Phi Delta Epsilon

Chapter Leadership Guide

Facta non Verba

This guide is property of Phi Delta Epsilon Medical Fraternity, Inc.

INTRODUCTION

Congratulations on becoming a chapter officer!

This Chapter Leadership Guide was designed to help our officers succeed in all aspects of Phi Delta Epsilon so that our members can understand the full Fraternity experience.

You will find resources, policies and procedures in this manual. It is your responsibility as a chapter officer to become familiar with all documents.

Table of Contents

*Available on our members-only resource page
Please note that rituals are not included in this guide and are available directly through the International Executive Office.

Frequently Asked Questions

When does my chapter hold elections?

Chapters host elections, depending on when they were colonized and approval of the Executive Office, either November or February. **Chapters may NOT change timelines without approval.** Once new officers have been elected, it is your responsibility to complete an officer form so we have all of your officers' contact information. *Note that beginning in fall 2017, ALL chapters will move to November elections. Hosting elections in November will be mandatory.

What is Registration?

To be officially recognized by Phi Delta Epsilon International Medical Fraternity, each chapter must complete the registration packet and mail or fax it to the Executive Office by September 15th. Registration consists of forms and roster information submitted online via excel. Once the Executive Office received your packet, an invoice for returning members will be sent to your chapter. Dues for **returning** chapter members only are due no later than October 15th. Any students not paying dues by this date will not be recognized by the Fraternity and are considered expelled. Dues for new chapter members are due within five days of bid day.

What are dues?

All returning members, regardless of which semester or term they joined your chapter, pay $50 returning dues in the fall of each year. This $50 is for your chapter liability insurance. Your chapter should collect individual checks or money orders and send ONE check or money order in USD to Executive HQs. Please **do not send individual checks.**

New member dues are collected within five days of Bid Day. New members pay $125 for their first year of membership no matter what month they join (medical student new members pay $100). This ensures that your new members will have their materials at the beginning of their education process and that they are covered under the chapter liability insurance policy. **THIS IS NOT OPTIONAL.**

New member dues include the following:
PhiDE's student planner or MD Pocket
Chapter liability insurance
Silver lapel pin
Gold membership badge
Certificate and other membership materials
Fraternity resources & discounts

*Please note that initiated members who leave campus for approved study abroad are still required to pay international dues, but do not pay local dues. Other approved circumstances may also include, but are not limited to, military leave and long term health emergency.

How do we report new members to the Executive Office?

When members join your chapter, you need to send an excel list via email to phide@phide.org with the following information: First name, last name, permanent address, city, state/province, postal code, cell phone number, email address, birth date, year in school, expected date of graduation, t-shirt size and date of upcoming initiation. You can request an excel template via email from the CEO. This needs to be completed in the spring semester for new members only and is separate from fall registration.

When should we host recruitment?

Each chapter must host recruitment at the beginning of fall term. Premedical chapters must recruit and educate a new member class at least twice each academic year and medical chapters may host 365 recruitment.

Does PhiDE have a new member education plan?

PhiDE has continuing education and resources for all of our members. New members may have separate meetings but should be invited to attend regular chapter meetings. In the Member Education tab in this Guide, you will find the new member lesson plans. Please ensure you program medical educational events, lecturers and life skill lessons for your active members as well. Education lessons, programs and guest speakers should be a part of each meeting. This will help in ensuring over-programming does not occur.

What is the Phi Delta Epsilon Insurance Policy?

Phi Delta Epsilon, via the Executive Office, secures the following insurance coverages:
1) General Liability 2) Hired & Non-Owned Auto Liability
The International Fraternity and Foundation, and only while they are acting on behalf of Phi Delta Epsilon and provided they are following Phi Delta Epsilon's policies the coverage also extends protection to Chapters, Colonies, Volunteers, and Employees that are in good standing.
For more information, please visit the Risk Management section in this manual.

What is risk management?

Risk management involves assessing and quantifying risks, then taking measures to control or reduce them. The Fraternity has policies to help us lower our risks. Some of these policies include:

1) Chapter funds may NOT be used to purchase alcohol.
2) Chapters may not charge one fee for an event like formal and have alcohol included in the fee.
3) All events where there is a licensed third-party-vendor must be cash bar only.

What are chapter minimum expectations?

Each chapter is expected to complete these ten goals by the end of the academic year:

1) Two community service events at the local Children's Miracle Network Hospital.
2) Minimum of $1,000 raised per chapter for CMNH.
3) Officer transition will be held successfully.
4) Using our name properly (PhiDE or Phi Delta Epsilon)
5) Accountability "Act As If" and hold your members to our values.
6) Use the resources provided by our International Fraternity.
7) Educate your chapter and follow all policies regarding risk management and reduction.
8) Send delegate(s) annually to the International Convention/Regional Leadership Conferences.
9) Communicate with the Executive Office via the CEO at least monthly.
10) Recruit, educate and initiate your new member class(es) each academic year.

Where do I send funds for Children's Miracle Network Hospitals (CMNH)?

1) Each chapter is expected to fundraise at least $1,000 for their local children's hospital AND provide at least two service events during the academic year.
2) You can find which CMN Hospital is closest to you by visiting www.cmnhospitals.org. Please contact them for free resources and any information you need.

