

FarmHouse International Fraternity

Director of
New Member Education Resource



Revised Fall 2005

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FarmHouse International Fraternity
Director of New Member Education's Resource

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THE CHAPTER AWARD OF EXCELLENCE

The FarmHouse International Fraternity has established the Chapter Award of Excellence as our minimum standards program. It is designed to recognize Chapters that are operating at the performance level outlined in our By-Laws, policies, and handbooks. The criteria for the Chapter Award of Excellence are built upon basic expected performance in the various areas of chapter operations. As an officer of your Chapter, the criteria within your responsibility are identified in the box that follows.

2. New Member Education (8 points)

- The chapter has set guidelines and responsibilities written down and followed for its Big Brother Program. (1 point)*
(Attachment #1 - 1-page attachment required to be submitted)

- The chapter has a written program for new member education and pre-initiation activities (1 point).*
(Attachment #2 - 1-3 page syllabus of new member education & pre-initiation schedule required to be submitted)

- The chapter new member education period is no longer than 12 weeks. (1 point)*

- Presentations/talks from chapter executive officers, advisors and association leader(s) to the new member class on their positions/roles. (1 point)*

- Each chapter member receives a copy of the chapter bylaws when pledging (and an updated version as changes are made). (1 point)*
(Attachment #3 - Include copy of current chapter bylaws)

- The chapter included presentations/videos for new members/pledges on (check those that applied): (3 of the 9 must be marked for 2 points, 2 = 1 point) (2 points)*
 - alcohol awareness** **hazing**
 - diversity** **rape awareness/sexual assault**
 - risk management** **resume/interviewing**
 - time management** **study skills**
 - other** _____

- The chapter is submitting a 2005-06 Chapter Programming Award application for new member education. (1 point)*

I. INTRODUCTION

Few things cause as many problems for chapters as new member education. “Pledge” programs have had a bad reputation for many years – often deservedly so. There have been more than 40 deaths on college campuses due to hazing in the past ten years. Apathy and declining numbers are almost always traced back to hazing and pledging.

Pledgeship was considered a probationary period, when members hoping to gain entry to the chapter pledged themselves to the ideals of the organization and were able to prove themselves “worthy” to the current members of becoming a full member. While the term still fits to an extent, the term pledge has come to imply subservience and not its more pure original intent. To place young men in such positions of power over their peers with no supervision has often been an invitation for trouble and disaster.

In addition, this missed the larger picture that ALL of the members are pledged to the ideals of FarmHouse and that a pledge period is a beginning of lifelong affiliation – not something that is completed in a few months.

Despite all of these potential problems, the first few weeks and months of membership ARE vital to helping Build Men that FarmHouse needs to carry on its rich legacy and imbue these men with the true spirit of FarmHouse and its principles. That is something important that must be taught and developed during a new member’s exciting first steps on the path to brotherhood. New Member Education needs to give brothers the tools AND the desire to continue their path of personal growth and development in the FarmHouse traditions throughout their collegiate careers and beyond.

II. RESPONSIBILITIES

Directors of New Member Education are not tasked with molding or training a new member, but to empower him to develop the tools that enable him to discover his own qualities and characteristics of excellence. If the program instills in our newest members loyalty to FarmHouse, an understanding of the fraternity's values and a desire to live those values and concepts upon which FarmHouse was founded, then the program has been a success. New Member Education is the first component of Total Member Education, which is why the Director of New Member Education will work closely with the Total Member Educator.

Director of New Member Education

Every FarmHouse new member is entitled to the best fraternity education and experience possible. It is your responsibility to ensure that that right is fulfilled. New Members are the key to the sustenance and growth of your chapter and the fraternity as a whole. It is your duty to ensure that new members meet their expectations and requirements.

- Organize and acquaint new members with the rules and policies of the Chapter, how business is handled and the various facilities available at the chapter house and throughout the university.
- Provide each new member with a 3-fold resource – including a *New Member Education Handbook*, *FarmHouse Membership and History Handbook* and *FarmHouse Songbook*.
- Instruct the new members about FarmHouse locally and internationally.
- You are responsible for the conduct of the new members, lead by example.
- Liaison between the chapter and the new member class.
- Seek methods to enrich membership education so that it is a stimulating learning experience.
- Assist each new member in developing a plan for personal growth and development.
- Holds the chapter accountable for their portion of new member education.
- Plan and implement pledge retreats (at least one per semester).
- Co-direct the alumni Big Brother/ pledge Little Brother Program with the Director of Alumni Relations.
- Send initiation ceremony invitations to parents of New Member s.
- Plan, direct and supervise pledging and initiation ceremonies and activities.
- Oversee the administering of Bid Invitations.
- Send letter to parents of new pledges informing them of FarmHouse and expressing desire for their involvement in their son's FarmHouse experience.
- Assign Big Brothers and direct Big Brother/Little Brother Program.

New Member Education Committee

The Director of New Member Education is responsible for designing and implementing the program, in conjunction with the Total Member Educator, but he is not solely responsible for its execution. Indeed, one of the main purposes of any introductory program is to assimilate the new members – this can only happen if the entire chapter is involved. This is why the participation of the New Member Education Committee is important – it provides the dual benefit of getting more men actively involved in the education program and generates additional interest among other brothers just by the presence of their closer friends.

Total Membership Educator

In some chapters, the Director of New Member Education may be a part of the Total Member Education Committee, in others, as a legacy of the traditional pledge program, the Director of New Member Education will be in place and the Total Member Education program may only be slowly developing. Either way, it is vital that both of these programs be aligned in their goals and message. You need to work closely with each other. A “pledge” program that breaks brothers down and tests their worthiness will alienate new members after initiation if they are then asked to continue participating in the total member education process that is supposed to Build Men by the Four-Fold Development.

Chapter

A successful new member program depends upon the involvement of every member of the Chapter. This means taking an active interest in each man and new member class, as well as being engaged in the Chapter’s goals for New Member and Total Member Initiation. The entire chapter should have input to the Educator and his Committee to determine which activities are best suited to reach the programs goals. The chapter should also be part of the evaluation of the program.

Enlist the help of others and delegate authority. The entire membership should involve itself with the new member program. Each member must understand and uphold all program policies, and must keep himself informed about new developments. Have faith in your brothers and enable them to make their positive contributions. The sooner you organize your program, the more the brothers will be able to help. Through organization you empower those around you to choose where they will assist.

Organizing does not help, however, if no one agrees with the program’s objectives—there must be consensus within the chapter. Involve the chapter in formulating and approving a program that includes goals, policies, and rules. Listen to everyone’s suggestions. Debate with them if necessary. Encourage creativity and open lines of communication. Just remember that people work hardest to bring to fruition the projects in which they have a personal stake. Involve as many people as possible.

III. PROGRAMMING

New Member Education Program Objective

The basic objective of any New Member Education program or even a pledge program is to prepare the individual for assimilation into the Brotherhood as a functional Chapter Member. Common objectives are:

- Assimilate the member into the chapter.
- Provide for the growth and development of the new men as individuals and brothers.
- Instill in them the goals, purposes, and ideals of FarmHouse.
- Make the new member aware of the history and heritage of FarmHouse internationally and locally.
- Orient the new member to the University community and to the academic environment.

Program Parameters and Suggestions

A basic New Member Education program includes:

- The support and involvement of every Chapter member.
- The Director of New Member Education is an educator and a helpful resource, not a “task master” or “trainer.”
- The Member Education Committee broadens chapter involvement in the education program.
- There is ***NO Hazing*** – it is not in keeping with the ***Building of Men***. This includes using the new members as a janitorial staff. Shared work and tasks among the brothers and new members builds camaraderie and develops a sense of shared responsibility.
- Utilize outside speakers (University, community, and alumni) to enrich the program.
- Work with the Social Chairman and the Housemother to plan social activities.
- Know the time and scope of all new member’s activities – do not over-program them.
- A properly functioning Big Brother – Little Brother program.
- The Education period should be no less than 6 weeks, no more than 12 weeks long.
- A detailed syllabus that outlines expectations, meeting dates, speakers, etc. should be given to all new and Active members.
- The program should be centered on Building Men intellectually, spiritually, socially and morally, and physically.
- Criticism of each new member by the active chapter should occur only in a manner that is constructive and does not demean anyone.
- New members should be encouraged to provide feedback on the education program and the chapter.
- Complements the chapter’s total member education plan.

Big Brother Program

An important part of the New Member Education Program is the Big Brother. Big Brothers have a special interest in a particular new member during this important phase of assimilation into the chapter.

The relationship between the Big Brother and the Little Brother should last longer than the new member period. The bond formed between this mentor and the younger brother often lasts well beyond graduation. The Big Brother works with the new member to ensure he completes his education program diligently and successfully, is initiated, and then has a strong collegiate experience culminating in obtaining his diploma.

Brothers in the chapter that are not Big Brothers also have an important responsibility. New Member Education concerns the entire chapter, so whether or not you have a Little Brother, you should get involved with the new class. You may not have a little brother, but they will all be your brothers very soon.

Goals of a Big Brother Program

- To develop good members of the fraternity.
- To assist in the academic transition between high school and college.
- To help new members acclimate to fraternity and college life.
- To enhance fraternity education for actives and new members.
- To provide a bond between the actives and new members
 - Communication with actives.
 - Provide a role model for behavior and socialization
 - Provide a positive avenue for discipline
- To ensure the initiation of each new member.

A big brother has daily responsibilities to fulfill with his little brother. He must provide advice, assist with school work, encourage participation, and be a friend. The Big Brother should possess a positive attitude about all things fraternity – from chapter meetings to intramurals, service events to running for office. There is a very good chance the Big Brother's attitude will rub off on his Little Brother. It is also crucial that the Big Brother program have specific goals, so that everyone knows of the expectations and responsibility that come with being a big brother.

Ideally every Big and his Little Brother will develop a close, personal relationship. That is the essence of fraternity and the basis for lifelong fraternal involvement. The Big Brother can be a mentor and a friend. A strong Big Brother will take the charge cultivating this relationship and will understand the weight of the difference he can make on his Little Brother. Therefore, it is important that each Big Brother and Little Brother pairing is chosen with thought and scrutiny behind it.

Selection Process

The selection process for pairing Big and Little brothers should not be hasty or random, and there are many ways of doing so. The program and its objectives should be reviewed with the chapter and class of new members in the first week of the program.

Pairings should be chosen by the Director of New Member Education with the consent of the Committee, the executive council or any other entity that can offer other opinions. Little Brothers should be given input as well. One strategy is to have the pairings picked during the second week of the program. Then the pledges can offer one to three names of men they want to be their Big Brother and members can do the same.

There are a number of criteria that should be factored into the selection process. Review these criteria with the new members before the selection process. The committee should use these in their matching process. Use this as a guide to formulate a list ideally suited to your chapter.

- Academics. Students of the same major can help each other academically. The Big Brother knows what classes are most worthwhile, what the student needs to do, and how to succeed in harder classes.
- Dependability. Select Big Brothers who have proven themselves dependable in fraternal and academic endeavors.
- Personality. Big Brothers and Little Brothers should have complementary personalities – similar senses of humor, communication styles, interests and hobbies should be matched.
- Hobbies: Similar interests and hobbies are an important criteria that can automatically stimulate strong friendship.
- Hometowns. Members who are from the same hometown or have previously established relationships should not be matched. The Big Brother program is designed to create new friendships.
- Graduation date. No brothers who expect to graduate in a few months should be matched due to the limited amount of time they can spend with the program.

Responsibilities

A Big Brother should have specific responsibilities. A copy of these responsibilities should be given to them prior to the program, and they should be held accountable to them in order to ensure the best possible experience for a pledge.

A Big Brother should:

- Be in good standing with the chapter (have a zero account balance)
- Be at or above the all men's average
- Serve as a positive role model for his Little Brother
- Monitor academic performance
- Assist in the Little Brother's social adjustment to collegiate life
- Act as a sounding board when needed
- Introduce and explain chapter customs to the Little Brother
- Spend time with his Little Brother at least once a week (this is the absolute minimum)
- Help and hold his Little Brother accountable for completing the requirements of the program

A Little Brother should:

- Choose a Big Brother who will serve as a good role model.
- Meet with his Big Brother at least once a week
- Not select a best friend, but an ideal person to emulate
- Demand continual involvement from his Big Brother
- Discuss any difficulties and problems with his Big Brother
- Use his Big Brother as a link for fraternal, academic and social issues

A final note: It is always important to reiterate that the success of the new member education program does not lie in the hands of one or two people. The educator and a great Big Brother can only do so much if the entire chapter does not support them. Every brother should have an interest in every new member.

Best PracticesReflection

Reflection is the internalization of lessons learned in an activity or event and how to connect these lessons to personal choices and behavior. In a fraternity, the choices and behavior of the individual often affect the Brotherhood. Thus, reflection teaches members the value of their individual choices and the impact that choice has on both themselves and their brothers. Reflection should not happen immediately following an activity. Before reflecting, twenty to thirty minutes should pass to allow the everyone to digest the activity. When reflection begins, there are numerous reflections models you can use.

Group Discussion & Lectures

On most days the first-year student will spend three-four hours in a classroom listening to someone talk. FarmHouse meetings should be livelier than this. Chapter members should lead discussions on topics with which they are familiar. Members should be invited to speak on chapter operations, finances, recruitment, on an aspect of history in which they are particular interested, or inspiring topics such as: Why fraternity? What is the role of fraternity in a college community? In order to have lively discussions ground rules should be established and open-ended questions presented. Help your newest members discover the answers for themselves. Help them be vested in the role of a fraternity by letting them take an active role in their own learning.

IV. NEW MEMBER EDUCATION PROGRAM

The following pages present the recommended program for the education of new members. It has been designed to accommodate a 12 week period, but should be adjusted per local campus climates. Remember that the development of a FarmHouse member will take place over the course of a lifetime and the new member education program is simply the foundation that will build a man. You are encouraged to review the entire New Member Education program with the entire Chapter, your Chapter Advisors, and your Greek Advisor.

Preparatory Work

A successful New Member Education program takes dedication, enthusiasm, and participation on the part of all FarmHouse members. Most importantly though is the work that occurs before the start of the actual New Member Education program. To those ends, the Director of New Member Education should be sure to address the following issues:

ONE MONTH IN ADVANCE

The Director of New Member Education should order FarmHouse New Member Education binders from FarmHouse International (\$10 per binder including shipping). The binder is a 3-fold resource that will include a complete tabbed New Member Education Handbook, with space for the chapter to insert chapter history, university information, chapter bylaws, etc. The binder also includes the FarmHouse Membership and History Handbook and a Song Book for new members.

TWO WEEKS BEFORE

The Director of New Member Education will write and send a letter to each new member's parents informing the parents as to what the new member education process is about.

PRIOR TO FIRST MEETING

New Members should receive the New Member Education binder containing:

- New Member Education Handbook (with chapter-specific materials added – including a semester calendar of all campus/chapter events, bylaws, house rules, contact info of all actives and pledges, chapter and campus materials that will be needed for new members).
- Loose-leaf paper for note taking.
- NOTE: Chapters may want to alter the new member syllabus that's available on the web to include chapter-specific information such as everything from when meals are served to new member class meeting times to study hour times.

Overview

| | Quiz | Brotherhood | FH Material | Officer Speaker | Educational Session | Songs |
|---------|--|---|---|--|----------------------------|---|
| MTG 1 | No Quiz | Pledge Brothers | The Object | Chapter President Song Leader | Time Management | College Man Be Present |
| MTG 2 | Quiz 1 | Sophomores | A Brief History | Dir of Scholarship Academic Advisor | Scholarship, studying | Silver Goblet |
| MTG 3 | Quiz 2 | Juniors | Membership Part I | Dir of Risk Mgmt Chaplain | Alcohol/RM | I Took My Girl Out Walking We are the men of FarmHouse |
| MTG 4 | Quiz 3 | Seniors | Membership Part II | VP Finance Dir of Alumni Relations | Parliamentary Procedure | Sweetheart Song |
| MTG 5 | Quiz 4 | Chapter Advisors | Greek Alphabet Recruitment Skills | VP Recruitment | Etiquette/Social Skills | Let's Give a Cheer |
| MTG 6 | Quiz 5 | Association President | Chapter Bylaws/Rules Chapter History | Association President Athletics/Intramurals | Hazing Prevention | Down By the Riverside |
| MTG 7 | Quiz 6 | Chapter Founders | FarmHouse Awards University History | Dir of Administration Historian | Sexual Assault/Rape | A Brotherly Band |
| MTG 8 | Quiz 7 | Association Board | History of Chapters FH Int'l Structure | Dir of House Operations Kitchen Manager | Diversity | A Man Without A Woman |
| MTG 9 | Quiz 8 | Doane Recipients Master Builders | FH Badge, Flag History Review | Dir of New Member Ed Total Member Educator | Confrontation | You've Lost That Loving Feeling |
| MTG 10 | Quiz 9 | Int'l President Fraternity Exec Dir Foundation Exec Dir | Fraternity System | Social & Brotherhood Service/Philanthropy | Resumes/Interviewing | FH Will Shine Tonight |
| MTG 11 | Quiz 10 | Final Exam | | | Personal Finance | |
| WEEK 12 | "Builder of Men" Week and/or Formal Initiation | | | | | |

Meeting Agendas

MEETING 1

| | |
|---------------------|--|
| Quiz | No Quiz |
| Brotherhood | Learn pledge brothers' names, hometowns and majors |
| FH Material | The Object |
| Officer speaker | Chapter President and Song Leader |
| Educational session | Time Management |
| Songs | College Man, Be Present, University Fight Song |

Action Items:

At this meeting, dates and times shall be determined for new member meetings as well as weekly study hours (if applicable).

1. Have some team building activities as well as other fun events to get the new members excited.
2. Discuss whether they want to order matching FH shirts/apparel
3. Set date for new member retreat
4. Go over the expectations of the new members.
5. Fill out a recruitment evaluation form.
6. The by-laws, house rules, main FH Int'l policies will be reviewed and understood.

