through them quickly and make a list of what needs doing and when. After this handle each piece of paper only once. Do not under any circumstances pick up a job, do a bit of it, then put it back on the pile.

Do not start lots of jobs at the same time - even if you can handle different tasks at the same time it's not the most efficient way of dealing with them, so don't kid yourself that this sort of multi-tasking is good - it's not.

Be firm and diplomatic in dealing with time allocated for meetings, paperwork, telephone, and visitors, etc. When you keep your time log you will see how much time is wasted. Take control. Provided you explain why you are managing your time in this way, people will generally understand and respect you for it.

Keep a clean desk and well-organized systems, but don't be obsessive about it.

Delegate as much as possible to others. If you have one, give 25% of your responsibility to your successor.

You don't need to be a manager to delegate. Just asking nicely is sometimes all that's required to turn one of your difficult tasks into an easy one for somebody else better able to do it.

If you can't stop interruptions when you need a quiet space for planned concentration time-slots, then find somewhere else in the building to work, and if necessary work and at home or another site, and fight for the right to do this - it's important for you and the organization that you be able to work uninterrupted when you need to.

Set up an acceptable template for the regular weekly or monthly reports you write, so you only need to slot in the updated figures and narrative, each time.

Sharpen up your decision-making.

Always probe deadlines to establish the true situation - people asking you to do things will often say 'now' when 'later today' would be perfectly acceptable. Appeal to the other person's own sense of time management: it's impossible for anyone to do a good job without the opportunity to plan and prioritize.

Break big tasks down into stages and plan time-slots for them.

# Motivating Seniors

Honoring the Heart of Your Chapter

**Believe it or not it's tough to be a college senior. There is so much to think about...career, family, friends and all that is unknown, the future. Here are a few ideas that will help ease some of that "senior stress."**

## Think...FUTURE

Many of your seniors are in the midst of a job hunt. Offer them programming that will give them the practical information on such things as resume writing, interviewing skills and tips, dressing for success and etiquette. Your national headquarters may offer programs and or resources that will help.

## Think...FUN

Make your seniors feel special; after all, they are the heart of your chapter and critical to a chapter's success. Here are some fun ideas to recognize these special members throughout the year.

*Senior Spotlight:* Spotlight various seniors each month at your chapter meeting. Contact parents for fun photos and memories and share them with your chapter.

*Senior Slide Show:* Coordinate a slide show consisting of photos taken throughout the senior college experience.

## Think...FOREVER

Your Greek experience will last a lifetime. Use formal and informal rituals to remind your seniors that your chapter will be with them throughout their life.

*Alumni Focus:* Have your prominent alumni/ae come speak to your seniors about how their Greek experience got them to where they are now.

Utilize all Chapter Formal and Informal Rituals

# Chapter Motivation

*Motivation is necessary if a chapter is to be successful and happy. A chapter cannot function correctly unless all the members are motivated for its success.*

To motivate others, officers must:

1. Give members problems they can solve.
2. Give members the tools to solve the problems given to them.
3. Give members deserved acknowledgement for having to experience success and satisfaction.
4. Continually provide challenging opportunities to experience success and satisfaction.

## Motivation for chapters

1. **Develop a sense of belonging.**
  - a. Plan retreats and sisterhood/brotherhood events every semester.
  - b. Plan periodic team-building activities.
  - c. Plan occasional fun chapter meetings.
  - d. Pass the gavel. Say something positive about the person to your right.
  - e. Remind members of your ritual and our reason for being.
  - f. Congratulate members who are excelling in outside areas.
  - g. Try planning an old event in a new way.
2. **Encourage participation in goal development.**
  - a. Include all members when planning goals.
  - b. Follow through on member suggestions.
  - c. Establish a working crew/committee system.
  - d. Delegate work to crews/committees.
  - e. Remember “people help support what they create.”
3. **Develop purpose.**
  - a. Always explain why.
  - b. Instill in members that their assistance is critical for success.
  - c. Program with needs of the group in mind.
  - d. Try asking for written commitments at the beginning of each semester.
4. **Create explanations.**
  - a. Make obligations clear.
  - b. Offer incentives
  - c. Expect leaders to replace themselves and train successors.
  - d. Encourage leaders to replace themselves and train successors.
  - e. Display a positive attitude.
5. **Reinforce for continual achievement.**
  - a. Write personal thank-yous.
  - b. Give public recognition for everything.
  - c. Give weekly awards.
  - d. Ask a member to personally help you. They will feel honored that you asked!

# Helpful Books and Websites

## Books

Baird's Manual of American College Fraternities. Jack L. Aspen and Robert F. Marchesani.