3) Create a deposit form with the header Phi Delta Epsilon and your university/college's name, that lists your chapter name, your hospital's name, the amount of your check, the check number, and your name and contact information. If you have more than one check be sure to list each check separately.
4) After each event, send the funds raised to CMNH and also email the CEO at phide@phide.org with a report on how much you raised for the philanthropy.
5) If you chose to raise funds for CMNH, any funds you raise should be earmarked PhiDE, have the zip code of your chapter on the check and sent to the National CMNH office. They will ensure 100% reaches your local hospital.

You can send all funds to:
Children's Miracle Network Hospitals
Attn: Greek Partners
205 West 700 South
Salt Lake City, UT 84101

Is Phi Delta Epsilon Tax Exempt?

Our Fraternity is a non-for profit organization and has a 501c7 tax ID. Donations to the Fraternity are not tax-deductible. Please ensure that when your chapter fundraises for PhiDE that you let contributors know we are 501c7 and NOT 501c3. (CMN Hospitals **is** 501c3 and donations made to this philanthropy are tax-deductible.)

CHAPTER LEADERSHIP GUIDE

GOVERNING DOCUMENTS

Phi Delta Epsilon
International Medical Fraternity
Constitution
Last updated July 25, 2015

ARTICLE I: NAME – The name of this organization shall be the Phi Delta Epsilon International Medical Fraternity, Inc, a not for profit fraternal, philanthropic, and educational organization incorporated under the laws of the State of Florida. This organization may also be known as Phi Delta Epsilon International Medical Fraternity or PhiDE.

ARTICLE II: PURPOSE

A) Mission Statement

"Phi Delta Epsilon International Medical Fraternity creates physicians of integrity with a life-long commitment to our guiding principles of philanthropy, deity, and education through fellowship, service, mentoring, and formal training in leadership, science, and ethics."

B) Vision Statement

Phi Delta Epsilon International Medical Fraternity was founded to support the guiding principles of philanthropy, deity, and education. We accomplish this through:

1. Fellowship, mentoring, and leadership development
2. Scientific education
3. Teaching and practicing ethics in medicine, medical research, and medical teaching
4. Nonprofit community service

As the only International Professional Medical Fraternity, PhiDE brings these values and teachings to premedical students, medical students, and physicians around the world.

C) Motto: “Facta Non Verba…Deeds Not Words”

D) Language: The business of the Fraternity shall be conducted in English.

E) Flower: Scarlet red carnation in honor of our Alpha chapter at Cornell University. The Scarlet red carnation symbolizes loyalty and survival.

F) The Executive Board may adopt bylaws, rules, policies and regulations as deemed appropriate to conduct the business of the Fraternity.

ARTICLE III: MEMBERSHIP

A) Non-Discrimination

Membership shall not be discriminated against because of race, color, gender, age, handicap, religious preference, sexual orientation, ethnic or national origin.

B) Eligibility

1. *Premedical Student:* Post-secondary students presently enrolled in a course of study that leads to qualification for admission (or post-secondary graduates who are actively involved in the application process) to a medical or osteopathic college that is accredited by the Liaison Committee on Medical Education (LCME), the American Osteopathic Association, or their equivalent. Premedical students must be affiliated with a chapter or colony.

2. *Medical Student:* A student presently enrolled in a medical or osteopathic college that is accredited by the Liaison Committee on Medical Education (LCME), the American Osteopathic Association, or their equivalent.

3. *Graduate Physician:* A physician duly licensed to practice medicine in their country of residence or having retired as a duly licensed physician and approved by the Executive Board. This includes physicians in post graduate training.

C) Active Members

Active Members are those members who have been duly initiated and are current in all financial obligations to the Fraternity.

D) Affiliates

Members may organize into chartered local groups as affiliates of the International Fraternity. These affiliated chapters and clubs are subject to the Constitution, Bylaws, Policies and Procedures of the Fraternity.

ARTICLE IV: OFFICERS –

The officers of the Fraternity shall be a President and Immediate Past President.

ARTICLE V: THE EXECUTIVE BOARD –

The Executive Board shall be comprised of the Fraternity Officers, a Premedical Student Representative, a Medical Student Representative and 6-8 Members at Large. Members at Large and student representatives shall be nominated by the President and approved by the Executive Board. The President shall be nominated by a committee of Past Presidents and approved by the Executive Board one meeting prior to the biannual International Meeting. The PhiDE Foundation President, the PhiDE Foundation Treasurer, and the CEO of the Fraternity shall be ex-officio members of the Executive Board.

ARTICLE VI: MEETINGS – The Fraternity shall meet at least annually.

ARTICLE VII: AMENDMENTS -- Any proposed amendment to this Constitution shall be printed, shall state the Article, Section, and Subsection to be changed, and shall be submitted to the CEO. The CEO shall present the proposed amendment at the next scheduled Executive Board Meeting with an explanation of any financial impact. If the proposed amendment receives three-quarters (3/4) majority vote, it shall come into effect at the close of the Meeting.