Notes:

MEETING 2

| | |
|---------------------|---|
| Quiz | Quiz 1 (covering Meeting 1 material) |
| Brotherhood | Learn sophomores |
| FH Material | A Brief History |
| Officer Speaker | Dir of Scholarship and Academic Advisor |
| Educational session | Scholarship, Study Skills |
| Songs | Silver Goblet |

Action Items:

1. Plan New Member Retreat
2. Have men select 3 choices for big brother.

Notes:

MEETING 3

| | |
|---------------------|--|
| Quiz | Quiz 2 (covering Meeting 2 material) |
| Brotherhood | Learn juniors |
| FH Material | Membership (Part I) |
| Officer Speaker | Director of Risk Management and Chaplain |
| Educational session | Alcohol/Risk Management |
| Songs | I Took My Girl Out Walking and We are the men of FarmHouse |

Action Items:

1. At retreat, set tentative dates/work on plans for – community service project, brotherhood function, social mixer with sorority pledge class, new member class project.
2. Elect new member class officers at end of retreat (at least president, social, song leader).

Notes:

MEETING 4

| | |
|---------------------|---|
| Quiz | Quiz 3 (covering Meeting 3 material) |
| Brotherhood | Learn seniors |
| FH Material | Membership (Part II) |
| Officer Speaker | VP – Finance and Director of Alumni Relations |
| Educational session | Parliamentary Procedure |
| Songs | Sweetheart Song |

Action Items:

1. New Members are each assigned Alumni Big Brothers
2. Class to help Historian update the chapter history this week – including plaques, herd book, scrapbook, etc.

Notes:

MEETING 5

| | |
|---------------------|--------------------------------------|
| Quiz | Quiz 4 (covering Meeting 4 material) |
| Brotherhood | Learn chapter advisors |
| FH Material | Greek Alphabet, Recruitment Skills |
| Officer Speaker | VP – Recruitment |
| Educational session | Etiquette/social skills |
| Songs | Let's Give a Cheer |

Action Items:

1. Idea: "Wall of Fame/Brag Board"

This is to focus on the accomplishments and contributions of your chapter members. Use an entire wall if necessary. Cut apart an extra copy of the most individual chapter composite, paste photos of each active brother to a blank poster board(s) and ask them each to come and write down all of the activities that he is involved in. Tape all of these poster boards to the wall. Allow brothers time to read over the sheets, and see how brothers divide their time in various activities. Younger members will find brothers involved in a variety of organizations and, if interested, can find a good contact person to ask questions about a particular activity or organization. This is a good way to promote involvement in other organizations, and to recognize brothers who volunteer their time to different leadership positions and campus groups.

Notes:

MEETING 6

| | |
|---------------------|---|
| Quiz | Quiz 5 (covering Meeting 5 material) |
| Brotherhood | Learn Association President |
| FH Material | Chapter History/Bylaws/House Rules |
| Officer Speaker | Association President and Athletic/Intramural Chair |
| Educational session | Hazing Prevention |
| Songs | Down by the Riverside |

Action Items:

1. Help arrange for new member to meet with Alumnus Big Brother.

Notes:

MEETING 7

| | |
|---------------------|--|
| Quiz | Quiz 6 (covering Meeting 6 material) |
| Brotherhood | Learn Chapter Founders |
| FH Material | FarmHouse Awards/University History |
| Officer Speaker | Director of Administration and Historian |
| Educational session | Sexual Assault/Rape |
| Songs | A Brotherly Band |

Action Items:

Notes:

MEETING 8

| | |
|---------------------|--|
| Quiz | Quiz 7 (covering Meeting 7 material) |
| Brotherhood | Learn Association Board |
| FH Material | History of Chapters, FH Int'l structure |
| Officer Speaker | Director of House Operations and Kitchen Manager |
| Educational session | Diversity |
| Songs | A Man Without a Woman |

Action Items:

Notes:

MEETING 9

| | |
|---------------------|---|
| Quiz | Quiz 8 (covering Meeting 8 material) |
| Brotherhood | Learn Doane Award recipients, Master Builder winners from chapter |
| FH Material | FH Badge, Flag, History Review |
| Officer Speaker | Director of New Member Education and Total Member Educator |
| Educational session | Confrontation Skills |
| Songs | You've Lost That Loving Feeling |

Action Items:

Notes:

MEETING 10

| | |
|---------------------|--|
| Quiz | Quiz 9 (covering Meeting 9 material) |
| Brotherhood | Learn International President, Fraternity Executive Director, Found Executive Director |
| FH Material | Fraternity system (other fraternities, sororities on campus) |
| Officer Speaker | Social & Brotherhood Chair and Service/Philanthropy Chair |
| Educational session | Resumes/Interviewing |
| Songs | FH Will Shine Tonight |

Action Items:

Notes:

MEETING 11

| | |
|---------------------|-----------------------|
| Quiz | Final New Member Exam |
| Brotherhood | |
| FH Material | |
| Officer Speaker | |
| Educational session | Personal Finance |
| Songs | |

Action Items:

1. Preparation for Initiation (Led by Director of New Member Education)

2. FINAL CHECK LIST:

- Retreat was taken
- Each new member has a big brother
- Each new member has an alumnus big brother
- Community Service project has been hosted and implemented (is planned for Builders of Men period)
- Brother function was hosted and implemented
- Sorority new member class Mixer was held
- Sorority serenades were performed
- Each new member has met with each new member, chapter members, Advisors, and Housemother
- Major project has been completed (or is planned for Builders of Men period)
- Each new member has submitted a NME Evaluation Form

Notes:

WEEK 12

“Builder of Men” week:

(Below is a suggested “Builder of Men” week format.)

Monday: Physical Development

- Chapter meets at house for supper.
- Invite a person from the campus health center to speak on living a healthy lifestyle in college. After the speaker the pledges may do some personal 5 yr. goals setting, in physical development.
- After the speaker, Big/Little brothers would go to the rec. center to play sports.
- Include at least 1hr. of study time into the evening.

Tuesday: Spiritual Development

- Chapter meets at house for supper.
- Invite an alumnus to speak on the importance of spirituality during and after college. After the speaker the pledges may do some personal 5yr. goals setting, in spiritual development.
- Include at least 1hr. of study time into the evening.

Wednesday: Intellectual Development

- Chapter meets at house for supper.
- Invite a campus staff member to speak on the importance of scholastic integrity. After the speaker the pledges may do some personal 5yr. goals setting, in intellectual development.
- Include at least 2hrs. of study time into the evening.

Thursday: Social/Moral Development

- Chapter meets at house for supper.
- Chapter serenades each sorority with the pledge class leading the songs.
- After the serenading, the pledges may do some personal 5yr. goals setting, in social/moral development.

Friday: Big/Little Brother event


- Big/Little brothers should do an activity together. Bowling, double dates or going to a movie are some of many options.

Saturday:

- Breakfast:
- New members put finishing touches on house project.
- Lunch: perform a community service project.
- Supper: new members have a meal with date
- The meal is served by the actives. An ice cream social with everyone that participated could wrap up the evening.

Sunday:

- Pledges have breakfast with their parents, and then attend church as a group.
- Formal meal with parent’s at chapter house. Awards may also be given at this time.
- Formal Initiation is performed at a determined location (ideal at church where attended).

| | | |
|---|---|----------|
|  | FarmHouse International Fraternity New Member Education Program Topic Summary: Time Management | 1 |
|---|---|----------|

“People who have no time, don’t think! The more you think, the more time you have.” ~Henry Ford

Time management is the process of using your time effectively to get things done that need to be done. We are all given 24 hours in a day, 168 hours in a week -- no more, no less. So in essence, we really do not manage time inasmuch as we manage what we do with the time we have. We have all heard that ‘Time is Money’. So imagine you only have 168 “dollar-hours” to spend; how do you plan to spend them and what will you budget your time-money for?

To learn how to manage time instead of allowing time to manage you, you must continually assess how you use time. Specifically you need to learn how you waste time, learn what obstacles prevent you from using time effectively, and learn how to control your use of time. The key to effective time management is maintaining a balanced life-style. It is important to pay attention to all of the areas of your life from an Intellectual, Spiritual, Social/Moral, and Physical standpoint.

Practical Time Management Tips for Chapter Members

Develop a “TO DO” List – Be sure to integrate everything you have to do on one list. Keeping track of separate lists for your organization, your student role, and your personal life wastes time.

Break Down Big Projects – Even if they cannot be accomplished right away, think about how you can break them down to small parts and begin on a small part today. Do not put something off because it seems too big.

Set Priorities – Make decisions about what is most important and must be done today. Stars, checks, or a system of rating tasks “A” “B,” “C,” all work. The important thing is to decide what is important and then begin to work on it.

Do Top Priority Tasks First – It is easy to fall into the trap of doing low priority items because they are usually easier and require less time and effort.

Cross-Out Items – When you have completed an item on your list, cross it out. Add new items when they occur. Take time to reorganize the list at least once a week, every few days, or whatever feels best for you. It is much easier to see what you need to do.

Watch Your Schedule – Leave time between meetings, classes, and other scheduled activities. Know yourself... If you tend to run late, plan for it in your scheduling. Allow some flexibility for emergencies.

Group Your Errands and Phone Calls – Think before you take off to do something. Can you do anything else you need to do in the same general vicinity? Errands can be grouped. Phones at times seem to be few and far between on campus, so try to group your phone calls, too.

Learn To Say “NO” – You are not always the best person to respond to a request. Sometimes you are doing yourself and your organization or you friends a disservice if you take on too many responsibilities without enough time to do them well. Do not spread yourself too thin.

Use “Bits” of Time Effectively – Very often in our days, we have 15-20 minutes, which we waste and that could be used to help us get control of our time and our life. Fifteen minutes can be used to make two phone

calls, start a letter, review a chapter, and other things that need our attention. If you know what you have to do by using a “TO DO” list, you can make better use of bits of time.

Use a Calendar – Being able to “see” your daily, weekly, or monthly schedule is helpful in planning your time.

Decide Your Personal Goals – Very often we just “do” and do not take time to decide what is really important for ourselves. We need to assess if our current activities and involvements meet our personal goals. If you are so busy that you are not accomplishing what you want to, then something is wrong. Assess each activity and involvement opportunity and see if it is helping you move toward your personal goals.

Make A Positive Decision Regarding Your Activities – Because you have always been involved in a group, activity or event is not sufficient reason to continue. It must be valuable to you. It must be worth spending your time on. If it is not, then you should look for ways to reduce your involvement with that activity and find other ways to meet your needs.

Plan Your Time

- Schedule fixed blocks of time first - especially class.
- Include time for errands.
- Schedule time for fun, recreation, exercise, and relaxation.
- Set realistic goals.
- Allow flexibility in your schedule.
- Study two hours for every hour in class.
- Avoid scheduling marathon study sessions.
- Set clear starting and stopping times.
- Plan for the unplanned.
- Stick to your plan!

Time Management Matrix

The following matrix has been adapted from Stephen Covey’s The Seven Habits of Highly Effective People. Each of your daily activities can be placed into one of the four quadrants depending on its urgency and importance relative to one another. Activities placed into Quadrant I have a higher precedence than Quadrant II activities and Quadrant II has a higher priority than Quadrant III activities and so forth. Completing your activities using this matrix as a guidepost will allow you to be more efficient in your use of time.

| | | |
|----------------------|---|--|
| | Urgent | Not Urgent |
| Important | I Crises, pressing problems, deadline-driven projects | II Exercise, long-range planning, preparation, preventive maintenance, relationship building, personal growth activities, some leisure |
| Not Important | III Interruptions, some calls, some mail, some reports, some meetings | IV Trivia, busy work, some mail, some calls, time wasters, some pleasant activities |



FarmHouse International Fraternity
New Member Education Program
Topic Summary: Scholarship

2

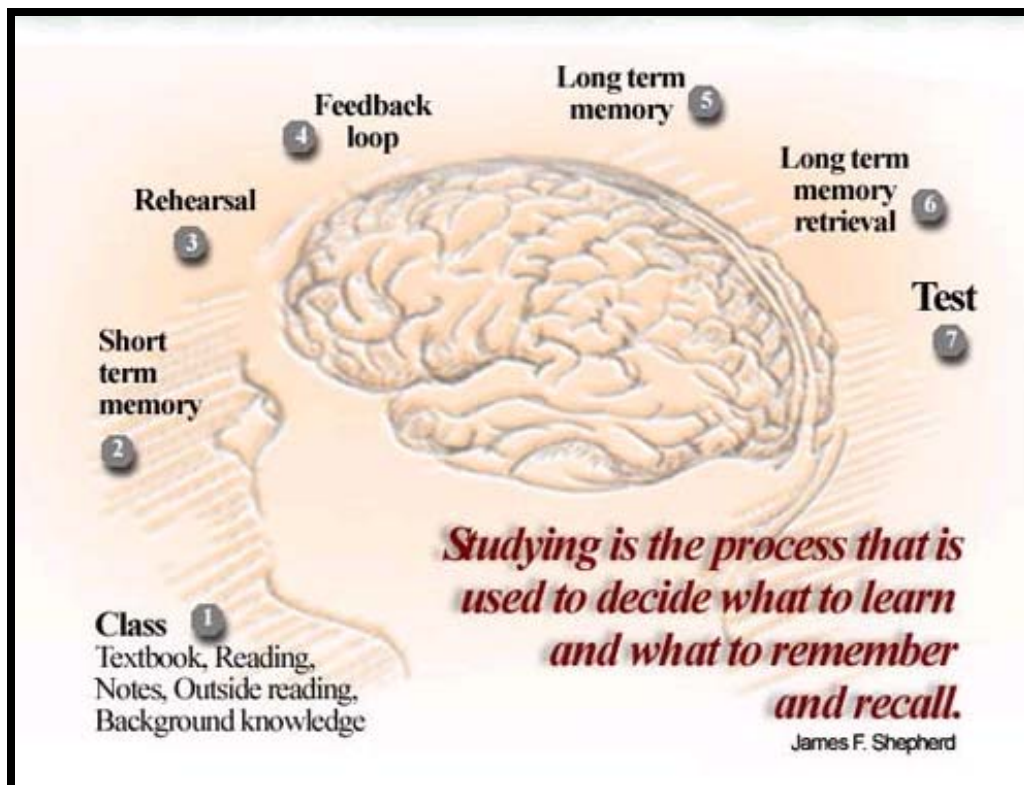
"I don't think much of a man who is not wiser today than he was yesterday." ~Abraham Lincoln

Scholarship is a rather broad term that encompasses the integration, application, and presentation of knowledge. It has also been defined as a "systematic pursuit of a topic" that involves critical analysis and results in a product that is shared with others. The four elements of scholarship can be classified as (1) discovery (advancing knowledge), (2) integration (crossing lines of discipline), (3) application (fulfilling pragmatic needs), and (4) teaching (enhancing pedagogy).

As a FarmHouse man who is continually aiming to improve himself, it is important to place a significant amount of energy and effort towards your scholastic aims.

The Information Processing Model

The Information Processing Model as developed by Linda Wong is one cognitive model that depicts how individuals receive, process, and learn information. Understanding how this process works will help you better understand the importance of using effective study strategies to move information into your long-term memory system and improve your overall scholarship endeavors. Often times, individuals will go directly from short-term memory to tests without understanding that there are interim steps. Unfortunately the most important aspects of learning is being able to store and access long term memories.



Cornell Note Taking Strategy

The Cornell Note taking strategy developed by Walter Pauk at Cornell University provides a framework for taking effective notes.

Step 1. The basic Cornell format is a divided page with 2.5 inches designated to the left-hand side as a wide margin. Students take notes to the right of the margin.



Step 2. After the lecture and before the next class, students need to review their notes and fill in any missing information. This helps move the information from short-term memory to the next step of rehearsal.

Step 3. Students need to invent possible test questions and write them in the left-hand margin. The better they get at predicting test questions, the easier their studying will be because they will be able to identify what is important. Students actually need to write out the test question opposite the answers that appear in the right hand margin. This provides the transitional step from rehearsal to feedback. It also builds in a mini review that helps them avoid the forgetting curve.

Step 4. Before the quiz/test, students fold back the answers and test themselves on the test questions. This provides feedback and helps in the process of moving the material to long-term memory.

Step 5. Students practice long-term memory retrieval by reviewing questions from previous weeks.

Reviewing to Learn Effectively and Efficiently

1. Immediate Review: As soon as possible after class (we forget up to 50% of new material within 24 hours).

- Rework your notes adding material that comes to mind.
- Order and organize class and reading notes using asterisks, arrows, additional comments etc.
- Integrate new material with what you already know.

2. Intermediate Review: Retaining information learned during IMMEDIATE REVIEW requires moving that information into your long term memory. To facilitate this:

- Review recent notes for each subject at least twice per week (15-20 minutes per review session).
- Review all notes relevant to the next major test; determine how new material fits into the whole

3. Final Review:

- Start early—at least one week before your exams.
- Assemble study materials: Textbooks, lecture notes, handouts, outside readings, reading notes, homework and other assignments, your previous tests, sample/practice tests, workbooks, study aids you have made during the semester (e.g. flashcards, charts, models), review sheets from professor/TA.
- Practice applying your knowledge: Try to predict test questions and then answer them. Practice what you will have to do on the test—write essay outlines, work problems.
- If you know you have trouble managing your time during a test, practice answering questions within a time limit.
- Stick to a regular sleep/eat/study routine. Avoid excess caffeine/other stimulants. A stressed body leads to a stressed mind, which leads to an unhappy test-taking experience.
- If you suffer from test-related anxiety, attend a workshop on stress-reduction, exercise, or talk to a professor/TA/advisor for practical suggestions to overcome your anxiety.