The Divine Nine: The History of African American Fraternities and Sororities. Lawrence B. Ross, J.

Fierce Conversations: Achieving Success at Work and in Life One Conversation at a Time. Susan Scott.

I Heart Recruitment: The Eight Steps to Limitless Possibilities for Sororities. Colleen Coffee and Jessica Gendron.

Strengths Quest. Donald O. Clifton and Edward "Chip" Anderson.

Beyond Happy Faces: Taking Charge of your Mental Health. Ross Szabo and Melanie Hall.

Good Guys: The Eight Steps to Limitless Possibility for Fraternity Recruitment. Matthew Mattson and Joshua Orendi.

Brotherhood: Gay Life in College Fraternities. Shane Windmeyer.

Secret Sisters: Stories of Being Lesbian and Bisexual in a College Sorority. Shane Windmeyer and Pamela W. Freeman.

## Websites

National Panhellenic Council

<http://www.npcwomen.org/>

National Pan-Hellenic Council

<http://www.nphchq.org/home.htm>

North American Interfraternity Council

[www.nicindy.org](http://www.nicindy.org)

FIPG

[www.fipg.org](http://www.fipg.org)

# FORMS



# Greek Life Leadership Update

Greek Life Leadership Update OFFICE USE ONLY: \_\_\_ Input into Database  
 Millsaps College – Student Life  
**Return this form to the Student Life Office (#151063) within two weeks of elections**

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

Person Completing the form: \_\_\_\_\_

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

Officers/Advisors	Full Name	Box Number	Phone Number	E-mail
President				
Vice President				
Secretary				
Treasurer				
New Member Educator				
Social Chair				
Risk Management Chair				
Philanthropy Chair				
Academic Chair				
Advisor				

# Millsaps College 2008-2009 Application for Student Organization Recognition

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

Group Box Number: \_\_\_\_\_

Is This Group an Academic/Departmental Honorary? \_\_\_ Yes \_\_\_ No

Officer	Name	E-mail	Phone Number	Campus Box
President/Chair				
Vice-President/Co-Chair				
Secretary				
Treasurer				
Other				
Other				
Faculty/Staff Advisor				

Briefly describe your group's goal/mission:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please Note:**

- ☛ Any changes made during the academic year **MUST** be submitted to Student Life within two weeks of any change. In order to remain a recognized Millsaps College organization, the organization or honorary must keep its roster current. **Failure to do so may result in loss of recognized status.**
- ☛ All student organizations and academic honoraries must adhere to the requirements as outlined in the Millsaps College Major Facts.
- ☛ Return this form, along with an updated copy of the organization constitution and bylaws, by **4:30 p.m. on April 25, 2008 to Student Life.**



***Millsaps College  
Division of Student Life  
Chapter Anti-Hazing Agreement***

Chapter \_\_\_\_\_

President \_\_\_\_\_

Date \_\_\_\_\_

**Millsaps College stance of hazing (page 18, *Major Facts*):**

Millsaps College strictly forbids any type of physical, psychological, written or verbal abuse of members of the student body, any campus organization, athletic team, fraternity or sorority at any time. Undue pressure to perform any activities that are contrary to the College's educational pursuits or are illegal, unethical, or result in any type of personal humiliation, are considered hazing and are, therefore, prohibited. Consent to hazing is never a defense to a violation of this policy.

Hazing is any reckless or intentional act, occurring on or off campus, that produces physical, mental, or emotional pain, discomfort, humiliation, embarrassment, or ridicule directed toward other students or groups, that is required or expected of prospective members or members and which is not related to the mission of the team, group, or organization. This includes any activity, whether it is presented as optional or required, that places a prospective member or existing member in a position of servitude as a condition of membership. Prohibited acts of hazing include those covered under Mississippi law.

The following list of hazing behaviors includes, but is not fully inclusive of all behaviors that can be defined as hazing:

- a. any physical act of violence expected of, or inflicted upon, another student
- b. any physical activity expected of, or inflicted upon, another student, including calisthenics
- c. pressure or coercion of another student to consume any legal or illegal substance
- d. making available unlawful substances
- e. excessive fatigue or sleep deprivation as a result of any activities
- f. forced exposure to the weather
- g. kidnapping, forced road trips, and abandonment.

Any violation of this policy will result in disciplinary action.

**All fraternities' national policy on hazing (*FIPG Risk Management Group*):**

"No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

*By signing below I agree to report immediately ALL acts of hazing to the Office of Student Life. As a member of the Greek Community I acknowledge my awareness of the position of the College and my Greek organization regarding hazing, and pledge to work to eliminate ALL forms of hazing practices found within my chapter, as well as uphold all other regulations and guidelines of Millsaps College.*