ARTICLE VIII: DISSOLUTION – The Fraternity shall use its funds only to accomplish the objectives and purposes as set forth in the Constitution and Bylaws. No part of such funds shall inure or be distributed to the members. On dissolution of the Fraternity, any funds remaining shall be distributed to one or more regularly organized and qualified educational or charitable organizations to be selected by the Executive Board of the Fraternity.

Phi Delta Epsilon
International Medical Fraternity
Bylaws
Last Updated July 25, 2015

Title I: International Organization

Article I: Membership

Section 1. Classification of Members

Active Membership – Active members are those who have been duly initiated and are current in all financial obligations to the Fraternity. Active members can be premedical student, medical student, or graduate members.

Alumni- Alumni members are those members who joined a premedical chapter and graduated from college but did not attend medical school.

Inactive- All previous medical school initiates who do not meet the requirements of active membership are inactive members and are ineligible to hold office or receive benefits of membership.

Section 2. Resignation/ Suspension/ Expulsion

a. Any member of the Fraternity may voluntarily withdraw from the Fraternity in writing to the Executive Board of the Fraternity. Their membership shall be classified as resigned.

b. Any premedical member not continuing membership in Phi Delta Epsilon throughout his/her undergraduate career is considered expelled from the Fraternity.

c. The Fraternity may, by two-thirds vote at any meeting, after a hearing, suspend any member or affiliate until the next meeting for violations of any provisions of the Constitution and Bylaws of this Fraternity.

d. The Fraternity may, by three-fourths vote at any meeting, expel any member for willful or negligent violations of any provisions of the Constitution and Bylaws of this Fraternity. Before a member may be expelled from membership in this Fraternity, the Executive Board shall send to the said member due notice thereof, in writing. This said notice shall contain a statement of the alleged violations and the advice that the member is on suspension pending official action after a hearing thereon at the next scheduled meeting of the Fraternity.

Article II: Officers and Directors

The Officers of the Fraternity shall be a President and Immediate Past President. The Executive Board shall be comprised of the Fraternity Officers, a Premedical Student Representative, a Medical Student Representative and 6-8 Members at Large. Members at Large and Student Representatives shall be nominated by the President and approved by the Executive Board. The President shall be nominated by a committee of Past Presidents and approved by the Executive Board one meeting prior to the biannual International Meeting. The PhiDE Foundation President, the PhiDE Foundation Treasurer, and the CEO of the Fraternity shall be ex-officio members of the Executive Board.

The Executive Board will hold meetings for the conduct of Fraternity business. In the interim between meetings, business coming before the Executive Board may be conducted via regular mail, facsimile, electronic mail, telephone, or any other method accepted by a simple majority of the Board. Each elected member of the Executive Board shall be entitled to one vote.

Should the office of President become vacant, the Immediate Past President shall take the responsibilities of Presidency, to serve for the unexpired term until which time new elections can take place. The President may serve two consecutive terms for a total of four years in office.

Article III. Description of Officers and Duties

Section I. Officers

a. **The President** shall:
    a. Preside at the Fraternity Business Meetings as the Chair of the Executive Board
    b. Coordinate and supervise the activities of the Executive Office with the CEO
    c. Serve as an ex-officio member on all committees
    d. Serve as the official representative of the Fraternity
    e. Appoint board members
    f. Approve honorary and individual membership

b. **The Immediate Past President** shall:
    a. Oversee the publications of the Fraternity
    b. Perform the duties of the President in his/her absence

Section II. The Chief Executive Officer is selected and hired by the Executive Board and shall:

a. Manage and oversee the business of the Fraternity in coordination with the President
b. Serve as an ex-officio member of the Executive Board
c. Approve all Fraternity publications
d. Enter into contracts on behalf of the Fraternity with the approval of the Executive Board
e. Review all Fraternity receipts and deposits
f. Collect and disburse all Fraternity funds and prepare the budget for presentation
g. Need not be a member of the Fraternity

Article IV. Election and Term of Office

All officers shall be elected by a majority vote of the Executive Board. Elections may be conducted via electronic or mail-in ballot. The term of office shall be two years. All officers will assume the duties of the office at the close of the Annual Spring Business Meeting or July 1, whichever is earlier, of the appropriate year.

Article V. Qualifications for Office

All officers shall be active members, with a minimum of five years of membership, in Phi Delta Epsilon Medical Fraternity. Student Representatives shall be active within their chapter for at least one term.

Article VI: Executive Administration

The CEO may hire personnel or consultants to conduct the business of the Fraternity with approval of the Executive Board. Any expense exceeding $1000 requires approval from both the CEO and President.

Article VII: Meetings

The Fraternity shall meet at least annually, unless the Executive Board deems it unwise. The time, length of meeting, and place shall be determined by the Executive Board.

Article VIII: Government

Section 1. Governing Body
The Executive Board shall be the governing body of the Fraternity.

Section 2. Quorum
A quorum shall consist of a majority of the members present and in good standing.

Article IX: Finances

Section 1. Organizational Member Dues

Annual dues, payable to the Fraternity, shall be determined on an annual basis by the Executive Board.

Section 2. Fiscal Year

The fiscal year shall be from January 1 through December 31, inclusive.