FarmHouse International Fraternity
New Member Education Program
Topic Summary: Alcohol/Risk Management

3

What is ‘Risk’ and what is ‘Risk Management’? Simply put, risks are any actions that have the potential to result in negative consequences for others or ourselves. Therefore ‘Risk Management’ is the decision-making process that we undertake to mitigate the level of risk in our activities and programs. From a FarmHouse Fraternity perspective, risk is always present. It is easy to think first of alcohol issues when the notion of risk management in chapters is raised, but risk exists in far more areas than just chapter social events. Further, risk doesn’t just mean breaking the law or a university or international fraternity policy. Getting a poor chapter GPA is a risk that could result in social probation or other punishments. Not having a designated chapter spokesperson in a crisis is a risk that may result in members making inappropriate statements to the media. There are big risks and there are little risks.

Chapter Risk

Think of all aspects of chapter life that involve potential risks. Some examples might be: new member activities, recruitment, social events, intramurals, chapter house, road trips, academic performance, educational programs, etc. Every member in the chapter should be able to identify at least 2 or 3 things the chapter does in an area that poses risk and the worst case ramifications of that risk if things work out poorly. In all cases, the identification of an alternative activity, procedure, or plan that would reduce the level of risk involved and potentially minimize the negative consequences to individuals and/or the chapter is available. That is what risk management is all about: anticipating risk and taking actions to minimize exposure and possible negative repercussions.

Risk management doesn’t mean that the risk will go away. Even the seemingly safest programs or activities can have unanticipated consequences. What risk management is, however, is a proactive effort conducted in advance of an action or event in an effort to minimize the potential for harm or negative results. It is important that all chapter members understand the risks that are associated with the chapter. This is because each and every member is regularly in the position to generate or reduce risk for the chapter. We need every chapter member to think like the Director of Risk Management: “What is the worst possible thing that can happen and how can I minimize that risk?”

Alcohol and Drug Use

FarmHouse is a member of FRMT and abides by the Risk Management Policies of this organization. Every chapter member needs to understand these policies and begin identifying ways that a chapter might reduce their risk. With regards to alcohol and drug use, the following regulations apply:

1. NO ALCOHOL/DRUGS IN HOUSE/ON FH PROPERTY

One of the fundamental expectations of membership in FarmHouse is the belief in and adherence to our long-standing policy prohibiting alcohol in the chapter house or on FarmHouse property. The responsibility of FH chapters, associations and advisors to enforce this policy locally is what makes it work. The policy was adopted and re-affirmed many times by our chapters and associations – thereby making a policy that FarmHouse men universally believe in and support.

2. DON'T BREAK THE LAW

It's pretty simple: the DRINKING AGE IS 21 in all states, and anyone (a member or a guest) who consumes alcoholic beverages underage runs the risk of trouble. In addition, chapter functions (which can be any event an observer would associate with the Fraternity) with alcohol present must abide by either the "Bring Your Own (Alcoholic) Beverage" policy or must use a 3rd party vendor.

3. NO CHAPTER PURCHASE / BULK QUANTITY

No funds collected by the chapter in any form, including dues or "passing the hat", can be used for the purchase of alcohol. It is illegal for individuals of legal drinking age to purchase alcohol for anyone under 21 years of age. FARMHOUSE IS NOT A TAVERN, so we shouldn't be in the business of providing alcohol. When we do, we take on a huge risk. Also, in today's college culture, a bulk quantity of alcohol translates to most observers as an opportunity to binge drink, which creates the risk for things like alcohol poisoning, falls, death, and other injuries. This means that kegs, cases, and other mass quantity of alcohol are a HUGE risk and liability.

4. NO OPEN PARTIES

In order to further decrease risk, all events MUST HAVE A GUEST LIST and non-members of the Fraternity must have specific invitations. Know who your guests are! The campus phone directory does not constitute a guest list, nor does a listing of every sorority woman on your campus. The FIPG Policy suggests that attendance at social events with alcohol present should not exceed two guests per member.

5. DON'T SERVE TO MINORS

It should go without saying that it is against the law to purchase for, or serve alcohol to, someone who is under 21 years of age. Again, against the law equals increased risk.

6. NO CO-SPONSORING WITH DISTRIBUTORS

The chapter is equally liable if they co-sponsor an event with a vendor/tavern where alcohol is present, given away, or sold to those present.

7. ALL OR NOTHING RULE

Any chapter that CO-SPONSORS OR CO-FINANCES an event with other chapters/organizations is equally liable for an incident if any of the other groups purchase alcohol. That means the chapter SHARES THE RISK even if they are following every other FIPG guideline.

8. "DRY" RUSH/RECRUITMENT

Any individual expected to make a life changing choice (accepting a bid) cannot be counted upon to make an educated decision when under the influence of alcohol. Additionally, if alcohol is the only selling point the chapter has to a prospective member, then it is time for the chapter to rethink why they exist. Finally, most of men seeking to join a fraternity are under the legal drinking age which makes it illegal for them to drink alcohol. ABSOLUTELY NO ALCOHOL can be present at any recruitment event or activity.

9. NO "DRINKING GAMES"

"Drinking games" encourage binge drinking which increases the risk of an accident. Chapters that don't permit, tolerate, encourage, or participate in such antics can reduce their risk significantly.

10. "DRY" NEW MEMBER EDUCATION

THERE CAN NOT BE ANY ALCOHOL INVOLVED WITH THE DEVELOPMENT OF NEW MEMBERS. Most new members are under the legal drinking age anyway, which means it's not only illegal, but it makes the risk and liability especially high.

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|  | FarmHouse International Fraternity New Member Education Program Topic Summary: Parliamentary Procedure | 4 |
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Parliamentary Procedure is used to keep the meeting orderly and efficient. It protects the rights of the minority, while allowing the majority to rule. All FarmHouse members should learn the basics so they can participate in the business of their fraternity.

General

1. Ideas and activities are presented in the form of a *Yes/No* question to be voted upon. (Forces a decision.)
2. Everyone can discuss, or talk, once until all have discussed. (No second helpings to talking before others have had first helpings.) Members must be recognized by the President before they can speak.
3. Majority = 1 more than 1/2. (Majority of 10 = 6, of 15 = 8.)
4. Only 1 main motion or idea can be presented at a time. (This avoids confusion.)
5. Form to move motions: “I move to...” or “I move that...”
6. You use the gavel to keep the meeting room in order. Tapping it several times will get people’s attention.
7. Official guide is *Robert’s Rules of Order*, by Major Henry M. Robert.

Order of Business:

1. Opening Ceremonies / Roll Call.
2. Minutes of the Previous Meeting. (A record of what happened at the last meeting.)
3. Officer Reports. (Generally just the Treasurer’s Report of finances.)
4. Unfinished Business.
5. Committee Reports.
6. New Business. (New ideas or activities for the group to consider.)
7. Recreation and Refreshments.

Simple Main Motion

Member: “I move that we

Chairman: “It has been moved that we, is there a second”

Another member: “I second the motion”

Chairman: “It has been moved and seconded that we, is there any discussion?”

Discussion proceeds. Members must be recognized by chairman before speaking. Once discussion stops, the chairman calls for a vote.

Chairman: “We will now proceed to vote, all in favor of, please say aye. All opposed say nay”

Chairman: “The motion passes/fails, we will

Voting on a Motion:

- By voice
- By show of hands
- By roll call
- By ballot
- By general consent

Overview of Parliamentary Procedure

| Motion | What it does | How to Present the Motion | Amendable (can you change it?) | Debatable (can you talk about it?) | Vote (what kind of vote is required?) |
|--------------------------------|---|---|--------------------------------|------------------------------------|---------------------------------------|
| Main Motion | The main idea or activity for the group to vote on. | I move to ... | Yes | Yes | Majority |
| Amendment | Change parts of motions. You can strike words, add words, or strike & add words. | I move to amend the main motion by striking ... and adding ... | Yes | Yes | Majority |
| Refer to a Committee | Gives the motion to a committee to research and discuss. | I move to refer the main motion to a committee of 3. | Yes | Yes | Majority |
| Postpone to the next meeting | Moves discussion and voting on the motion to the next meeting. | I move to postpone the main motion until the next meeting. | Yes | Yes | Majority |
| Table | Sets the motion aside while more pressing business is attended to. | I move to lay the main motion on the table. | No | No | Majority |
| Call the Question | Indicates that a member is ready to vote on the motion or on <i>all pending</i> motions (all motions on the floor). | I call the question. I call the question on all pending motions. | No | No | 2/3 |
| Division of the House | Calls for a counting revote of the main motion. | Division | No | No | Counting revote |
| Question of personal privilege | Asks for a special favor for an individual, like going to the bathroom or opening a window. | I rise to a question of personal privilege. | No | No | No vote |
| Take a recess | Provides for a break in the meeting to get up and stretch or use the facilities. | I move to take a recess. | Yes | No | Majority |
| Adjourn | Ends the meeting. | I move to adjourn. | No | No | Majority |

*You must present the motions in order from top to bottom.
You may skip a motion, but you can't move motions down and then up.
You vote in reverse order; or from bottom to top.*



FarmHouse International Fraternity
New Member Education Program
Topic Summary: Etiquette & Social Skills

5

Throughout life FarmHouse brothers will find themselves in a variety of social dining situations requiring them to act in accordance with certain standards of appropriate behavior. An individual's actions in these settings will establish for others the impression and image of a gentleman and a leader. Fortunately fraternity meals provide the perfect setting where members can practice and perfect their fine dining etiquette and other social skills.

Handshake Moderately firm - "go for the thumb"

It is now acceptable for either the man or the woman to extend the hand. In the past, it was acceptable for the lady to choose to shake hands or not; because of this, when greeting an older woman, gentlemen may want to allow the lady to extend her hand first, showing that she chooses to shake hands.

Introductions Male & Female: Say female's name first

"Jane, I'd like you to meet John."

Older & Younger: Say younger person's name first

"Billy, I'd like you to meet Mr. Smith."

Person of Rank/VIP: Say VIP's name first

"President Jones, I'd like you to meet Bob."

Phone Courtesy

Answer the Fraternity phone with, "Good ____ (morning, afternoon, evening). FarmHouse Fraternity. May I help you?"

Avoid telephoning persons at meal time or late at night.

Chapter Hospitality

Greet guests with genuine congeniality immediately when they enter the house. Do not let anyone linger unattended.

Appropriately introduce guests to those present.

Be prepared to give up your seat for a woman, and elderly person, or a VIP, and consider rising from your seat any appropriate time a lady enters a room.

Dining When taking a guest to dinner, he or she is always at your right. Assist the lady on your right with her chair before and after dinner.

All gentlemen at the table should rise from their seats when a lady is seated or rises from the table. It is also suggested to rise when a lady walks into the room for the first time; sit after she is seated.

Bringing a gift to your host(ess) and/or sending flowers ahead of time are thoughtful ideas.

Be seated and rise from the left of your chair.

Unfold napkin and place in lap when first seated. When dinner is ended, place napkin partially folded at the left of your plate, after the head of the table does.

Dishes are served from the left and removed from the right.

Everything is to be passed to the right. Wait for the head of the table to start the passing.

Receive with your right hand and pass with left. Always pass salt & pepper together and place on table for next person to pass.

Rolls are to be broken (not cut) in half, or thirds and buttered only before eating each bite.

If your napkin or silver is dropped, push it under the table with your foot, and ask server for a new one.

Use silver in order of arrangement beginning from the outside. If in doubt, follow the lead of the host.

Start to eat each course only after the head of the table starts; all members at the table should be served before the head starts, unless there is a major delay. In that case, the un-served person "releases" the rest of the table to begin.

If food is improperly cooked, nicely ask the wait staff to make the adjustment by heating or replacing it.

Take food and drink to mouth, not mouth to food.

Scoop soup away from you and sip (quietly) from the side of the spoon.

Use knife to cut salad if it cannot be cut with a fork.

Keep soiled silver off tablecloths and take spoon out of cup before drinking.

After first use, keep knife and fork on plate, at sides or top of plate.

When finished with course, place both knife and fork together near the center, top edge of plate.

Keep elbows off the table. As much as possible, eat with one hand and keep other in lap. Keep both in lap when not eating.

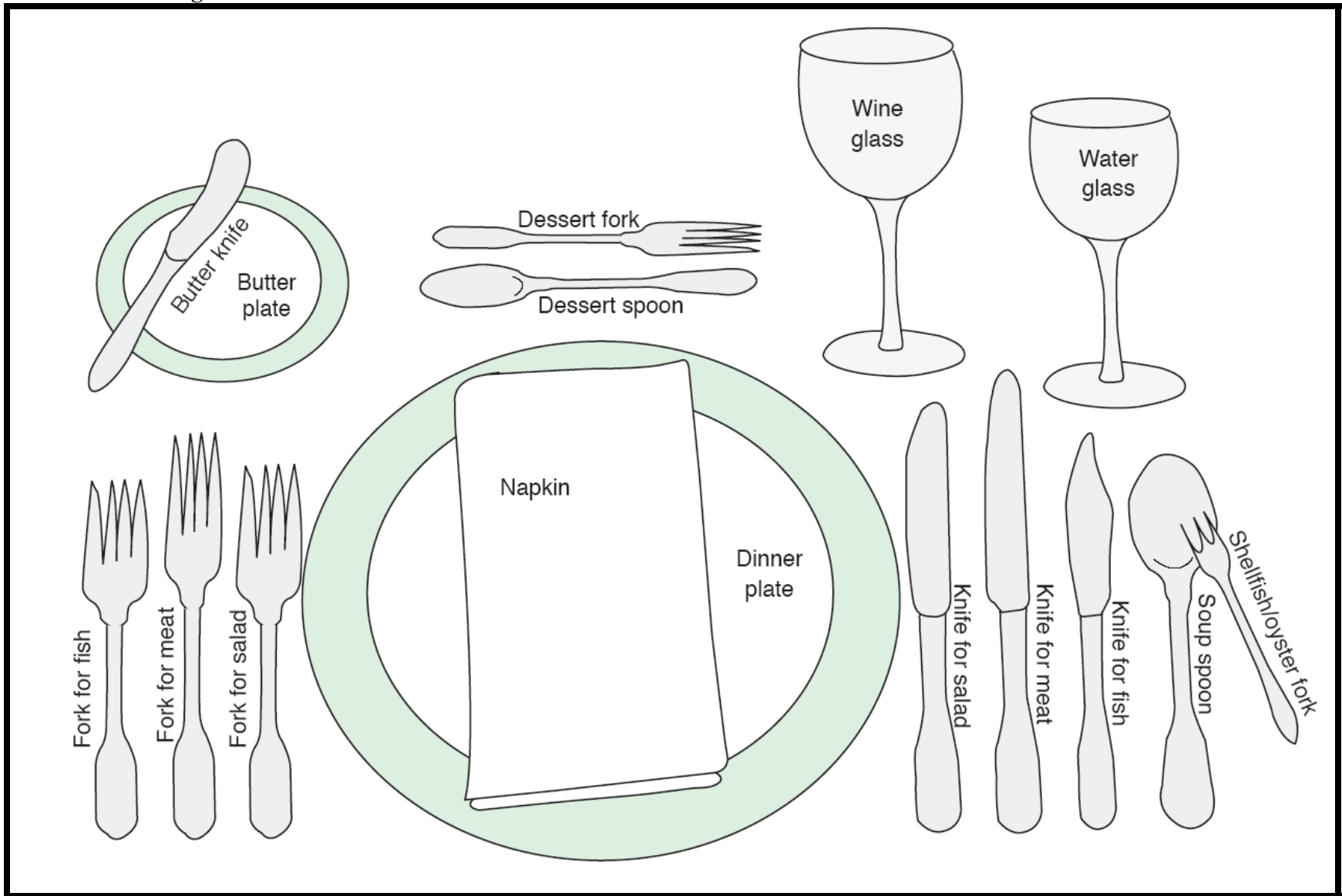
Always taste the portion of food before seasoning it.

If you do not want coffee, say "no thank you" to server; do not turn the cup upside down. The wait staff may turn it over if that is customary at that particular establishment.

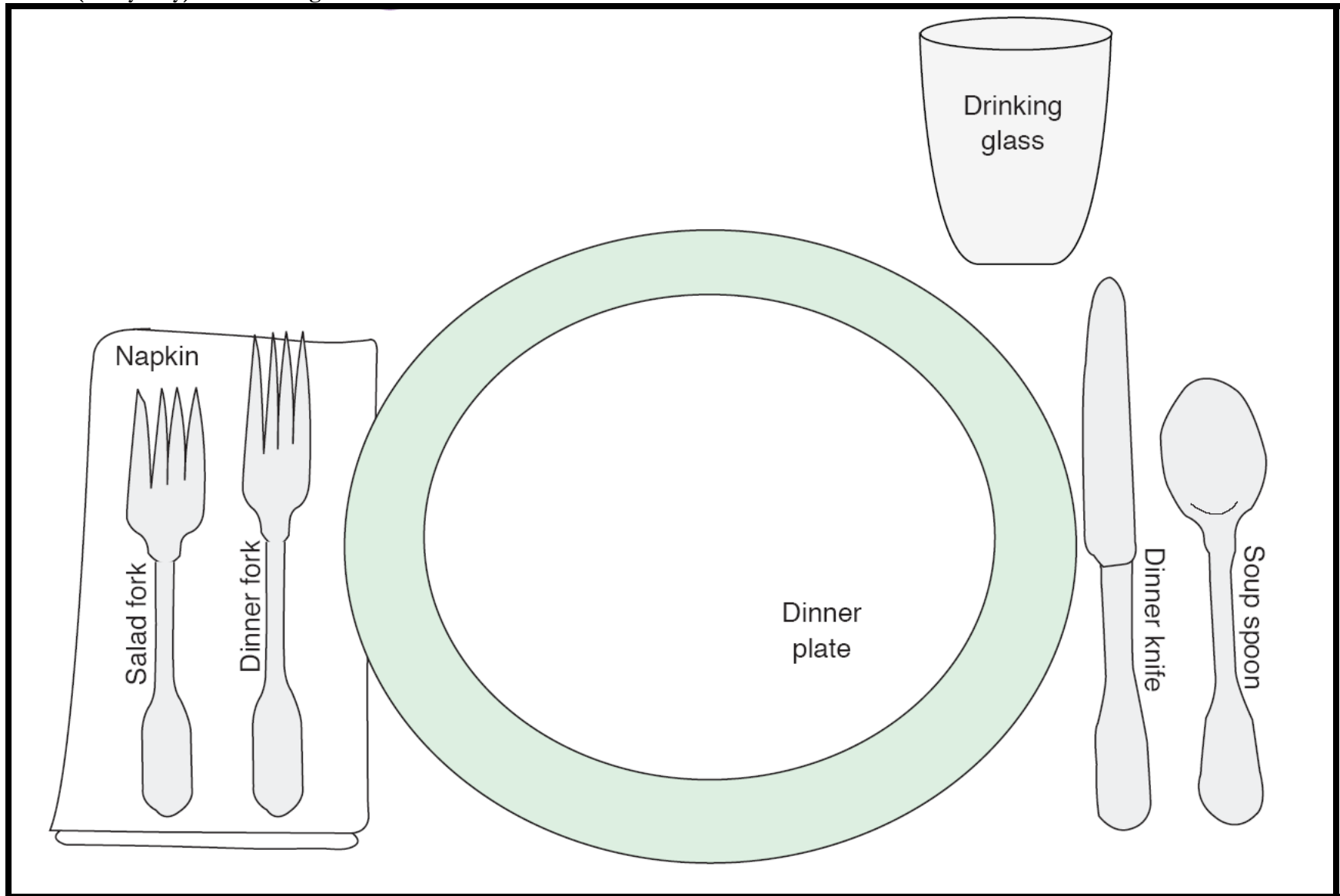
After rising from your chair, push it up to a finger's length from the table.