Section 3. Delinquency

Student initiates may join the Fraternity twice a year (fall semester and spring semester). All Members/Chapters shall become delinquent if dues have not been paid within 30 days of the dues deadlines as determined by the CEO.

Article XI: Disbursements

Section 1. Banking

The Executive Board is authorized to designate a depository bank or banks for the funds of the Fraternity, shall determine the manner of withdrawals therefrom, and the officer or officers required to sign checks and to write drafts thereon.

Section 2. Reporting

The CEO shall present a full report to the Fraternity at the Spring Business Meeting, and to the Executive Board as requested, of the revenues, disbursements, assets, liabilities, and equity of the Fraternity.

Article XII: Parliamentary Procedure

Robert's Rules of Order, latest revision, shall be the parliamentary authority with respect to all procedures not specifically provided for in the Constitution and Bylaws of the Fraternity.

Article XIII: Amendments

The Bylaws may be amended at any Executive Board meetings by a two-thirds vote of the members present, provided that notice and content of proposed amendment(s) be submitted to the CEO and distributed to members at least thirty (30) days prior to the meeting, at which such amendment(s) is (are) to be considered. Between meetings, proposed amendments may be sent to each Executive Board member, specifying the vote to be returned to the CEO within *ten (10)* days. A favorable vote on three-fourths of the ballots returned by members shall be necessary for any amendments submitted between meetings; results will be reported.

Title II: Premedical/Collegiate Chapters

Article I: Expansion

Section 1. Expansion Opportunities. The Executive Board may grant a charter to any group of post-secondary students at a Fraternity approved college/university currently enrolled in a course of study that leads to qualification for admission (or post-secondary graduates who are actively involved in the application process) to a medical or osteopathic college that is accredited by the American Medical Association, the American Osteopathic Association, or their equivalent. Any colony must abide by the policies and procedures in the current Colonization Manual.

Section 2. Chapter Name. Each colony shall be named by their location (state or province) and Greek letter designating the order in which they were founded in their location.

Section 3. Removal of a Collegiate Colony. The Executive Board shall have the power, by two-thirds vote, to remove a collegiate colony for reasons deemed appropriate. A notice shall be sent by either hand delivery or certified mail, return receipt requested, to the colony in care of the colony president. The collegiate colony shall have the right to appeal the appropriateness of the decision within 15 days of its receipt of the letter of removal. If no appeal is made, the decision shall stand as rendered.

Section 4. Installation of a Collegiate Chapter. When the colony has completed the guidelines set forth by the CEO, a charter shall be issued to the colony and it shall be installed as a collegiate member of Phi Delta Epsilon. The International President, or deputy appointed by the International President, shall install collegiate chapters.

Section 5. Alumni Members. Persons who are pledged to collegiate chapters and do not continue to medical school or graduate member status may be Alumni. Alumni may petition the Executive office to remain active internationally for one year after their graduation if taking a year off before medical school. Any students active as alumni may not participate in chapter activities or events, formal or informal.

Article II. Collegiate Chapter Membership

The members of a collegiate chapter shall be the duly initiated members of that chapter who are enrolled as full-time degree seeking students at the college or university where the chapter is located. Members should maintain a GPA of 3.0 or higher.

Article III. New Member Selection and Initiation of Premedical Chapter Members

Section 1. New Member Qualifications

A. To join Phi Delta Epsilon on the premedical level, collegians must be presently enrolled as full-time post-secondary students in a course of study that leads to qualification for admission to a medical or osteopathic college that is accredited by the Liaison Committee on Medical Education **(**LCME**)**, the American Osteopathic Association, or their equivalent. Premedical students must be affiliated with a chapter or colony at their institution.
B. The minimum cumulative GPA to be considered for membership is a 3.0.
C. Potential new members are required to attend at least two events to be considered for membership.
D. Collegians should embody the international values standard for membership listed below:
    a. Integrity: Embody our Motto: Facta-Non-Verba.
    b. Passionate: Be Committed to a Medical Career as an MD/DO.
    c. Talented: Bring something unique and diverse to the Fraternity.
    d. Dedicated: Be committed to being involved fully in all aspects of the Fraternity.
    e. Leader: Show leadership potential and the willingness to serve.

Section 2. Chapter Involvement

A. Officer participation and attendance is essential and mandatory for all events except in the case of academic requirement or emergency.
B. Committee Chairs must attend all events except in the case of academic requirement or emergency.
C. The Recruitment committee is expected to participate in every aspect of planning and implementation in addition to attending all events.
D. Members are required to attend at least 1/2 of all recruitment events.

Section 3. Recruitment Events

A. All recruitment activities are alcohol-free as per our Risk Management Policy.
B. Chapters are required to host a minimum of three recruitment events including an Information session (not a chapter meeting), social event with member interaction and an invitation-only event.
C. Chapters are required to have on-line applications for membership. Any potential new member may complete an application. This does not promise an interview or membership. Application deadlines will occur before the invitation-only event.
D. Chapters must hold interviews.
    a. Potential New Members who meet the minimum requirement are not guaranteed an interview but those who meet the target standard will be considered.
    b. Only those potential new members invited to the invitational event may be granted an interview. Additional interviews can be added by consensus of all five officers.
    c. One officer is required to be present at each interview. No less than two members may be present at each interview and no more than three members may be present, only one potential new member may attend each interview. Preferred interviewers are one officer, one chair and one active member who attended all events.

Section 4. New Member Selection.

A. Applications will be available electronically to potential new members by the date of the first recruitment event of the academic term. They will be due to the Vice President of Recruitment electronically at least a day before the invitational event.
B. Before the invitation-only event, the chapter will host a selection session where every member in good standing is given a paper ballot with each PNM name listed. Only members in good standing and advisors of that chapter may attend this meeting. Through silent and private voting, members may give PNMs a numerical score 1-2-3-4 (one being best and 4 being lowest score) that corresponds with the chapter rubric. All PNMs must be given a score by each member. Additional feedback is accepted via paper submission to the Vice President of Recruitment only.
C. The Vice President of Recruitment and Recruitment Chair will use these scores to decide what PNMs may attend the invitation-only event. It is suggested that strong consideration be given to the PNMs with the top 50% of scores. Scores will be kept confidential.
D. After the invitational event, the executive board and recruitment chair will organize the interview schedule.
E. After all interviews have occurred, the chapter executive board will privately review all candidates for membership. The executive board will have the final vote on each bid with a 3/5 vote being majority. The Vice President of Recruitment shall vote last in all decisions in case a tie-breaker is needed. These votes will be confidential and fully supported by the entire board when presented to the chapter. (Chapter executive board consists of five elected officers.)

Section 5. Legacies

A. A legacy is the son, daughter, sister, or brother of a Phi Delta Epsilon member.
B. When a chapter is made aware or is aware of a verified (by the chapter executive board contacting the Executive Office) legacy participating in the recruitment process, the legacy must be accorded special consideration as a courtesy to the frater. Special consideration is defined as being invited to an interview. If the chapter makes the determination not to consider the legacy for membership, that decision must be approved by the chapter President.

Section 6. Affiliation Policy
A member in good standing who transfers from one undergraduate institution and premedical chapter to another undergraduate institution that hosts a Phi Delta Epsilon premedical chapter may affiliate with that chapter once membership status is verified (by the chapter executive board contacting the Executive Office.)

Section 7. New Member Education.

A. New members should be taught relevant information regarding PhiDE, its Founders, and purpose.
B. Each chapter shall present their new member education program to the Executive Office for review and approval each fall.
C. No members or prospective members can be hazed.
D. All members will sign an approved membership contract with expectations upon joining the Fraternity and every year after.

Section 8. Initiation. A member shall be initiated at the time and place set by the chapter provided all of the Fraternity requirements for initiation have been fulfilled. All new members will be initiated in the same term in which they are inducted.

Article IV. Collegiate Chapter Meetings

Section I. Regular Meetings. Collegiate chapters shall hold meetings at least once a month to discuss medical-related activities and chapter operations.

Section II. Order. Robert's Rules of Order, or Parliamentary Procedure, shall be used.

Article V. Elections and Duties of Collegiate Chapter Officers

Section I. Election. The officers of each collegiate chapter shall be elected annually in either November or February as deemed by the Executive Office) from the collegiate membership. All officers shall be installed within 14-28 days of their election.

Section II. Duties. The duties of the chapter officers will include but not be limited to the following:

A. The President shall:
    i. Preside over all chapter and officer meetings (non-voting member, unless tie) and prepare all agenda items
    ii. Act as the official representative of the chapter.
    iii. Be responsible for carrying out the decisions of the chapter.
    iv. Appoint and disband committees with the aid of the chapter officers.
    v. Be available upon request to the CEO and chapter membership.
B. The Vice President of Programming shall:
    i. Assume the responsibilities of the President in his absence.
    ii. Oversee all Committees/Chairmen unless otherwise noted in the chapter's bylaws. (Such committees can include social, new member education and medical education.)
    iii. Provide a report of committee activities at all officer and chapter meetings.
C. The Vice President of Finance shall:
    i. Preside over all billing of members.
    ii. Prepare an annual budget for approval of the officers no later than the second meeting of the term.
    iii. Regulate the expenditures of the chapter in accordance with the budget.
    iv. Prepare and distribute a monthly written statement of the chapter finances.
D. The Vice President of Recruitment shall:
    i. Preside over all fraternity recruitment activities.
    ii. Provide programs and resources on recruitment for all chapter/colony members.

E. The Secretary/Risk Management Officer shall:
   i. Record all attendance and take minutes at all officer and chapter meetings.
   ii. Maintain and distribute current phone and email lists of members and officers.
   iii. Be responsible for all chapter correspondence and property needs.
   iv. Prepare agendas for all meetings
   v. Review the Constitution and Bylaws annually with the officers.
   vi. Maintain an archive of all chapter minutes.

Section III. Officer Accountability. Officers are required to attend all chapter and officer Meetings, be on time, and remain for the duration of the meeting. Officers must uphold the values of the Fraternity. Each fall, officers must complete the International recognition packet for the executive office in order for the chapter to remain in good standing.