Remember to send a thank you note to your host(ess) soon after the dinner party.

Formal Place Setting



Casual (Every Day) Place Setting



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|  | FarmHouse International Fraternity New Member Education Program Topic Summary: Hazing Prevention | 6 |
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The purpose of fraternity education is just that - education about the fraternity, about the chapter and about the college or university. It is education about past and present members of the fraternity, and it is education about what makes a good member. The goal of fraternity education is to develop the future leaders of the chapter. It is the responsibility of every member to educate in a constructive and harmless way. Each member must watch out for new members. It is the responsibility of every member to see that the anti-hazing standards of FarmHouse are not violated. As we publicly state, "You can't build men by tearing down boys." No one should ever be asked to compromise his morals, religious beliefs, or values.

Alternatives to Hazing

Some specific means to eliminate hazing and make the New Member Education period a challenging, positive experience are to:

- **DEVELOP CHAPTER UNITY OF BOTH PLEDGED AND INITIATED MEMBERS**
Involve pledged members on chapter committees, attend chapter meetings, hold sports events with mixed teams of pledged and initiated members, and have an all chapter/pledge class retreat. Clean the chapter room together. Pledges work together on a community service/chapter improvement project.
- **PROMOTE SCHOLARSHIP**
Take advantage of university academic and tutoring services, designate quiet hours on your chapter's halls, invite university speakers to discuss test-taking skills, study methods, etc.
- **DEVELOP PROBLEM-SOLVING ABILITIES**
Have new members discuss chapter weaknesses such as poor recruitment, apathy, and poor scholarship. These solutions should be shared with the initiated members. The new member class should then be involved in the implementation.
- **DEVELOP SOCIAL SKILLS**
Hold a seminar on table etiquette and other social graces; plan a seminar with college resources on effective communication skills, body language, eye contact, and other aspects of communicating.
- **INSTILL A SENSE OF BROTHERHOOD**
Plan special events when the entire chapter gets together, e.g., attend a movie, play, professional sports game, church, etc.
- **BUILD AWARENESS OF CHAPTER HISTORY**
Invite an older alumnus to talk about the chapter's early days, its founding, special chapter traditions, and prominent alumni.
- **DEVELOP LEADERSHIP**
Assign each new member to a chapter committee. Expect the new member class to plan and implement its own activities. Encourage participation in campus activities outside of the fraternity. Have the new member class elect their own officers.

- **DEVELOP KNOWLEDGE OF THE GREEK SYSTEM**
Invite the Panhellenic, Pan-Hellenic, IFC President or the Greek Advisor to speak on the Greek system, covering the purposes of fraternities and sororities, the regulations they formulate, and the goals and expectations of the Greek system.
- **AID CAREER GOALS**
Use college resources for seminars on resume writing, internships, the job search, job interview skills; invite different alumni to speak on various careers.
- **INVOLVE NEW MEMBERS IN THE COMMUNITY:**
Visit a nursing home or youth center to sing, play games, or just talk; get involved with Project Uplift or other Big Sister/Brother groups. Such involvement should continue well after initiation.
- **IMPROVE RELATIONS WITH OTHER GREEKS:**
Have new member classes get together to plan joint social or service activities; new members plan a cook-out with another new member class, followed by a sports activity (softball, volleyball, etc.).
- **PROHIBIT ALL ALCOHOL**
Since your new members almost certainly are underage, alcohol has no place in any new member activity and is specifically prohibited under the FIPG Policy.

Hazing Warning Signs

While some activities are easily defined as hazing, others are not. Answering the following questions will help you decide as to the appropriateness of the new member education activity.

- Is this activity an educational experience?
- Does this activity promote and conform to the ideals and values of the fraternity?
- Will this activity increase feelings of friendship between new and initiated members of the chapter?
- Is it an activity that new and initiated members participate in together?
- Would you be willing to allow parents to witness this activity? A judge? The College/University President?
- Would you be willing to defend the merit of this activity in a court of law?
- Does the activity meet both the spirit and letter of the standards prohibiting hazing?

Hazing Related Websites

Hank Nuwer's List of Hazing Incidents <http://hazing.hanknuwer.com/>

Hazing Law: <http://www.hazinglaw.com/>

STOP Hazing – Educating to eliminating hazing: <http://www.stophazing.org/>



FarmHouse International Fraternity
New Member Education Program
Topic Summary: Sexual Assault & Rape

7

As an organization, FarmHouse Fraternity will never tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions that are demeaning to men or women, including but not limited to date rape, gang rape, and verbal harassment. It is never acceptable for a chapter to sponsor or participate in any activity, including competitive games and philanthropic endeavors, that is abusive or demeaning to human beings.

Legal liability is a reality in sexual abuse incidents. It is possible that a victim of sexual abuse or rape may be able to sue the perpetrator, even though criminal charges are not filed or are dismissed. The chapter, chapter officers, and others may be sued if an incident of sexual abuse occurs at a chapter function. In order to fully understand sexual abuse, we must define both sexual harassment and rape. Sexual harassment is defined as the unwelcome, unreciprocated imposition of sexual attention, usually in the context of a relationship of unequal power. Rape is defined as an act of sexual penetration with a person against his/her will. Both of these actions fall under the definition of sexual abuse.

Sexual Abuse

There are many types of sexual abuse. You should recognize that sexually abusive behavior occurs on a continuum ranging from harassment to rape. Sexual abuse falls into two broad categories, verbal and physical

Verbal abuse may include:

- whistling
- humor and jokes about sex or male or female specific traits
- suggestive or insulting sounds
- sexual innuendoes about your or someone else's personal appearance
- sexual innuendoes about your or someone else's sexual activities
- demands for sexual favors accompanied by implied or overt threats

Physical abuse may include:

- obscene gestures
- staring suggestively
- any inappropriate touching, pinching or patting
- brushing against someone else's body
- coerced sexual intercourse
- assault

Additionally, the following are important facts to remember:

- 99% of rape suspects are males, but men can also be victims of sexual assault. As a result, reporting is also an option for men.
- To report a rape or other sexual assault, contact your college police or Public Safety department if on campus. In an emergency, call 911.
- If you are unclear about a situation you or a friend have experienced and need advice, call the local Rape Hotline, the Police Department's Sex Crimes Unit, or campus Health Center
- Nearly all universities have counseling centers and/or religious ministry counselors who can provide support and healing to sexual assault victims.
- In addition to arrest and sanctions under the criminal law, a student found to have sexually assaulted another person can also be subject to university disciplinary measures, including expulsion.

Sexual Abuse Definitions

Rape - Rape is an act of penile/vaginal intercourse committed without the consent of the victim. Sexual penetration, however slight, completes the act of rape.

Sexual Battery - Sexual battery is the touching of an intimate part of another person without the other's consent for the purpose of sexual arousal.

Sexual Assault - Sexual assault includes rape, sexual battery, non-consensual sodomy, nonconsensual oral copulation, and non-consensual penetration by a foreign object, even a finger.

Consent - Consent means agreeing to an action freely, voluntarily and with knowledge of the nature of the act. Having sex with a person under the age of 18 is illegal and may lead to serious legal consequences.

5 Ways to Reduce the Risk of Sexual Assault, Rape or Sexual Battery

1. Be self-aware. Know when you or someone else is starting to cross the line.
2. Even if you think that women sometimes say "No" when they mean "Yes," if you don't act as if "No" means "No" you may face criminal sanctions under the law.
3. It's NEVER okay to force yourself on someone else, even if you think that she wants it. Nor is it okay for someone to force themselves on you.
4. Remember that alcohol and/or drugs are involved in the majority of acquaintance rapes.
5. Support women in being assertive and honest; not passive and coy.

Sexual Assault Websites

CENTER FOR DISEASE CONTROL – DATING VIOLENCE FACT SHEET

<http://www.cdc.gov/ncipc/factsheets/datviol.htm>

The CDC's National Center for Injury Prevention and Control fact sheet on dating violence.

MEN CAN STOP RAPE

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

Men Can Stop Rape empowers male youth and the institutions that serve them to work as allies with women in preventing rape and other forms of men's violence. Through awareness-to-action education and community organizing, we promote gender equity and build men's capacity to be strong without being violent.

SEXUAL ASSAULT PREVENTION

<http://www.prevent-crime.com/sexual-assault.html>

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|  | FarmHouse International Fraternity New Member Education Program Topic Summary: Diversity | 8 |
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FarmHouse teaches us to value our fellow man and to be a builder of men. As such we must come to appreciate the diversity and the individual differences among each of us. With the ever changing demographics globally, it becomes increasingly important to understand these concepts even more. To say that diversity is an important part of understanding the world we live in today is an understatement. In fact, as seen in recent demographic and business trends, the US workforce is becoming more and more diverse with women, visible minorities, and people with disabilities. All of these individuals are having an impact on work cultures and the organizations they are involved with.

Diversity, however, is not just about designated groups but includes the uniqueness of individuals, including ourselves. The ability to recognize and respect people's diversity and individual differences is a skill that FarmHouse aims to instill in each of its members. Broadly stated diversity refers to the unique and identifiable characteristics that all of us possess that distinguish us as individuals and identify the groups to which we belong. Diversity includes notions of class, ability, disability, ethnicity, family, gender, language, religion, age and sexual orientation. Therefore, we are all unique and diverse, and we also all belong to groups.

Diversity Exercises

The following are some group exercises that can be used to facilitate a discussion on diversity.

Definitions: (will take about 10 minutes)

Note: Divide into 3, 6 or 9 groups (depending on # of participants) - have participants discuss in their groups how they'd define each of these words.

- **Prejudice** – to pre-judge; any preconceived opinion of feeling, favorable or unfavorable, formed without knowledge, thought or reason (stereotype). (It's what you do, how you feel, after you judge someone that can be problematic).
- **Discrimination** – unequal treatment of people because of race, religion, nationality, gender, appearance, membership, political affiliation, sexual orientation, etc. (Explain why there's no such thing as Reverse Discrimination ...)
- **Bigotry** – the acts or characteristics of someone being obstinately or intolerantly devoted to his own church, party, belief or opinion.

Perspectives: (will take about 10-15 minutes)

- How many of you would say you have a diverse chapter?
- How would you define Diversity? (Each person individually first on Notes Page, then have everyone share)
- Range of human perspectives, backgrounds and experiences as reflected in characteristics such as age, class, ethnic origin, gender, nationality, physical and learning ability, race, religion, sexual orientation, and veteran's status. Other dimensions of diversity include but aren't limited to education, marital status, employment and geographical background as well as cultural values, beliefs and practices.
- How many have brothers who are minorities in your chapters?
- What are we missing out on by not having more FarmHouse members who are minorities?
- How many of you have completed Study Abroad programs? What did you learn from it?

- How many of you have been in a situation where you have been a minority? If so, what was the situation, and how did it make you feel?
- Has anyone been hanging out with a friend who is a minority – and encountered a situation in which someone discriminated against them, made a racial comment/expression/etc.? How did that make you feel?

Overview of trends in the US and Canada: (will take about 20-30 minutes)

Note: Divide into small groups, give each group one of the topics to discuss. Explain that you want each person to individually take 2 minutes to read the situation and write down their thoughts on it. Then have each group as a whole discuss how they individually responded for 2-3 minutes. Finally, have each group read their scenario to all the attendees and share their responses. Facilitator to add comments and keeps on track so that all six topics/scenarios get reported back within timeframe.

1. Diversity at work

You're interviewing for an internship with a Fortune 500 company. The interviewer tells you that it is a very diverse company. He asks you to share an experience about someone you'd worked closely with or gotten to know well at the university who might be considered a minority or was from a different cultural background and what you learned from that person. Also share what you learned about their culture, language.

2. The Changing American Workforce

Next the interviewer notes, I see you went to school at xxxxx and lived in FarmHouse Fraternity. How has FarmHouse prepared you for working with people of different cultures, backgrounds, belief structures?

3. Culture, language and communications

A young man who's pledging your chapter appears to be the type of guy that'll really help the chapter. He's very athletic, outgoing and a good student. Around the campfire at the recruitment event he's sharing best jokes with some of the other brothers. Things have gotten a little out of hand. The joke he tells is one that is off-color joke and the punchline involves a racial slur about Hispanics. Some of your brothers are laughing. What do you do?

4. Overcoming stereotypes

The 1978 composite at your chapter house pictures an African American brother (possibly a new member). In the many other searches of your chapter composites he's the only African American who's pictured. One of your chapter's "traditions" has been to jokingly ask the pledges who the only African American who's pledged the chapter has been? How do you reverse this "tradition" and make it a productive exercise to help better the chapter?

5. Cultural differences and conflict

Your chapter pledges an outstanding young man who is Muslim. He is very firm in his faith yet also appreciates what FarmHouse stands for. He enjoys the focus on developing a man in the 4 ways (intellectually, socially, morally, physically and spiritually). When the formal initiation ceremony comes around he is taken aback by the Christian Bible verses within the initiation ceremony – and when it comes time for him to agree to the principles as read, he says "No – I was told FarmHouse focuses on spiritual growth not Christian doctrines. My Muslim beliefs would forbid me to take an oath to these Christian principles." With more than 100 alumni, parents and brothers attending the ceremony, how would your chapter handle this?

6. Accepting differences

A sophomore in the chapter comes to you one evening and says he needs to confide in you about his biggest, life-long secret. In confidence, he tells you that he is gay but wants to continue being a member of the chapter. What do you say? Do you tell the chapter or keep quiet? Does it matter if he's a senior and about to graduate? A chapter officer? A best friend? Does it matter if he wants to continue living in the house?



FarmHouse International Fraternity
New Member Education Program
Topic Summary: Confrontation

9

As a FarmHouse member, you hold a great deal of responsibility to your brothers, your chapter, the larger international organization, your university and your Greek system. Every now and again we may find ourselves in difficult and uncomfortable situations regarding alcohol, hazing, and other risky behaviors. How we confront a brother, a friend, a girlfriend, or family member when we are feeling uncomfortable in such a situation is a communication skill that each individual needs to develop. But you may be asking yourself, “What does it mean to confront?” In its barest essence, confrontation means bringing something to someone’s attention in order to affect a positive change. Confrontation denotes commitment and honesty; it demonstrates that you truly care enough about the individual to confront. If we choose to not confront an individual however, then our avoidance provides tacit approval of the actions and allows the situation/issue can get worse.

A Model for Effective Confrontation

- 1) Specifically and briefly describe the behavior.
 - Think in terms of the listener. What is their position on this situation?
 - Determine an appropriate time and place to address the situation. (Public praise, Private confront)
- 2) Say how it makes you feel as the confronter.
 - Begin the statement with “I” instead of “you.”
 - Utilize the past, present, future approach. Explain the background, specify current action, and define consequences for the future.
 - Non-verbal messages should be consistent with verbal message.
 - Don’t use disclaimers/tag-ons: *“I hate to mention this, but...,” “Sort of,”*
 - Be careful not to exaggerate behavior: *“You always...,” “You never....”*
- 3) Define the effect that it is having on the individual and/or the group.
 - *“You may be putting the chapter in jeopardy by doing...”*
- 4) Determine action that currently needs to be taken.
 - *“And what I’d like instead is....”*
- 5) Get the buy -in of the other person.
 - *“Can you do that?” “How does that sound to you?”*
- 6) Close with an affirmation.
 - *“I’d be happy to help you by doing....”*

Steps to Resolve a Conflict

1. Control emotions. Use relaxation techniques. Take yourself out of the situation. Express your feelings assertively.
2. Identify the reason for the conflict – Who is responsible? If it is needed, take time away from the person to think about the conflict and plan a strategy to resolve.
3. Ask the person if he/she has time to talk.
4. Tell the person how you are feeling and why you are feeling like you are
5. Listen. Listen. Listen. Allow the person to respond.
6. Discuss with the person different alternatives for resolving the conflict.
7. Continue to discuss calmly.
8. If the conflict cannot be resolved and/or you are getting angry, inform the person that you need to leave and you would like to talk about it later.