Article VI. Advisors to Collegiate Chapters

Section I. Each collegiate chapter or colony is required to have at least one faculty advisor and one graduate advisor. Faculty advisors should be employed at the college or university where the chapter is located and do not need to be members of the Fraternity. Graduate advisors should be Graduate members within 50 miles of the college campus and approved by the CEO. If there is no graduate advisor within that area, the chapter is able to ask another graduate to help until a permanent advisor can be located.

Article VII Deactivation of a Collegiate Chapter

Section I. Reasons. When a collegiate chapter fails to comply with the conditions stipulated by the International Fraternity or proves without a reasonable doubt to the Executive Office that it cannot continue to operate, the chapter will deactivate and all operation will cease.

Section II. Resources. When a chapter has officially withdrawn from active status, all monies and resources will be sent immediately to the International Fraternity.

Title III: Medical Chapters

Article I: Expansion

Section 1. Expansion Opportunities. The Executive Board may grant a charter to any group of students presently enrolled in a medical or osteopathic college that is accredited by the Liaison Committee on Medical Education (LCME), the American Osteopathic Association, or their equivalent. Any colony must abide by the policies and procedures in the current Colonization Manual.

Section 2. Chapter Name. Each chapter shall be named by Greek letter (s) designating the order in which they were founded. If a chapter is reactivated, they will assume the designation from the original chapter.

Section 3. Installation of a Medical Chapter. When the chapter has completed the guidelines set forth by the CEO, a charter shall be issued to the colony and it shall be installed as a medical school member of Phi Delta Epsilon. The International President, or deputy appointed, shall install chapters.

Article II. Medical Chapter Membership

The members of a medical school chapter shall be the duly initiated members of that chapter who are enrolled as medical students at the college where the chapter is located.

Article III. New Member Election and Initiation of Medical Chapter Members

Section I. New Member Election. The members of a medical chapter shall vote to offer membership. All proceedings in membership consideration meetings shall be confidential and kept within the Fraternity.

Section 2. Initiation. A member shall be initiated at the time and place set by the chapter provided all the Fraternity requirements for initiation have been fulfilled.

Article IV. Elections and Duties of Medical Chapter Officers

Section I. Election. The officers of each medical chapter shall be elected annually from the chapter members in either November or February (as deemed by the Executive Office.) All officers shall be installed within 14 - 28 days of their election. Medical chapters shall, at a minimum, have the following officers: President, Vice President of Finance and Secretary/Risk Management Officer and may have additional officers as deemed necessary.

Section II. Duties. The duties of the chapter officers will include but not be limited to the following:

a. The President shall:
   i. Preside over all chapter and officer meetings (non-voting member, unless tie) and prepare all agenda items
   ii. Act as the official representative for of the chapter.
   iii. Be responsible for carrying out the decisions of the Chapter.
   iv. Appoint and disband committees with the aid of the officers.
b. The Vice President of Finance shall:
   i. Preside over all billing of members.
   ii. Prepare an annual budget for approval of the officers no later than the second meeting of the term.
   iii. Regulate the expenditures of the chapter in accordance with the budget.
   iv. Prepare and distribute a monthly written statement of the finances to the officers.
c. The Secretary/Risk Management Officer shall:
   i. Record all attendance and take minutes at all officer and chapter meetings.
   ii. Maintain and distribute current phone and email lists of members and officers.
   iii. Be Responsible for all chapter correspondence and property.
   iv. Prepare agendas for all meetings
   v. Review the Constitution and Bylaws annually with the officers.
   vi. Maintain an archive of all minutes.

Section III. Officer Accountability. Officers are required to attend all chapter and officer meetings, be on time, and remain for the duration of the meeting. Officers must uphold the values of the Fraternity. Each fall, officers must complete the International recognition packet for the Executive Office in order for the chapter to remain in good standing.

Article V. Advisors to Medical Chapters

Section I Each medical school chapter or colony is required to have at least one faculty advisor and one graduate advisor. Faculty advisors should be employed at the college or university where the chapter is located and do not need to be members of the Fraternity. Graduate advisors should be Graduate members within 50 miles of the college campus and approved by the CEO. If there is no graduate advisor within that area, the chapter is able to ask another graduate to help until a permanent advisor can be located.

Article VI. Deactivation of a Medical Chapter

Section I. Reasons. When a medical chapter fails to comply with the conditions stipulated by the International Fraternity or proves without a reasonable doubt to the Executive Office that it cannot continue to operate, the chapter will deactivate and all operation will cease.

Section II. Resources. When a chapter has officially withdrawn from active status, all funds, properties and resources will be sent immediately to the International Fraternity.

Title IV: Graduate Clubs

Article I: Membership

The members of a graduate club shall be physicians duly licensed to practice medicine in their country of residence or having retired as a duly licensed physician and approved by the Executive Board.

Article II. New Member Election and Initiation of Graduate Club Members

Section I. New Member Election. The members of a graduate club shall vote to offer membership. All proceedings in membership consideration meetings shall be confidential and kept within the Fraternity.

Section 2. Initiation. A member shall be initiated at the time and place set by the club provided all the Fraternity requirements for initiation have been fulfilled.