FarmHouse International Fraternity
New Member Education Program
Topic Summary: Resumes & Interviews

10

Seven Tips for Effective Resume Writing

- Pay attention to detail—Do not cut corners by, for instance, not proofreading the cover letter, failing to include information the hiring manager asked for, or beginning the cover letter "Dear Sir or Madam" when the hiring manager's name is on the company web site. Take the time to make sure the correspondence and information sent is correct and error-free.
- Do the basics—Proofread for spelling, grammar, and tone, and make sure you have followed the instructions of the employer. Firing off an e-mail is a convenient method of communication. However, do not let the sloppy nature and informality of e-mail correspondence seep into your communications—whether it's e-mailed or written—with potential employers.
- Construct an effective resume—Organize your information in a logical fashion and keep descriptions clear and to the point. Include as much work experience as possible, even if it obviously doesn't relate to the job you are seeking. Also, use a simple, easy-to-read font.
- Customize their response—Address the hiring manager directly, and include the name of the company and the position for which it is hiring in your cover letter/e-mail response.
- Make it easy for the hiring manager—Use your name and the word "resume" in your e-mail header so it's easy to identify. If the employer asks for information—such as references or writing samples—provide it.
- Focus on what you bring to the employer, not what you want from the job—This is an opportunity for you to market yourself and stand out from the other candidates. What can you do to make the hiring manager's life easier? What can you do to help the company?
- Be professional—You won't be taken seriously if you don't have e-mail or voice mail/answering machine. If you don't have e-mail, set up a free account through Yahoo! and Hotmail. Provide the recruiter with a cell phone number if your voice mail/answering machine doesn't pick up when you are online. Also, it's a good idea to ditch the cute e-mail address or voice mail/answering machine messages in favor of something that sounds professional.

The Purpose of An Interview

Goal of Candidate:

- Gather information on position and employer.
- Evaluate position, job setting, co-workers.
- Determine if position is suitable - Do I want to work here?
- Communicate information about yourself - convince employer to hire you because you are qualified for the position.

Goal of Interviewer:

- Promote organization.
- Attract the best candidate, gather information, and assess candidate's qualifications.
- Determine if the candidate fits the position.

The single key to a successful interview is preparation. To be better prepared for interviews, keep the following in mind:

- **KNOW YOURSELF:** What are my skills and abilities? What are my strengths? How do my skills and experiences relate to the position and employers' needs? How does this position fit into my career goals?
- **PREPARE YOURSELF :** Obtain a copy of the job description. Locate the employer's home page on the Internet. Conduct informational interviews with persons in similar positions to learn about the career field and how your skills may apply. Research current articles about the organization, Develop a list of questions that reflect your research.
- **PRACTICE:** Review questions most asked during an interview, Practice answering interview questions (out loud), Be aware of your body language, Remember to smile and be yourself!
- **CHECKLIST:** Confirm date, time and place of interview. Pack several copies of your resume; a list of references, including names, titles, addresses and telephone numbers; writing samples if appropriate; and letters of recommendation. Dress appropriately (conservative business attire). Be punctual. Plan to arrive early.

The Interview

Conduct your interview with confidence and style. Here's how:


- Firm handshake.
- Make eye contact.
- Listen carefully.
- Show your interest in the position and the organization.
- Be positive.
- Show your confidence.
- Maintain good posture.
- Avoid one word answers.
- Ask questions.
- Relax and be yourself.

Standard Types of Interviews

(1) **BEHAVIORAL INTERVIEWING:** The best predictor of future behavior is past behavior. The behavioral interview process involves the employer identifying the skills required of the job and developing a set of questions designed to elicit behavioral examples (the candidate's descriptions of experiences providing evidence for or against a skill). The interviewer uses a lot of open-ended questions to assess your knowledge and skills. To prepare for behavioral interviewing, identify the skills you possess that relate to the employer's needs. Identify examples from your work/college experience in which you used those skills. Be prepared to give examples during the interview.

(2) **CASE INTERVIEWING:** Case interviews are a way for employers to see how your mind works and how logically you approach a problem. When an interviewer asks you a case question, you are encouraged to ask your own questions. This accomplishes several objectives. First, even if you don't receive additional information, you have shown the interviewer that you are not shy about asking questions under difficult circumstances. Second, it helps turn the question into a conversation. The best interviews are conversations, not Q&A sessions.

(3) **OFFICE VISIT/INTERVIEW:** These interviews allow the organization to get a more in-depth assessment of the candidate prior to making a job offer. Also it allows the candidate an opportunity to see the organization and its people first hand in order to make a wiser decision if an offer is made. Candidates should prepare so that they can present themselves as being knowledgeable about the organization, its products or services, and the career opportunity being discussed. The better prepared the candidate, the more probable it is that the organization will recognize enthusiasm, drive, motivation, maturity, and thoroughness as assets possessed by the candidate. Use this information to develop insightful questions designed to show interest in the organization and the position.

| | | |
|---|--|-----------|
|  | FarmHouse International Fraternity New Member Education Program Topic Summary: Personal Finance | 11 |
|---|--|-----------|

College is a challenging time both in and out of class. As a student you are coping with a new environment and facing myriad new choices and decisions daily. This is also probably the first time you are living on your own and facing the added responsibility of managing your own money. It is critical that you develop lifelong financial habits, patterns and skills.

Time Value of Money

Given a choice, earning \$100 today is preferable to earning \$100 a year from now. If you earn \$100 today, you can spend it or invest it. If you earn \$100 a year from now, you must defer spending for a year. You also miss an opportunity to invest it. This is a basic example of the time value of money, a fundamental principle of budgeting and investing. The time value of money varies for most of us; it is personal. However, a society's economy determines a general time value of money through the level of interest rates. A common interest rate for measuring time value of money is the rate of return you can safely earn on an investment, with no risk of losing your original investment. If the \$100 you can earn today is the present value of a future amount and the amount you can earn in the future is the future value, then to be compensated for the time value of money you will require a certain interest rate. Time value of money has many useful applications. One of the most important uses is that it helps you to measure the trade-off in spending and saving. This can have important consequences for your personal budgeting. If market interest rates are at 5%, you may decide that the time value of money is greater in the future, and decide to invest. If rates are a meager 2%, you may decide that the time value of money is higher today, and choose to spend.

Compounding

When you invest in savings instruments, you earn interest at a contractual interest rate. The interest rate is usually stated as a yearly rate. For example, if you invest \$1,000 in a certificate of deposit that pays an annual interest rate of 6%, a year later you will have \$1,060. The \$60 in interest you earn in a year is your compensation for deferring consumption today. If you decide to invest the \$1,060 for another year at 6%, a year later you will have \$1,123.60. In the second year, you earn \$63.60 in interest, or \$3.60 more than in the first year. This is because your investment is, in part, "earning interest on interest." This example illustrates a fundamental principle of saving and investing called compounding. Over time, compounding can boost the value of your investment. In general, the greater the frequency of compounding, the greater the future value of your savings.

Six Steps to Budgeting

1. Assess your personal and financial situation (needs, values, life situation).
2. Set personal and financial goals.
3. Create a budget for fixed and variable expenses based on projected income.
4. Monitor current spending (saving, investing) patterns.
5. Compare your budget to what you have actually spent.
6. Review financial progress and revise budgeted amounts.

Well-written personal and financial goals should:

- **be realistic** Part-time work will not likely allow you to be able to afford a new car every year.
- **be stated in specifics** "I plan/want to save \$5,000 for a down payment to buy a house."
- **have time frame** "I plan/want to pay off my credit card within the next 18 months."
- **state the action to be taken** "I plan/want to start an automatic deposit savings account with monthly withdrawals from my checking account."

Types & Sources of Credit

1. **Single-payment credit** Items and services are paid for in a single payment, within a given time period, after the purchase. Interest is usually not charged. (Ex. Utility companies, medical services, Some retail businesses)
2. **Installment credit** Merchandise and services are paid for in two or more regularly scheduled payments of a set amount. Interest is included. (Ex. Some retail businesses, such as car and appliance dealers) Money may also be loaned for a special purpose, with the consumer agreeing to repay the debt in two or more regularly scheduled payments. (Ex. Commercial banks, Consumer finance companies, Savings and loans, Credit unions)
3. **Revolving credit** Many items can be bought using this plan as long as the total amount does not go over the credit user's assigned dollar limit. Repayment is made at regular time intervals for any amount at or above the minimum required amount. Interest is charged on the remaining balance. (Ex. Retail stores, Financial institutions that issue credit cards)

The Advantages and Disadvantages of Using Credit

Credit advantages:

- Able to buy needed items now
- Don't have to carry cash
- Creates a record of purchases
- More convenient than writing checks
- Consolidates bills into one payment

Credit disadvantages:

- Interest (higher cost of items)
- May require additional fees
- Financial difficulties may arise if one loses track of how much has been spent each month
- Increased impulse buying may occur

Importance of Your Credit Rating

Your credit history is going to be reviewed every time you apply for credit, to make a major purchase such as a car or house, or when you lease an apartment. A poor credit history can cause a business to deny you credit. It is therefore important that you start building a solid credit history now to demonstrate your fiscal responsibility. Here are a few suggestions to help build your credit history:

- Establish a steady work record.
- Pay all bills promptly.
- Open a checking account and don't bounce checks.
- Open a savings account and make regular deposits.
- Apply for a local store credit card and make regular monthly payments.
- Apply for a small loan using your savings account as collateral.
- Get a co-signer on a loan and pay back the loan as agreed.

Credit Score

A credit score is a complex mathematical model that evaluates many types of information in a credit file. A credit score is used by a lender to help determine whether a person qualifies for a particular credit card, loan, or service. Most credit scores estimate the risk a company incurs by lending a person money or providing them with a service — specifically, the likelihood that the person will make payments on time in the next two to three years. Generally, the higher the score, the less risk the person represents. You can purchase a credit score by contacting one of the nationwide consumer credit reporting companies.

1. Equifax - www.equifax.com
2. Experian - www.experian.com
3. TransUnion - www.transunion.com

Sometimes the credit score is referred to as a FICO score since Fair, Issac & Company is one of the leading credit score modelers. However, depending on the type of credit being sought or evaluated, there are different credit score formulas. In fact, your credit score may differ from among the three consumer credit reporting companies.

A Sample Credit Report

| Your Credit Report | | | | | | | | | | | |
|--|---------------------|-------------|-------------|-----------------|-----------------------|---|-------|---------------------------|----------|--|---------------|
| | | | | | | | | | | Please address all future correspondence to: Credit Reporting Agency Business Address City, State 00000 | |
| PERSONAL IDENTIFICATION INFORMATION | | | | | | | | | | | |
| Your Name 123 Current Address City, State 00000 | | | | | | Social Security #: 123-45-6789 Date of Birth: April 10th, 1940 | | | | | |
| Previous Address(es) 456 Former Rd. Atlanta, GA 30000 P.O. Box XXXX Savannah, GA 40000 | | | | | | Last Reported Employment: Engineer, Highway Planning | | | | | |
| PUBLIC RECORD INFORMATION | | | | | | | | | | | |
| Lien Filed 03/93; Fulton CTY; Case or Other ID Number-32114; Amount-\$26,667 Class-State; Released 07/93; Verified 07/93 | | | | | | | | | | | |
| Bankruptcy Filed 12/92; Northern District Ct; Case or Other ID Number-673HC12; Liabilities-\$15,787; Personal; Individual; Discharged; Assets-\$780 | | | | | | | | | | | |
| Satisfied Judgement Filed 07/94; Fulton CTY; Case or Other ID Number-898872; Defendant- Consumer; Amount-\$8,984; Plaintiff-ABC Real Estate; Satisfied 03/95; Verified 05/95 | | | | | | | | | | | |
| COLLECTION AGENCY ACCOUNT INFORMATION | | | | | | | | | | | |
| Pro Coll (800)XXX-XXXX Collection Reported 05/96; Assigned 09/93 to Pro Coll (800)XXX-XXXX Client-ABC Hospital; Amount-\$978; Unpaid; Balance \$978; Date of Last Activity 09/93; Individual Account; Account Number 787652JC | | | | | | | | | | | |
| CREDIT ACCOUNT INFORMATION | | | | | | | | | | | |
| COMPANY NAME | ACCOUNT NUMBER | WHOSE ACCT. | DATE OPENED | MONTHS REVIEWED | DATE OF LAST ACTIVITY | HIGH CREDIT | TERMS | ITEMS AS OF DATE REPORTED | | | |
| | | | | | | | | BALANCE | PAST DUE | STATUS | DATE REPORTED |
| Department St. Bank | 32514 | J | 10/86 | 36 | 9/97 | \$950 | X | \$0 | X | R1 | 10/97 |
| Oil Company | 1004735 | A | 11/86 | 24 | 5/97 | \$750 | X | \$0 | X | I1 | 4/97 |
| Auto Finance | 541125 | A | 6/86 | 12 | 3/97 | \$500 | X | \$0 | X | O1 | 4/97 |
| | 529778 | I | 5/85 | 48 | 12/96 | \$1100 | \$50 | \$300 | \$200 | I5 | 4/97 |
| Previous Payment History: 3 Times 30 days late; 4 Times 60 days late; 2 Times 90+ days late Previous Status: 01/97 - I2; 02/97 - I3; 03/97 - I4 | | | | | | | | | | | |
| COMPANIES THAT REQUESTED YOUR CREDIT FILE | | | | | | | | | | | |
| 09/06/97 | Equifax-Disclosure | | | | 08/27/97 | Department Store | | | | | |
| 07/29/97 | PRM Bankcard | | | | 07/03/97 | AM Bankcard | | | | | |
| 04/10/97 | AR Department Store | | | | 12/31/96 | Equifax - Disclosure ACIS 123456789 | | | | | |

Free Credit Report

By Federal Law, you are entitled to receive one free credit file disclosure every 12 months from each of the nationwide consumer credit reporting companies. It is entirely your choice whether you order all three credit file disclosures at the same time or order one now and others later. The advantage of ordering all three at the same time is that you can compare them. (However, you will not be eligible for another free credit file disclosure from the Central Source for 12 months.) On the other hand, the advantage of ordering one now and others later (for example, one credit file disclosure every four months) is that you can keep track of any changes or new information that may appear on your credit file disclosure. You won't receive your credit score without paying a fee for it – but the free report will help you see how information is collected about you and what companies are requesting your credit for pre-approval offers. To download your free credit reports, visit <http://www.annualcreditreport.com/cra/index.jsp>

Choosing a Credit Card

Choosing a credit card is a big decision. It is important to know the terms and conditions associated with the credit card. You should understand a credit card's features such as annual fees, Annual Percentage Rates (APR), grace periods, late payment fees, finance charge calculation method, transaction fees, credit limit, card acceptance locations, and repayment requirements to make an informed decision about the card best suited for your needs. Visit <http://www.bankrate.com> to compare the latest credit card products and rates.

Student Credit Card Debt

According to a 2003 study by Nellie Mae (a leading provider of higher education loans), the average credit card debt owed by college students is about \$2,700, with close to a quarter of students owing more than \$3,000. About 10 percent owed more than \$7,000! The same study revealed that:

- Students held an average of three separate credit cards
- 78 percent of students had at least one credit card
- 32 percent of students had four or more credit cards
- 95 percent of graduate students carried credit cards

The lesson to be learned is to be aware and spend sensibly because debt can sneak up quickly. Here are a few tips to keep your debt in check.

- Use cash instead of plastic whenever possible. A lunch at the student union here, a night on the town there...it all adds up. Keeping your credit cards in your wallet will prevent a nasty surprise at the end of the month and when you graduate.
- Debit cards and “secured” credit cards are good alternatives for college students. Debit cards allow retailers to deduct the amount of a purchase immediately from a bank account; they also work at automated teller machines if a student needs cash. Secured credit cards require that the student set up a savings account of several hundred dollars as a backup against a default.
- Make sure you understand how fast the penalties for late payments and interest charges can add up on credit cards. For example, if you were making just the minimum 2.5 percent monthly payment on a \$1,000 outstanding balance with 19 % interest, it would take seven years to repay and cost \$730 in interest.
- The fewer credit cards you hold, the better. Remember, getting a free hat, Frisbee, or t-shirt to sign up for a credit card may end up costing you more in fees and interest than you expected.
- Don't forget your student loans -- the first bill may arrive as soon as one month after you graduate. You can think of “commencement” as the commencing of the education bills. You may have a hard time paying off your loan if you're too busy paying off your Visa or MasterCard accounts.
- Be smart - use credit wisely. If you don't, you could be fighting your way out of debt longer than it takes to get your way through school.

Student Loan Types

There are many different types of education loans. Learn about federal and private education loans so that you can find the right loan to help pay for your education.

Federal education loans

Federal programs are the single largest source of education loans. The two primary programs are the Federal Family Education Loan Program (FFELP) and the William D. Ford Federal Direct Loan Program (FDLP). The loans available through these programs start with the same terms; however, in the FFELP, your bank, credit union, or school is the lender, and in the FDLP, the U.S. Department of Education is the lender.

Listed below are some of the more widely used federal education loans:

- **Federal Perkins loans** are low interest student loans awarded by colleges on the basis of need. College financial aid offices determine whether you qualify for Federal Perkins Loans, and also decide the amount of the loan. Colleges that participate in the Perkins loan program have a limited amount of money they can distribute, so they award these loans very selectively.
- **Federal Stafford Loans** are the most common source of education loan funds, and are available to both graduate and undergraduate students. There are two types, Federal Subsidized and Federal Unsubsidized.

- **Subsidized** loans are need-based. The federal government pays the interest on these loans while the student is in school and during the grace period before repayment begins.
 - **Unsubsidized** loans are non-need based. You, the borrower, are responsible for the interest on these loans as soon as it is taken out. Most of the terms and conditions of subsidized and unsubsidized Stafford loans are the same.
- **Federal Parent Loans for Undergraduate Students (PLUS)**

Private education loans

Private education loans are also available from a variety of sources to provide supplemental funding when other financial aid does not cover costs. These loans are not sponsored by government agencies, and are offered by banks or other financial institution

Student Loan Repayment

After you graduate, leave school, or drop below half-time enrollment, you have a period of time before you have to begin repayment of your student loan. This “grace period” will either be six months (for FFEL or Direct Stafford Loan) or nine months (For Federal Perkins Loans) Generally you’ll receive information about repayment, and your loan provider will notify you of the date loan repayment begins. You must make your **full** loan payment **on time** either monthly (which is usually when you’ll pay) or according to your repayment schedule. If you don’t, you could end up in default, which has serious consequences. Student loans are **real** loans—just as real as car loans or mortgages. You have to pay back your student loans. You will have a choice of repayment plans if you received a FFEL or a Direct Loan. Federal Perkins Loans don't have repayment plan choices; you generally have up to 10 years to repay, however. Your monthly payment will depend on the size of your debt and the length of your repayment period. There are many available repayment options including consolidation options to reduce the number of and/or amount of your payments.

Financially Responsible Borrowing

Maxim 1: Never borrow more than 20% of your yearly net income

- If your net income (money after taxes) is \$400 a month, then your net income in one year is:
 $12 \times \$400 = \$4,800$
- Calculate 20% of your annual net income to find your safe debt load.
 $\$4,800 \times 20\% = \960
- So, you should never have more than \$960 of debt outstanding.
- Note: Housing debt (i.e., mortgage payments) should not be counted as part of the 20%, but other debt should be included, such as car loans, student loans and credit cards.

Maxim #2: Monthly payments shouldn't exceed 10% of your monthly net income:

- If your take-home pay is \$400 a month:
 $\$400 \times 10\% = \40
- Your total monthly debt payments shouldn't total more than \$40 per month.
- Note: Housing payments (i.e., mortgage payments) should not be counted as part of the 10%, but other debt should be included, such as car loans, student loans and credit cards.

Personal Budget Worksheet

| | Budget | Actual | Difference |
|-------------------------------|--------|--------|------------|
| INCOME | | | |
| Job #1 | \$ | \$ | \$ |
| Job #2 | \$ | \$ | \$ |
| Other: | \$ | \$ | \$ |
| <i>Total Monthly Income</i> | \$ | \$ | \$ |
| | | | |
| EXPENSES | | | |
| Rent | \$ | \$ | \$ |
| Car Insurance | \$ | \$ | \$ |
| Car Payment | \$ | \$ | \$ |
| Credit Card | \$ | \$ | \$ |
| Savings | \$ | \$ | \$ |
| Food | \$ | \$ | \$ |
| Utilities | \$ | \$ | \$ |
| Gas and Oil | \$ | \$ | \$ |
| Parking & Tolls | \$ | \$ | \$ |
| Repairs | \$ | \$ | \$ |
| Medical | \$ | \$ | \$ |
| Clothing | \$ | \$ | \$ |
| Entertainment | \$ | \$ | \$ |
| Household Items | \$ | \$ | \$ |
| Personal Items | \$ | \$ | \$ |
| Tuition | \$ | \$ | \$ |
| <i>Total Monthly Expenses</i> | \$ | \$ | \$ |



FarmHouse International Fraternity
New Member Education Program
Topic Summary: Recruitment

12

Recruiting members is the key to the survival and growth of your chapter and to the fraternity. Recruitment is the responsibility of the entire chapter – not just the Vice President-Recruitment or the other chapter officers. The lifeblood of FarmHouse is truly new member recruitment and the future of FarmHouse is created one new member at a time. Every member needs to do his part

The Five-Step Model for Recruitment

The North American Interfraternity Conference has developed a very successful model for recruitment that every FarmHouse man should commit to learning and following 5 steps.

Step 1. Meet Him

Most of the people that we should be recruiting, we already know. We meet people naturally through class, friends, sports and other campus involvements. We can increase these “natural” contacts through increasing our members involvements on campus.

Step 2. Make Him a Friend

At the core, Fraternities are based on friendship and brotherhood. Our founders were friends with similar ideals who created FarmHouse to be a vehicle to improve our individual lives and to be an organization of Builder of Men. Instead of choosing people that we don't know to share our values why not choose our friends? Don't take chances with people who could ruin your organization when they become members. Create brotherhood among friends. That is what works!

Step 3. Introduce Him to Your Friends

The key to recruitment is going from Step 2 to Step 3. We need to turn our friends into members. People join people. Helping your brothers in the chapter to befriend the prospective member is what makes recruitment work.

Step 4. Introduce Him to FarmHouse

Formal Rush and Recruitment periods can fit into Step 4 very well. If the prospective members are friends, then the events are not fake and superficial, they are fun. Now is when friends need to hear honestly about the commitment that is made when they join. If they do not get accurate information regarding the cost, expectations and time involvements, they will most likely drop out when they learn the truth. Helping them understand that this is a lifelong commitment before they join creates active seniors as well as involved alumni.

Step 5. Ask Him to Join

If you sold cars for a living you wouldn't limit the days you worked to two per year. So why do so many chapters limit the number of times that they give bids? Inviting someone to join does not mean that they have to start immediately. Why not obtain a verbal commitment to begin at the next appropriate time? Use the excitement that a prospective member has when they receive a bid to your advantage. Have him help recruit others before they join.

Randy Rodgers' 4 Keys to Recruitment Success

Complementing the NIC's Five Step Model for Recruitment, are four keys as espoused by Randy Rodgers that lead to recruitment success.

1. Early Identification.

Early identification means gathering names of prospective members to begin the recruitment process. Here are a few ways to compile names of prospects: get names from chapter members, classmates, high school friends, FFA and 4-H connections. Search for Ag College enrollment lists, IFC lists, university Dean's lists, transfer students, scholarship recipients, alumni referrals and even names from parents.

2. Thorough Evaluation.

This step starts with applying the individual characteristics laid out in "The Object" to our evaluation process. This process will help identify the top candidates your chapter should recruit.

For a prospect to be "high in scholarship", we can look at his GPA and ACT or SAT scores. A capacity for "meeting and making friends" can be indicated by a person's extra curricular activities.

Being active in their community and church is a sign of "service to their fellow men and to the world."

3. Marketing.

This step may be the first step in making contact with individuals on the prospect list. Determine how the chapter will market itself. Will you start with personal phone calls to everyone followed up by a letter or brochure then inviting them to a summer event? Every chapter markets itself differently – via booklets, brochures, brochures on CD, post cards and web-sites. *It is important that chapter web-sites are up to date. The internet is often the first place someone will go to learn more about a specific topic.*

There must be a clear and consistent message communicated through the marketing process. How will we market our 4-fold development, our campus leadership, our Greek Week or homecoming dominance, the high chapter GPA or our alcohol free housing policy?

4. Face to Face Contact & Closure.

After early identification, thorough evaluation, and marketing, face to face contact is the final step in the recruitment process. Face to Face contact may take place when a chapter member drives to the prospects home and talks to him and his parents about FarmHouse. Summer activities, such as: lake/pool parties, camping/canoe trips, baseball games, cookouts and campus/FarmHouse tours are also another way to increase face to face contact with our prospects. Face to face contact is a final way to evaluate the candidate, in person, one last time. Does he enjoy good fellowship, have the ability to meet and make friends and does he have a spirit of congeniality? Remember the candidates are also evaluating the chapter. If we say we are campus leaders, high on scholarship and all around good guys, is that the message that we are displaying? During face to face contact, each individual's attitude and behavior can reflect positively or negatively on the candidates opinion of the chapter.

Tied to Face to Face Contact is the most important part of the recruitment process is Making The Ask and Closing The Deal. Most men never join a Fraternity because they weren't invited to join as an undergraduate. After you've carefully followed Steps 1-4, don't be afraid to extend the invitation and risk being turned down by some of the top student leaders on campus. We have a great product to sell, don't be afraid to go after the best and brightest men on campus.

You Can Recruit Anytime

This does not violate rush restrictions. Every chapter should have an active informal recruitment. It does not necessarily need to be publicized. Every member should be on the lookout for quality men who would make great FarmHouse members. Remember the chapter can recruit a man whenever they want. Many chapters are under the assumption that once recruiting is over they cannot recruit any more men. Due to the restrictions of formal recruitment, there are times when you may not offer men bids – but that does not mean that they cannot be recruited.

FARMHOUSE NEW MEMBER EDUCATION ---- WEEK #2, QUIZ #1:

OUR BROTHERHOOD

- () 1. Write the names, hometowns and majors of your pledge brothers.

FARMHOUSE MATERIAL (20 points)

- (20) 2. FILL IN THE MISSING WORDS TO THE OBJECT:

The object of our Fraternity is to promote good _____, to encourage _____, and to _____ its members in seeking the _____ in their chosen lines of study as well as in _____.

_____ shall mark our every step; the spirit of _____ shall reign at all times; and every member shall be _____ with himself as with his _____. Men _____ to our membership are considered to be of good _____ character, to be high in _____, to have the capacity for _____ and making _____, and to give _____ of _____ to their fellowmen and to the world. To be and _____ such may at times require a _____ of _____, pleasure and _____.

CHAPTER OPERATIONS (10 points)

(6) 3. Describe three responsibilities of the Chapter President:

1. _____
2. _____
3. _____

(2) 4. Who is the current Chapter President?: _____

(2) 5. T or F – The Chapter President serves on our FarmHouse Association Board.

TOPIC REVIEW (10 points)

Time Management

6. List three of the practical time management tips we covered that you are now following:

SONGS (10 points)

(10) 7. Fill in the missing words to the following song:

_____ MAN

I wanna be a _____ man,
Hum, and a little bit more.
I wanna be a _____ man,
Hum, and a little bit more.
I want to be a _____ man,
And then I'll ask no more.

CHORUS:

For I have all that's coming to me,
An ____ and a little bit, an ____ and a little,
Hum, and a little bit more.

I wanna date a college _____,
Hum, and a little bit more.
I wanna date a _____ girl,
Hum, and a little bit more.
I wanna date a (insert sorority) girl,
Then'll ask no more.

CHORUS:

For I have all that's coming to me,
An ____ and a little bit, an ____ and a little,
Hum, and a little bit more.

FARMHOUSE NEW MEMBER EDUCATION ---- WEEK #3, QUIZ #2

OUR BROTHERHOOD

- (xx) 1. Write the names, hometowns and majors of the sophomores in the chapter (not including sophomores who are pledging chapter):

FARMHOUSE MATERIAL (14 points)

- (7) 2. Match the following:

| | |
|--------------|--------------|
| ___D. Howard | A. Hutchison |
| ___Earl | B. Howard |
| ___Henry | C. Rusk |
| ___Claude | D. Sherwin |
| ___Robert | E. Doane |
| ___Melvin | F. Krusekopf |
| ___Henry | G. Rusk |

- (1) 3. Discussed forming an Agriculture Club at Sunday afternoon YMCA _____ studies.
- (1) 4. Club house was named the _____ House.
- (2) 5. University of Missouri Founders Day: _____ 15, _____.
- (1) 6. 1916 - recognized as a _____ fraternity.
- (1) 7. 1921 - Became a _____ fraternity with 3 chapters.
- (1) 8. 1974 - Became International Fraternity when _____ chapter was chartered.

CHAPTER OPERATIONS (10 points)

(6) 9. Describe three responsibilities of the Chapter's Director of Scholarship:

1. _____
2. _____
3. _____

(2) 10. Who is the current Director of Scholarship?: _____

(2) 11. Who is the current Chapter Academic Advisor?: _____

TOPIC REVIEW (10 points)

Scholarship, Study Skills

12. Briefly explain the Cornell Note Taking Strategy we discussed last week.

SONGS (10 points)

(10) 13. Fill in the missing words to the following song:

SILVER _____

Take Down that old _____ with the _____ upon it,

And we'll all have another glass of _____ (glass of _____),

For it's not for the _____ that we came to _____

But to raise _____ while we're here.

O' They've taken away our whiskey and they've taken away our beer,

And they've taken cigarettes from me and you (me and you!)

But we _____ the Lord above us that we still have to love us

All the Co-Eds of (campus).

FARMHOUSE NEW MEMBER EDUCATION ---- WEEK #4, QUIZ #3

OUR BROTHERHOOD

- (x) 1. Write the names, hometowns and majors of the juniors in the chapter (not including juniors who are pledging chapter):

FARMHOUSE MATERIAL (13 points)

- (3) 2. The Objective of FarmHouse Fraternity:
Building the Whole Man _____

_____ Socially & Morally _____

- (2) 3. The Central Attributes of FarmHouse:

_____ Fellowship _____

- (3) 4. Categories of Members:

_____ Alumnus _____

_____ Honorary _____

- (2) 5. The Organization of FarmHouse:

... As a Brotherhood

... As a _____

... As a _____

- (1) 6. The FarmHouse _____ (**A. Association B. Chapter Advisory Committee C. Foundation**)
< Made up of Chapter, Alumni, Associate, Honorary Members
< Main purpose - Chapter Housing

- (1) 7. _____ - (**A. Association B. Foundation C. Chapter Advisory Committee**)
Men chosen to advise the chapter.

- (1) 8. FarmHouse _____ (**A. Association B. Foundation C. Chapter Advisory Committee**) Agency that administers funds for scholarships, grants, etc.

CHAPTER OPERATIONS (10 points)

(4) 9. Describe two responsibilities of the Chapter's Director of Risk Management:

1. _____
2. _____

(2) 10. Who is the current Director of Risk Management?: _____

(2) 11. What's one responsibility of the Chaplain?: _____

(2) 12. Who serves as our current Chaplain?: _____

TOPIC REVIEW (10 points)

Risk Management/Alcohol Responsibility

(6) 13. List 3 potential risks fraternities face: _____

(2) 14. Who is responsible for enforcing the policy of no alcohol in the house or property: _____

(2) 15. T or F – Chapters are allowed to have BYOB parties with alcohol off FarmHouse property.

SONGS (10 points)

(10) 16. Fill in the missing words to the following song:

WE ARE THE MEN OF FARMHOUSE

We are the men of FarmHouse you've _____ so much about
Mothers call in their _____ whenever we go out
Wherever we may _____, wherever we may be,
For we're the men of FarmHouse for all of you to see.

We are the _____ fraternity in all the USA
So let us _____ and drink a toast to all who hear us say
We'll always uphold our _____ the best we shall remain,
For we're the men of FarmHouse of which we're _____ to claim

We are the men of FarmHouse so sing it with a SHOUT!
We'll serenade the ladies whenever we go out,
We'll wander o'er the _____ and kiss upon the hill,
For it's an ancient _____ uphold we always will.
For it's an ancient _____ uphold we always will. FARMHOUSE!

CHAPTER OPERATIONS (10 points)

(4) 5. Describe two responsibilities of the VP of Finance:

1. _____
2. _____

(2) 6. Who is the current VP of Finance?: _____

(2) 7. Describe one duty of the Director of Alumni Relations: _____

(2) 8. The late fee for not paying bills on time in our chapter is: _____

TOPIC REVIEW (12 points)

PARLIAMENTARY PROCEDURE

(1) 9. Motion - a _____ to take a stand or take action on an issue.

(2) 10. 4 Types of motions _____

Subsidiary
Privileged

(1) 11. T or F - It is possible to postpone a motion indefinitely.

(1) 12. T or F - A motion may be voted on by roll call.

(1) 13. _____ a motion - set aside for later consideration.

(6) 14. Put these in order 1-6:

MOTION PROCEDURE

- ___ Make the motion
- ___ Obtain the floor
- ___ Putting the question
- ___ Chair states your motion
- ___ Expand on/Explain your motion
- ___ Wait for a second

SONGS (10 points)

(10) 15. Fill in the missing words to the following song:

FARMHOUSE SWEETHEART

There's a spot in my heart that I'm _____
For my _____ memories,
Where fond mem'ries shall ever be _____
With _____ of my FarmHouse _____

Sometimes when I am _____ my FarmHouse sweetheart I _____
Tender eyes seem to _____ out of the skies at me
Her _____, they seem to be _____, smiling alone for me.
She whispers of love, Oh so tender and true
My dream girl, I love just you.
My dream girl, I love just you.

FARMHOUSE NEW MEMBER EDUCATION ----WEEK #6, QUIZ #5

OUR BROTHERHOOD

- (x) 1. Write the names, professions and FH chapter affiliation (if applicable) of all of your current FarmHouse chapter advisors.

FARMHOUSE MATERIAL (20 points)

- (12) 2. Fill in the proper letters or names:

A _____ I _____ P _____
B _____ K _____ ___ Sigma
___ Gamma ___ Lambda T _____
___ Delta M _____ ___ Upsilon
E _____ N _____ ___ Phi
Z _____ ___ Xi X _____
H _____ O _____ ___ Psi
___ Theta ___ Pi ___ Omega

Recruitment Skills question

- (1) 3. What is a tip for remembering names? _____
- (1) 4. How do you counter the objection: "I am afraid the Fraternity will hurt my grades?"

- (1) 5. How do you approach the objection: "I cannot afford to be in a Fraternity"

- (5) 6. Please complete the 5-STEP NIC Right Way to Recruit Model
1. _____
 2. _____
 3. _____
 4. _____
 5. _____

CHAPTER OPERATIONS (10 points)

(6) 7. Describe three responsibilities of the VP - Recruitment:

1. _____
2. _____
3. _____

(1) 8. Who is the current VP - Recruitment?: _____

(3) 9. List 3 men you know attending your university (or will attend next year) that you can help recruit:

TOPIC REVIEW (20 points)

- (1) 10. T or F - A handshake should not be firm and eye contact should not be made.
- (1) 11. T or F - A gentleman leads a lady down the stairs.
- (1) 12. T or F - When introducing, you say the female's name first, ie "Jane, I'd like you to meet John. John, this is Jane."
- (1) 13. T or F - When taking a guest to dinner he or she is at your left.
- (1) 14. T or F - All gentlemen at the table should rise when a lady is seated or rises from the table.
- (1) 15. T or F - Dishes are served from the left and removed from the right.
- (1) 16. T or F - After the head of the table starts, everything is to be passed to the left.
- (1) 17. T or F - Wine glasses should not be held by stem of glass.
- (1) 18. T or F - Person being toasted does not toast along or drink to toast.
- (1) 19. T or F - Use silver in order of arrangement beginning from the outside.
- (1) 20. T or F - Scoop soup away from you and sip from side of spoon.
- (1) 21. T or F - After first use keep fork and knife on table, beside the plate.
- (1) 22. T or F - Always taste food before seasoning it.
- (1) 23. T or F - It is not necessary to wait until all persons at your table receive their food before you start.
- (1) 24. T or F - The gentleman walks down the sidewalk on the outside, closest to the street.
- (1) 25. T or F - Rise when you are being introduced to someone.
- (1) 26. T or F - When first seated unfold napkin & place in lap.
- (1) 27. T or F - Always pass salt & pepper together.
- (1) 28. T or F - Rolls are to be broken in bite size pieces & buttered only before eating each bite.
- (1) 29. T or F - When finished with a course, place the knife and fork together on the table away from the plate.