Article III: Deactivation of a Graduate Club

Section I. Reasons. When a graduate club fails to comply with the conditions stipulated by the International Fraternity or proves without a reasonable doubt to the executive office that it cannot continue to operate, the club will deactivate and all operation will cease.

Section II. Resources. When a club has officially withdrawn from active status, all funds, properties and resources will be sent immediately to the International Fraternity.

Article IV: Non Club Graduate Members

Graduate members may be active and not affiliated with a Graduate club. Initiation shall be determined by the Executive Board.

Title V: Policies

Article I: Risk Management

The following risk management policy regarding alcohol and drugs is intended to assist Phi Delta Epsilon in reducing the exposure of the Fraternity by reducing the risk of members acting in a negligent manner. It has been drafted after consultation with a wide variety of persons including attorneys, insurance brokers and staff executives of other professional fraternities.

Phi Delta Epsilon is, above all else, a fraternity which bonds together students and physicians with a common interest in the field of medicine. It is the professional nature of our Fraternity of which we are all most proud but, the fact that we are a fraternity presents societal concerns which we must face in a proactive rather than a reactive manner. We must evaluate our actions in each of these areas and be prepared to abide by certain responsibilities to prevent negligence.

This policy is not a substitute for individual responsibility by all members of Phi Delta Epsilon and it must be followed in conjunction with any applicable university policies.

Section I. Alcohol and Drugs.

The Fraternity will take responsible and good faith measures to assure that our members abide by law and Fraternity policies and that our actions reflect in a positive way on ourselves and on Phi Delta Epsilon. As stated earlier, none of these actions can provide an adequate substitute for personal responsibility for risk on the part of those who opt to consume or to provide alcoholic beverages.

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment activities associated with any chapter will be a DRY recruitment function.
9. No member shall permit, tolerate, encourage or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter.

Section 2. Hazing

No chapter, colony, student or alumnus shall conduct or condone hazing activities. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

Section 3. Sexual Abuse and Harassment

The fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men including but not limited to date rape, gang rape or verbal harassment.

Section 4. Fire, health and safety

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company.

4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

Section 5. Education

Each fraternity should annually educate its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. (Fraternity Insurance Purchasing Group.) Additionally, all student and associate members and key volunteers shall annually be sent a copy of said Risk Management Policy.

PHI DELTA EPSILON MEDICAL FRATERNITY POLICIES & PROCEDURES

These policies are used in conjunction with the International Constitution and Bylaws of Phi Delta Epsilon International Medical Fraternity and have been approved by the International Board, last review 7/25/15.

INTERNATIONAL BOARD STANDARDS

Board members must meet the following minimum requirements: Attend 75% of board meetings in a two year period, donate annually to the Phi Delta Epsilon Foundation, attend at least one chartering in two years and demonstrate an active commitment to philanthropy, community service and education.
(Established by the International Board, July 25, 2015)

RETENTION

Premedical chapters shall have at least 85% of members applying to medical school with a 90% acceptance rate. Any chapter with 50% of members or less applying and/or less than the national average of acceptance will be subject to probation. Chapters are responsible for reporting this information.
(Established by the International Board, February 19, 2014.)

PHILANTHROPY

The International Fraternity has one Philanthropy Partner: Children's Miracle Network Hospitals. Chapters and Colonies are expected to participate in service and philanthropy events with their local children's hospital.
(Established by the International Board, April 1, 2006.)

MEDICAL ENRICHMENT

The International Fraternity partner in MCAT and USMLE/Complex education is Kaplan. Chapters are expected to host Kaplan at least once each year on campus to educate chapter members on successful study habits and resources for MCAT (Premedical chapters only) and USMLE Steps I, II, III or Complex (Medical chapters only.) Chapters are prohibited from entering into any other local partnership in this area.
(Established by the Executive Office, September 25, 2008, amended on July 25, 2015.)

PREMEDICAL MEMBERSHIP

Premedical students may not join the Fraternity unless they attend the institution where the chapter is located. All members must be deemed "active." Active status ensures students are full-time degree-seeking undergraduate students at the chapter's host institution. Post-baccalaureate students may be allowed membership if they meet the requirements set by the host institution (to be a full-time degree-seeking undergraduate student) and our Fraternity and the chapter bylaws. Students who graduate from the host institution are not eligible for membership on the premedical level.
(Established by the International Board, October 26, 2006.)

FINANCIAL POLICY

The International Fraternity has one checking/savings account. The International Fraternity does not accept cash payments for dues. The International Fraternity will not accept cash for merchandise unless stated during a specialized and approved event. The International Fraternity does not reimburse chapters or colonies for overpayment of merchandise, dues and fees.
(Established by the Executive Office, August 18, 2007.)

MEDICAL ENRICHMENT PROGRAMS

The International Fraternity's medical enrichment partner is Kaplan, Inc. Kaplan offers presentations, discounts and offers for our membership for MCAT, USMLE and more. Chapters should not invite any competitors to campus and may not sign additional contracts.
(Established by the International Board, July 4, 2008.)