SONGS (10 points)

(10) 30. Fill in the missing words to the following song:

LET'S GIVE A CHEER

Let's give a cheer for FarmHouse _____

Let's give a cheer for FarmHouse _____

Let's give a cheer for its _____

Get in there _____ and yell, and yell, and yell, and yell.

"Let's give a cheer for all the _____"

"Let's give a cheer for _____ too, ya bet, yeah!"

"And when we're through, we'll win that _____ again, yes you _____.

Brothers all, HEY!

FARMHOUSE NEW MEMBER EDUCATION ----WEEK #7, QUIZ #6

OUR BROTHERHOOD

- (x) 1. Write the name, profession and FH chapter affiliation & initiation year of your current FarmHouse Association President.

FARMHOUSE MATERIAL

- (5) 2. Give 5 significant points of our chapter's history.

- (3) 3. Our Chapter was founded on _____, _____.
Month Day Year

- (x) 4. Our Chapter Bylaws

- (x) 5. Our House Rules

CHAPTER OPERATIONS

(6) 6. Describe three responsibilities of the Association President:

1. _____
2. _____
3. _____

(2) 7. List one of the responsibilities of the Athletics/Intramural Chair: _____

(2) 8. Who is the current Sports/Intramural Chair?: _____

TOPIC REVIEW

Hazing Prevention

9. What are 3 questions that should be asked to determine warning signs of hazing:

SONGS (10 points)

(10) 10. DOWN BY THE RIVERSIDE

I met my little _____ - _____ gal (way down),
Down by the Riverside (way, way, way down),
Down by the Riverside (way, way, way down).
Down by the Riverside.
I met my little _____ - _____ gal (way down),
Down by the Riverside,
Down by the Riverside.
I asked her for a little _____ (way down),
Down by the Riverside (way, way, way down),
Down by the Riverside (way, way, way down).
Down by the Riverside.
She said have _____ little man, I'm sure you'll _____.
I hardly know your name (Hardly know your name),
She said if I could have my _____.
Maybe some sweet day,
Your name and mine will be the same,
Ba, ba-da-da-da-da,
I _____ my little bright-eyed gal (way down)
Down by the Riverside (way, way, way down),
Down by the Riverside (way, way, way down).
Down by the Riverside.
I _____ my little bright-eyed gal (way down)
Down by the Riverside,
Down by the Riverside (Down by the Riverside).

FARMHOUSE NEW MEMBER EDUCATION ----WEEK #8, QUIZ #7

OUR BROTHERHOOD

(x) 1. Please list the Founding Fathers from your chapter:

FARMHOUSE MATERIAL (12 points)

(6)2. MATCH THE FOLLOWING:

_____ Chapter Programming Awards

a. Given to an **Alumnus** who made significant contributions to the members of the Fraternity.

_____ The Doane Award

b. Awarded to the Chapter with the largest number of Conclave - attending members times the distance traveled.

_____ Snyder Award

c. Given to outstanding **senior** of each chapter. Only award given to individual chapter members.

_____ Summa Cum Laude Award

d. The **highest honor** that the Fraternity can bestow upon one of its alumni members.

_____ Presidents Trophy

e. Along with the Chapter Award of Excellence leads to top chapter award & Most Improved Chapter Award.

_____ Master Builder of Men

f. Awarded to a chapter whose grade point average is 30% or above the All Men's Average on their respective campuses.

(3) 3. The _____ is presented to the overall most outstanding chapter of FarmHouse. This past year's winner of the award was the _____ Chapter.

(1) 4. The current University President is: _____

(1) 5. What is the original founding date of our university? _____

(1) 6. What is the approximate undergraduate University enrollment this year? _____

CHAPTER OPERATIONS (10 points)

(4) 7. Describe two responsibilities of the Director of Administration:

1. _____
2. _____

(2) 8. Who is the current Director of Administration?: _____

(2) 9. List one of the duties of the Historian?: _____

(2) 10. Who is the current chapter Historian? _____

TOPIC REVIEW (10 points)

Sexual Assault/Rape Prevention

(4) 11. What are the two broad categories of sexual abuse? _____ abuse and _____ abuse.

(2) 12. Define Rape _____.

(2) 13. Define Sexual Assault _____.

(2) 14. List 1 way to reduce the risk of sexual assault _____

SONGS (10 points – 2 points per line)

(10) 11. A BROTHERLY BAND

FarmHouse, FarmHouse, we will _____ thy name.

Together we'll _____ a brotherly _____

Firmly _____ throughout the land.

FarmHouse, FarmHouse, we will _____ thy name.

FARMHOUSE NEW MEMBER EDUCATION ----WEEK #9, QUIZ #8

OUR BROTHERHOOD

- (x) 1. Please list the names of each of our Association Board members (including undergraduates who serve on the Board):

FARMHOUSE MATERIAL (20 points)

- (6) 2. What were the first three FH Chapters, making FarmHouse a national fraternity in 1921?

- (4) 3. _____ is the Biennial gathering of the Fraternity in which delegates from each chapter and _____ seat delegates to conduct business of the Fraternity.

- (10) 4. List 10 FH Chapters and their locations:

| Chapter | City, State/Province |
|---------|----------------------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

CHAPTER OPERATIONS (10 points)

(4) 7. Describe two responsibilities of the Director of House Operations:

1. _____
2. _____

(2) 8. Who is the current Director of House Operations?: _____

(2) 9. List one of the duties of the Kitchen Manager?: _____

(2) 10. Who is the current chapter Kitchen Manager? _____

TOPIC REVIEW (10 points)

Diversity

(2) 11. Define discrimination: _____

(2) 12. In your own words, define diversity: _____

(6) 13. What should our chapter do to become more diverse: _____

SONGS (10 points)

(10) 14. Fill in the missing words.

A MAN WITHOUT A WOMAN

A man without a woman

Is like a _____ without a _____.

It's like a _____ without a rudder.

It's like a _____ without a tail (without a tail).

A man without a woman

Is the _____ thing I know.

But if there's one thing worse

In this _____.

It's a woman, I said a woman,

It's a woman, without a man.

Now you can roll a _____ _____ across a bar room floor.

And it rolls because it's round.

A woman doesn't know what a good man she's got

Until she turns him down, down, down.

My honey, listen. My honey, listen to me.

I want you to _____

As a silver dollar goes from _____ to hand,

So a woman goes from man to man.

At (university), ba – da – da,

A woman goes from man to man.

FARMHOUSE NEW MEMBER EDUCATION ----WEEK #10, QUIZ #9

OUR BROTHERHOOD

- (6) 1. Give the names of 6 of the last 10 Doane Award Winners from our chapter.
- (x) 2. List all Master Builder recipients associated with the chapter (a member of the chapter or alumnus who has been involved with the chapter):

FARMHOUSE MATERIAL (13 points)

- (1) 3. T or F The Coat of Arms is located in the green field of the FarmHouse flag.
- (1) 4. T or F The FarmHouse badge has the shape of a cross.
- (4) 5. FarmHouse Badge Matching
- | | |
|----------------|--|
| _____ Star | A. Signifies the lifeblood of the organization and should prompt you to a proper attitude to your brothers – give assistance, praise and offer constructive criticism. |
| _____ Crescent | B. Stands for excelsior – a star of hope, striving for the highest, ever advancing |
| _____ Pearls | C. Emblem of ever increasing growth and development. |
| _____ Rubies | D. Stands for purity in thought, word and action. |
- (1) 6. The _____ Book is the official book that new initiates enter their names and signatures into during the Ritual of Initiation and remains part of the chapter’s permanent files.
- (6) 7. Complete the blanks for “The Builder of Men Creed”
- “He best _____ lives
of other _____
Who starts from within
So that when
The Job’s all _____
The _____ will say
“A _____ _____ passed this way.”

CHAPTER OPERATIONS (10 points)

- (4) 8. Describe two responsibilities of the Director of New Member Education:
1. _____
2. _____
- (2) 9. Who is the current Director of New Member Ed?: _____
- (2) 10. List one of the duties of the Total Member Educator?: _____
- (2) 11. Who is the current chapter Total Member Educator? _____

TOPIC REVIEW

Confrontation Skills

12. List 3 helpful tips you learned about resolving conflict and effective confrontation:

SONGS (10 points)

- (10) 13. FILL IN THE MISSING WORDS:

FARMHOUSE WILL SHINE TONIGHT (Tune: Our Boys will Shine Tonight)

FarmHouse will shine tonight, FarmHouse will shine
They'll shine in _____, all down the line.
Won't they look neat tonight, _____ so fine
When the _____ and the moon comes up,
FarmHouse will shine.
When the _____ and the moon comes up,
FarmHouse will shine.

FARMHOUSE NEW MEMBER EDUCATION ----WEEK #11, FINAL NEW MEMBER EXAM

OUR BROTHERHOOD (40 points)

(x) 1. List the names, hometowns and majors of your pledge brothers:

(5) 2. Give the names & hometowns of the following actives:

- Your Big Brother -
- Our Chapter President -
- VP - Finance -
- VP - Recruitment -
- Chaplain -

(5) 3. Give the names of the following:

- Association President -
- Chapter Advisor(s) -
- FarmHouse International President -
- Exec. Director (Fraternity) -
- Last Doane Award winner -

(x) 4. Please list the names of our chapter's Founders:

FARMHOUSE MATERIAL (40 points)

(1) 5. The Objective of FarmHouse:

Building the Whole Man:

- < _____
- < Spiritually
- < Socially & Morally
- < Physically

(1) 6. The Central _____ of FarmHouse: Leadership, Scholarship, Fellowship.
(A. Qualities B. Attributes C. Objectives)

(1) 7. The organization of FarmHouse:

- As a Brotherhood
- As a Self Governing body
- As a _____

(1) 8. Our Chapter was founded on _____, _____.
Month Day Year

(3) 9. MATCHING:

___ Association

A. Agency governed by Board of Trustees that administers funds for scholarships, etc.

___ Chapter Advisory Committee

B. Made up of Chapter, Alumni, Associate & Honorary members – Main Purpose: Chapter Housing.

___ Foundation

C. Men who are selected to give guidance to the chapter.

(6) 10. MATCH THE FOLLOWING:

_____ Chapter Award of Excellence

a. Given to an **Alumnus** who made significant contributions to the members of the Fraternity.

_____ The Doane Award

b. Awarded to the Chapter with the largest number of Conclave - attending members times the distance traveled.

_____ Snyder Award

c. Given to outstanding **senior** of each chapter. Only award given to individual chapter members.

_____ Summa Cum Laude Award

d. The **highest honor** that the Fraternity can bestow upon one of its alumni members.

_____ Presidents Trophy

e. The Fraternity's minimum standards program that leads to Outstanding Chapter & Most Improved Chapter Awards (along with Programming Awards).

_____ Master Builder of Men

f. Awarded to a chapter whose grade point average is 30% or above the All Men's Average on their respective campuses.

(3) 11. Colors:

_____ - Spring

_____ - Autumn

_____ - Winter

(1) 12. Flower(s): _____

(8)13. MATCHING

- | | |
|-----------------------------------|---|
| ___ Knights Shield | A. Members conduct themselves as gentlemen |
| ___ Diagonal Band of <u>White</u> | B. Prudence & Intelligence |
| ___ Band | C. Worthiness, Innocence, Purity |
| ___ Three Gold Stars | D. Hard Labor necessary to achieve success |
| ___ Lamp of Learning, Flamed | E. Three Great Attributes-Loyalty, Helpfulness, Pride |
| ___ Sickle | F. Noble Goals |
| ___ Sheaf of Wheat | G. Protection |
| ___ Crest/Esquire's Helmet | H. Everlasting Ambitions in Scholarship |

(2) 14. F aith

- A _____
R everence
M _____
H onesty
O bedience
U nity
S ervice
E xcellence

(7) 15. MATCHING:

- | | |
|--------------|--------------|
| ___D. Howard | A. Hutchison |
| ___Earl | B. Howard |
| ___Henry | C. Rusk |
| ___Claude | D. Sherwin |
| ___Robert | E. Doane |
| ___Melvin | F. Krusekopf |
| ___Henry | G. Rusk |

(1) 16. At Sunday afternoon YMCA _____, discussed forming a club.

(5) 17. Write the words to the Object:

CHAPTER OPERATIONS (40 points)

(34) 18. List one key responsibility of each officer (2 points each):

- Chapter President _____
- Vice-President – Finance _____
- Vice President – Recruitment _____
- Director of New Member Education _____
- Director of Alumni Relations _____
- Director of Administration _____
- Director of House Operations _____
- Director of Risk Management _____
- Director of Scholarship _____
- Social & Brotherhood Chair _____
- Community Service/Philanthropy Chair _____
- Kitchen Manager _____
- Total Member Educator _____
- Chaplain _____
- Athletic/Intramurals Chair _____
- Historian _____
- Song Leader _____

(6) 19. True or False (2 points each)

- T or F The Director of House Operation serves on the Association Board.
- T or F Chapter advisors must be members of FarmHouse.
- T or F FarmHouse men initiated by another FH chapter are members of our Association and can serve on the Association Board, as long as they live in our state/province.

TOPIC REVIEW (40 points)

TIME MANAGEMENT (4)

20. Briefly explain the time management system you've created:

SCHOLARSHIP, STUDY SKILLS (4)

21. Briefly explain the note taking strategy you now use:

ALCOHOL/RISK MANAGEMENT (4)

(2) 22. T or F - Guest lists aren't necessary with a 3rd party vendor.

(2) 23. T or F - 21-year-old brothers are allowed to drink alcohol at informal summer recruitment events as long as $\frac{3}{4}$ of the chapter approves it.

PARLIAMENTARY PROCEDURE (4)

- (1) 24. Motion - a _____ to take a stand or take action on an issue.
- (1) 25. T or F - It is possible to postpone a motion indefinitely.
- (1) 26. T or F - A motion may be voted on by roll call.
- (1) 27. _____ a motion - set aside for later consideration.

ETIQUETTE/SOCIAL SKILLS (4)

- (1) 28. T or F - A handshake should be moderately firm.
- (1) 29. T or F - The gentleman walks down the sidewalk on the inside, farthest from the street.
- (1) 30. T or F - All gentlemen should rise when a lady rises or is seated at their table.
- (1) 31. T or F - The entire roll should be buttered before eating it. HAZING PREVENTION (4)

32. What are 2 questions that should be asked to determine warning signs of hazing:

SEXUAL ASSAULT/RAPE (4)

- (2) 33. Define Sexual Assault _____.
- (2) 34. List 1 way to reduce the risk of sexual assault _____

DIVERSITY (4)

- (2) 35. In your own words, define diversity: _____

- (2) 36. What should our chapter do to become more diverse: _____

CONFRONTATION (4)

37. List 2 helpful tips you learned about resolving conflict and effective confrontation:

RESUMES/INTERVIEWING (4)

- (2) 38. What is 1 key to a successful interview: _____
- (2) 39. What's 1 tip you picked up about effective resume writing: _____

SONGS (40 points)

(10) 40. Fill in the missing words to the following song:

WE ARE THE MEN OF FARMHOUSE

We are the men of FarmHouse you've _____ so much about
Mothers call in their _____ whenever we go out
Wherever we may _____, wherever we may be,
For we're the men of FarmHouse for all of you to see.

We are the _____ fraternity in all the USA
So let us _____ and drink a toast to all who hear us say
We'll always uphold our _____ the best we shall remain,
For we're the men of FarmHouse of which we're _____ to claim

We are the men of FarmHouse so sing it with a SHOUT!
We'll serenade the ladies whenever we go out,
We'll wander o'er the _____ and kiss upon the hill,
For it's an ancient _____ uphold we always will.
For it's an ancient _____ uphold we always will. FARMHOUSE!

(10) 41. Fill in the missing words to the following song:

FARMHOUSE SWEETHEART

There's a spot in my heart that I'm _____
For my _____ memories,
Where fond mem'ries shall ever be _____
With _____ of my FarmHouse _____

Sometimes when I am _____ my FarmHouse sweetheart I _____
Tender eyes seem to _____ out of the skies at me
Her _____, they seem to be _____, smiling alone for me.
She whispers of love, Oh so tender and true
My dream girl, I love just you.
My dream girl, I love just you.

(10) 42. Fill in the missing words to the following song:

LET'S GIVE A CHEER

Let's give a cheer for FarmHouse _____
Let's give a cheer for FarmHouse _____
Let's give a cheer for its _____
Get in there _____ and yell, and yell, and yell, and yell.

"Let's give a cheer for all the _____"
"Let's give a cheer for _____ too, ya bet, yeah!"
"And when we're through, we'll win that _____ again, yes you _____.
Brothers all, HEY!

(10) 43. Fill in the missing words to the following song:

_____ MAN

I wanna be a _____ man,
Hum, and a little bit more.
I wanna be a _____ man,
Hum, and a little bit more.
I want to be a _____ man,
And then I'll ask no more.

CHORUS:

For I have all that's coming to me,
An _____ and a little bit, an _____ and a little,
Hum, and a little bit more.

I wanna date a college _____,
Hum, and a little bit more.
I wanna date a _____ girl,
Hum, and a little bit more.
I wanna date a (insert sorority) girl,
Then'll ask no more.

CHORUS:

For I have all that's coming to me,
An _____ and a little bit, an _____ and a little,
Hum, and a little bit more.

V. ADDITIONAL RESOURCES

The Goal of Initiation

Remember that all education and activities of New Member Education should be leading up to and preparation for the Initiation ceremony. This ritual is to be taken seriously and done well (from memory), so that it is meaningful for the initiates and the current brothers as well. Please make arrangements for the parents of the initiates to be invited to the ritual ceremony. It is a local decision whether or not to allow younger brothers of initiates to attend.

New Member Education Program Activities

CLASS COMPOSITE: Have the new members create their own composite with full names and hometowns. The composite is designed to help brothers and new members to get to know the entire new class. It also helps build chapter unity by allowing the new members to feel more like they are part of the chapter.

Rush merely offers members the opportunity to meet, make friends, and recruit members. We know the new members interest and goals. They work. They fit. But much of this information is stored in short-term memory. Not remembering a new member's name sends an unwanted message. This activity will help actives and new members remember names and faces.

PERSONAL COAT OF ARMS: Distribute blank sheets of paper for each member. Ask each brother to draw his own personal coat of arms. It is up to his own creativity and imagination and artistic skills to come up with his personal rendition. The drawing should include symbols which represent some personal values, how the fraternity fits into his life, and significant influences in his life. An open motto should accompany his picture. Each brother should take a turn and describe his coat of arms and symbols to the entire group. A question for large group discussion would be: "What are significant things you learned about others as a result of this exercise?"

ESSAY: Have each new member write a brief essay entitled, "What I expect to get out of FarmHouse New Member Education". The essays are then gathered & kept to be read during pre-initiation period.

BOARD OF DIRECTORS: Have everyone write down the names of people who have had a positive impact on them (i.e. family friends, teachers, pastors, etc.). These are people who have had a significant part in shaping who they are. Explain there are five traits that people often have (note: not always) who are on their Board of Directors. Discuss one at a time and have the group share person/people on their Boards who have that particular trait. If the objective is for the group to gain a greater understanding of each other, then you will want for people to share as a group.

Five Common Traits of People who Sit on Your Board of Directors:

- 1) Have high expectations of you.
- 2) Have a one-to-one relationship with you.
- 3) Have trusted you.
- 4) You have a sense of responsibility to them - you don't want to let them down.
- 5) Taught you something of importance.

Note: These traits are the cornerstones of relationships people have which make impact on others.

Large Group Discussion Questions:

P&M Quiz

- What are some of the characteristics you've acquired from these individuals?
- What types of individuals are the people who sit on your Board of Directors? (i.e. parent, teacher, friend, boss...)?
- Are there any different or unusual types of people who have had an impact on you (i.e. bus driver, historical figures...)?
- Do these significant individuals have similar characteristics (i.e. more male or female, more older or younger, people who you've worked for or worked for you...)?
- Do these people know they're on your Board of Directors? This is a powerful thing to consider. They have given you a lot of time, faith in yourself. Have you recognized or thanked them?
- How many Board of Directors are you on?
- Are you establishing relationships with others to help them grow based on the five common traits?

THREE SIGNIFICANT EVENTS: The group leader should set aside time to prepare the members for this self-discovery activity. Each participant will share with the group the three most significant events in his life that shapes who he is how his values have been molded, and how he makes decisions. All participants should sit comfortably in a room where everyone can see each other. Give all the participants some "quiet time" to reflect on their experiences and past events in their lives.

One at a time each member should share his personal events. There should be no critique or questions asked of any member during each storytelling. After the member is finished, the next member should begin.

Large Group Discussion Questions:

- Why did we ask each of you to tell your personal stories?
- How did this exercise help you learn more about your brothers?
- Did each of you feel comfortable sharing with this group? Why/why not?
- Did this exercise help you to understand one another better?
- How can our chapter develop a better sense of trust and respect?
- What do you appreciate most about our brotherhood?

OUR FRATERNITY'S LITTLE INSTRUCTION BOOK: The publication, *Life's Little Instruction Book*, was written from a father's point of view. H. Jackson Brown collected his thoughts, suggestions, and reminders on how to live a happy and rewarding life. Brown neatly typed all of his notes and presented them to his son on the day his son embarked on his journey through college.

Instruct your chapter members to each write down one suggestion on how to have a good fraternity experience and how to make the most of one's college years. Remind members to write their names next to their suggestion. Gather these quotations and compile them into one fraternity book to be presented to all of the fraternity's Little Brothers. This book could become a meaningful fraternity tradition with some quality quotes and significant "pearls of wisdom."

HIGH-MEDIUM-LOW RISK CARDS

Take the following questions and write each question down on a 3x5 index card. Separate cards in high, medium, low risk categories. Have all cards for the group, put in their three respective piles. Each individual takes a turn and selects one card from any level of risk at which he is willing to share. He then reads the question or statement on the card and answers it in front of the group. Have each member of the group continue until all have shared.

Low Risk

- Name a place from which you see a spectacular display of nature.
- What's the name of the place where you spent the three happiest days of your life?
- Where do you most often go when you want to be alone?
- Tell when you had some type of adventure that was out of the ordinary.
- Name the group where you felt happiest, most integrated, most accepted.
- What activities do you do well?
- Where do you feel most at home?
- What is the greatest success in your life?
- What media events have influenced you?
- Who is your best friend?
- What is your favorite food?
- How do you relax?
- What is your favorite book?
- Who is your favorite author?
- Who is your favorite singer?
- What is your favorite musical group?
- What is your favorite childhood memory?
- What is your greatest pet peeve?

Medium Risk

- Who is someone, whether living or dead, fictitious or real, met or unmet, that you really respect or admire?
- Tell a time when you felt you made a very important decision?
- Who are the three most influential people in your life?
- What are three words you would most like said about you?
- What are five values you hold highest?
- What are your political party beliefs?
- Who are important political figures to you?
- Who are teachers/counselors coaches that had a significant influence on your life in your grade school years?
- What is your favorite quote/inspirational message?
- What is your greatest success?
- What skill do you wish you had?
- What is your most significant volunteer experience?
- Who is the individual who convinced you to join the fraternity?
- How did you choose your career path?
- What is one thing you do really well?
- If you were by a river and saw a child fall in what would you do?

High Risk

- Who is the person in your life, who brings you happiness or joy, makes you smile, almost every time you see him/her?
- Name the first person with whom you ever fell in love.
- Name three women (outside of your immediate family) that you love (use your own definition of love).
- Name three men (outside of your immediate family) that you love (use your own definition of love).
- Tell about your experience in confronting someone on inappropriate behavior or language.
- What would you do if you had one year left to live?
- During what year did you experience the greatest amount of personal growth; that is, what year was most significant in terms of your development?
- What is the most challenging thing you've had to do?
- If you could do anything differently in the fraternity what would you do?
- Who do you love in the chapter?
- If you knew a brother was blatantly cheating in class what would you do?
- What is your greatest fear?
- For what contributions to the chapter would you like to be remembered?
- What is your most embarrassing moment?
- How would you like most to be remembered?
- What makes you most frustrated about the fraternity?
- What is your greatest regret?
- Name one time you experienced a great deal of peer pressure?
- If you could do anything over again, how would you do it differently?
- How have you boosted someone's self-esteem?
- If you feel a brother is developing a serious drinking problem, how do you help him?

Pre-Initiation Period

The time before initiation may be reserved for special activities used to build bonds of brotherhood and chapter unity. Pre-Initiation, or “Builder of Men” week, in combination with the Ritual should be the most cherished series of activities your chapter does all year long. It is a local decision on how ceremonial the events are executed. However, at no time should hazing be allowed. This should be a meaningful time, not a time of discomfort and ridicule to build so called **class** unity.

- Review the Ritual with the active chapter beforehand. Rehearse if necessary.
- Allow plenty of time for studying, individual and/or group.
- Most Pre-Initiation events should be designed for participation by all new members and actives.
- Too long of a period and everyone burns out
- No more than 3 or 4 highly dramatic events throughout the week is needed.

Pre-Initiation Activities/Ideas

THE FRATERNITY BRICK: At one of the first meetings, the new member class is shown a painted brick. The Chapter President or Director of New Member Education tells everyone that throughout the new member education period, they should be looking for this particular brick. It could be anywhere on campus, in the fraternity house, in the student center, etc. The brick will be at eye level and it can't be missed. Throughout the new member education period the brothers should casually ask if the new members have found the brick yet (don't hound them, for in reality, the brick is never physically hidden anywhere).

During one evening of pre-initiation week, the officers of the fraternity assemble the new member class and ask again if they've found the fraternity brick. The answer will be "no". The new members should be instructed to go into a room (preferably a basement room if available) where 4-5 full length mirrors are placed on one wall. The lights should be dimmed or the room should be lit with candles. The new members should be instructed to stand as a group facing the mirrors, thereby facing themselves. Chapter officers and initiates stand on the sides and in the back of the new member class. President (or New Member Educator), with the brick in his hand says:

"Since the group was unable to find the brick I wanted to bring the brick to you. The reason why you couldn't find it physically is because it was never really hidden. The brick is really a symbol of our brotherhood.

"I told you that it is at eye level. When you speak with your brothers you will always look him straight in the eye. You may not always see things eye to eye but you should be man enough to confront each other and air things out face to face.

"I also told you the brick could be found anywhere. Brotherhood is not confined to the walls of the fraternity house. The house is merely a building. A fraternity is built on friendships and our common purposes of: Building men Intellectually, Spiritually, Socially/Morally, Physically.

"This brick is also a symbol of our fraternity unity. The brick is made of mortar, stone, and water. And, like the brick, we are a fraternity of brothers with unique backgrounds, values, and experiences.

"As you gaze into the mirrors you can see that the new member class is not a single unit. You are part of a greater whole. You will always have initiated brothers and alumni at your sides for support."

The president continues with:

"Each of you has helped to build the fraternity in his own way. This brick will also symbolize the foundation you will help establish for future members of the fraternity. What will you contribute to this fraternity?"

Each brother and new member then passes the brick and tells:

- 1) Contributions he, as an individual, can make to the fraternity.
- 2) What the fraternity means to him
- 3) Whatever is on his mind

The brick is then ceremonially placed in the room as part of the wall or floor (or adapt to your particular chapter situation).

REVERSE CANDLE PASS: The traditional candle pass involves the passing of a candle and each member speaking his mind. With a Reverse Candle Pass, the person that holds the candle does not speak. When a brother gets the candle 11-12 others tell him how much they value his membership in the fraternity or what they appreciate most about him. Allow each individual to share for 2-3 minutes. When all have spoken to the member holding the candle he passes it to the next participant. Continue until all members have been "appreciated." Because of the time involved, you may want to limit this to the new members.

THE STAR & CRESCENT: In the middle of a clear starry night the new members are taken by the entire chapter to an open area. While gazing at the sky, an excerpt from the Ritual is explained - the Star and the Crescent.

"The STAR stands for excelsior - a striving for those things that are highest and noblest, in an effort to be ever advancing. It should be a star of hope - a guiding star to the wearer."
(Repeat for clarification; this is the 1st time the new members have ever heard this.)

The facilitator goes on to generate discussion from the new members and asks about:
What are the high & noble standards of FarmHouse?
How can you help to maintain and build on these standards & principles?
How are you planning to help our Fraternity be "ever advancing"/improving?

The activity then continues with the reading:

"The CRESCENT is an emblem of continued and ever-increasing growth and development. Its color, black, signifies fidelity to the principles of this Fraternity."
(Repeat for clarification too.)

Facilitator: then asks

"Personal growth & development are important for each of our members." How do you plan to maintain personal growth/development? How can we as your brothers help you in this?"

"We expect from each other fidelity (faithfulness) to the principles of the Fraternity: Is it your intent to be faithful even beyond your college years?"

"The Bond": Gather initiated members and new members into a large circle. Each person should be holding an unlit candle, with a lighted candle in the middle of the circle providing the only illumination. A man will walk around the circle and randomly tap a brother on the shoulders. Once tapped, the man will walk to the middle of the circle, take the lit candle and walk up to the man of his choice, light his candle and tell him why he is glad to have him as part of the chapter. Alternately, he may remind the man of some special experience they have shared together (playing basketball, talking until 4:00 am, whatever). Once finished, he will return the lit candle to the circle's center (he still has his unlit candle). The process will continue until all members have had a chance to speak and to be spoken to. Only one set will occur at a time and once a man's candle has been lit, future speakers will not address him. In this event the men will have to think of something positive to say about almost everyone since it is likely that his first few choices will be taken.

PASS THE CANDLE: With initiated members and new members intermixed in a circle, a lighted candle is passed from one man to the next. As the candle reaches each, he is free to offer his thoughts or to answer brotherhood type questions which might be asked. "What does fraternity or brotherhood mean to you?" "What about FarmHouse makes you most proud?" "Define brotherhood." "Why did you pledge with FarmHouse" (both new members and members should be asked) "How has the fraternity affected you up to this point?" Just before each man passes the candle, he should say, "Proud to be a part of FarmHouse." Singing an appropriate song is a great way to end the session. An alternate way to hold a pass the candle session is to put the senior class in a line with the new members facing them. The seniors pass the candle after completing the following: "If I were in your shoes, I would..."

LESSON OF THE STRING: A new member holds the end of a ball of string and tells his fellow new members what he will do for FarmHouse. Then, he throws the ball to someone else, still holding his end. This person, too, tells what he will do as a member. Then, holding the string taut, he throws the ball to someone else. The procedure is repeated until the result is a maze of interrelated string. An initiated member should then make a point that the future of the chapter and the Fraternity is in their hands - each man must hold up his end to ensure success. He should then drop his end and instruct the men on either side of him to do the same. The causes the web to sag significantly - symbolizing what happens when just a few fail to do their share.

PIN & FLAG: The room should be dimly lit by candles. All new and initiated members hold onto the edges of the flag with a fraternity badge in the center. The flag should be held strong and taut (representing a strong chapter). The facilitator should share the analogy of a flag and chapter. The facilitator states some of the problems and challenges that the fraternity is facing. For example:

- Have you missed a chapter meeting?
- Have you skipped class?
- Do you maintain your room?
- Have you damaged the house?
- Have you pushed the leadership to break the rules?
- Have you missed a bill payment?
- Have you missed a rush event?
- Have you missed a philanthropic events?

If a member can relate to the statement he must let go of the flag. The facilitator should discuss how each area hurts the chapter after each statement. (For example; Have you missed a rush event? If all members do not attend rush events the prospective members will think that not everyone cares about the future of their chapter. A successful rush is obtained by a committed and organized chapter, not just a committed and organized rush committee.)

With each statement members will let go and the flag will develop ripples and sag. The facilitator should discuss the value of each and every member of the chapter and how each person has to contribute to his full ability to make the chapter strong. Each member should share how he is going to keep the fraternity going strong.

WHAT ARE WE LOOKING FOR IN A BROTHER: Distribute paper and writing utensils. As a large group, members should brainstorm a list of 10 qualities they want in a friend. The facilitator writes the 10 qualities down on the newsprint so the entire chapter can see the list. This should take about 10 minutes. The members should then list those 10 qualities on their own paper in their own order of importance, the most important (number 1) to the least important (number 10). The group should then share their lists with each other in small groups of 8-12. After the small groups discuss their own priority list re-group as a chapter and use the following questions to lead a discussion:

- Why did you order the qualities as you did?
- Are these the same qualities we keep in mind during rush? Is that sometimes forgotten?
- What do you have to offer your friends?
- What does the chapter have to offer prospective members?
- Are we good to our members? Do we take our friendships for granted?
- How do we keep friendship in our minds at all times, not just during rush?

WHERE WILL WE BE?: Have the members of your chapter get in a relaxed position, close their eyes and envision what their organization/chapter house will look like 10 years from now. The facilitator can prompt responses by injecting the following questions:

- What physical changes do you "see" (envision)?
- What types of members do you "see"?
- What programs are being sponsored?
- Are there any activities or programs missing?

After 5 minutes of this introspection time ask members to share what they "saw" and record them on the newsprint paper. After these observations are recorded, ask the group what implications they may have on what we are doing today. This is a good exercise to do before a chapter retreat or goal setting session.

CLASS MEMORABILIA PROJECT: New members should make some memorabilia to remind them of their class. Examples include a class plaque, a drawing of the class, picture of all new members, class paddle, etc. Making class memorabilia should be one of the few pre-initiation activities new members participate in without initiated members.

MISCELLANEOUS ACTIVITIES:

- **Reading** of each pledge's essay, "What do I expect to get out of the FarmHouse New Member Education Program"
- **Founding Alumnus** come and talk about the early days of the chapter. (This talk should be videotaped so that it can be used later if chapter founder is unavailable.)
- **Serenade** as new members or whole chapter.
- Consider making **meals** different/unique during Pre-Initiation week. One idea is for seniors and new members prepare together.
- Keep a **candle lit** throughout the week to symbolize never ending brotherhood in FarmHouse.
- **Big Brother Walk:** A Big Brother and his little brother take a half hour walk around campus. During the walk, they discuss the ideals of the fraternity and how the ideals affect each of them.
- Sunday morning **church** together

General Comments

- The ultimate goal is for the new members to learn and know about the Fraternity. Quizzes should be comprehensive, but not difficult. The new members should spend the majority of their study time on their classes; therefore strive to make their new member learning a fun experience, requiring only a small amount of study time to retain the material. Use creative learning techniques.
- Feel free to give partial credit on quizzes at your discretion.
- Guest speakers are effective for education topics such as study skills/time management, rush, alcohol awareness, etc.
- The new member education program is designed to be anywhere from 6-12 weeks long. If 2 quizzes per week are given, all the material can be covered in 6 weeks. Tailor it to your chapter's needs.
- Focus on a "Positive Program". Hazing has no place in FarmHouse. Do not allow it nor encourage it. If you feel it necessary, a little mystery and ceremony are effective tools for behavior modification, and they can help to make new member education memorable.
- Fraternity singing is a great way to build and display unity. Encourage the new members (and the entire membership) to sing FarmHouse songs often.
- Regard your position as a counselor and friend, versus trainer or master. Use this time to make a difference in the lives of these young men!

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