CONVENTION/CONFERENCE

Each chapter and colony is expected to have the required amount of delegates at each Regional Leadership Conference or International Convention. Failure to have delegates present could result in a fine. Delegates may be chosen by the chapter or colony but must be approved by the Executive Office
(Established by the Executive Office, December 13, 2008.)

COLONIZATION
Expansion efforts must be guided through the Executive Office. Students at potential host institutions may not start interest groups, colonies or chapters without written permission from the International Fraternity Board. The Fraternity has the right to decline membership to any potential host institution for any reason. Graduating seniors and post-baccalaureate are not invited to join colony membership or become officers. Students involved with expansion must be on the main campus where the colonization takes place. Colonies may not host any events with alcohol.
(Established by the Executive Office, January 7, 2009, amended on February 25, 2016.)

ALCOHOL
Risk management policies must always be followed. Premedical chapter in good standing are able to host no more than one event with alcohol per year is approved by the Executive Office and host institution. This event must be registered using the Event Planning Form and a third party vendor must be responsible for any alcohol sales. Cash bars only (no open bars) are allowed.
(Established by the Executive Office, January 7, 2009.)

MEMBER SUSPENSION FROM OUTSIDE FRATERNITY POLICIES
Members found in violation of university/college policies, arrested by police, or under investigation for unlawful acts will be placed on suspension by the International Fraternity until the final decision/ruling has been made. Expulsion could follow.
(Established by the International Board, August 1, 2010.)

CHAPTER REGISTRATION POLICY
Each chapter must maintain registration as a registered student group with the host institution annually.
(Reviewed by the International Board, October 17, 2012)

RECORD RETENTION POLICY

The International Board approved a record retention schedule because of space limitations for records at Executive Office. This schedule was base on staff input and received the approval of legal counsel in order to ensure the proper retention period of various documents.

Prior to destruction, the file manager must determine, through inquiry of management, whether any files are, or are suspected to be, the subject of litigation or other investigation, which would require the files not be destroyed pending resolution of the litigation or other investigation.

(Established by the International Board, January 22, 2011.)

PROCEDURE

The Executive Office staff will implement the following schedule of records retention:

RECORD RETENTION SCHEDULE

RECORD	**RETENTION PERIOD**
Chapter	
Awards	2 years
Chapter Correspondence Files	2 years
Lectureship Files	2 years
Separation Files	10 years
Conferences	
Convention Meeting Files	Permanently

Leadership Files	2 years
Correspondence	
Legal and Important Matters	Permanently
General	3 years
Financial	
Accounts Payable Ledgers	7 years
Accounts Receivable Ledgers	7 years
Audit Reports	Permanently
Bank Reconciliation	4 years
Bank Statements	4 years
Cash Books - (daily income records)	4 years
Chart of Accounts	2 years
Checks - Cancelled	4 years
Contribution Reply Slips (Foundation)	7 years
Contribution Receipts (Foundation)	7 years
Financial Statements (monthly, annual and biennial)	7 years
Invoices (to members and chapters)	7 years
Invoices (from suppliers)	7 years
Payroll Records and Summaries	3 years
Payroll Records (W-2 Forms)	Permanently
Tax Returns and Worksheets	Permanently
Vouchers	3 years
Records/Legal	
Contracts and Leases (expired)	7 years
Contracts and Leases (still in effect)	Permanently
Employee/Personnel Records (after termination)	3 years
Employment applications	3 years
Insurance Policies (expired)	Permanently
Insurance Records (reports, claims, policies, etc.)	10 years
Minutes of Meetings (General Council, Survey Commission, etc.)	Permanently
Time Slips Reports/Archives	7 years
Visitation Reports	
Consultant Reports	2 years
Officer Reports	2 years
Electronic Files & Voicemail	
Legal and Important Matters	Permanently
General Email	30 days
Voicemail	14 day

RISK MANAGEMENT

Phi Delta Epsilon International Medical Fraternity Risk Management Policy

Article I: Risk Management

The following risk management policy regarding alcohol and drugs is intended to assist Phi Delta Epsilon in reducing the exposure of the Fraternity by reducing the risk of members acting in a negligent manner. It has been drafted after consultation with a wide variety of persons including attorneys, insurance brokers and staff executives of other professional fraternities.

Phi Delta Epsilon is, above all else, a fraternity which bonds together students and physicians with a common interest in the field of medicine. It is the professional nature of our Fraternity of which we are all most proud but, the fact that we are a fraternity presents societal concerns which we must face in a proactive rather than a reactive manner. We must evaluate our actions in each of these areas and be prepared to abide by certain responsibilities to prevent negligence.

This policy is not a substitute for individual responsibility by all members of Phi Delta Epsilon and it must be followed in conjunction with any applicable university policies.

Section I. Alcohol and Drugs.

The Fraternity will take responsible and good faith measures to assure that our members abide by law and Fraternity policies and that our actions reflect in a positive way on ourselves and on Phi Delta Epsilon. As stated earlier, none of these actions can provide an adequate substitute for personal responsibility for risk on the part of those who opt to consume or to provide alcoholic beverages.

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or in any event an observer would associate with a fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity of common sources of such alcoholic beverage, e.g. kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, shall be forbidden.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal "drinking age").
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity, is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present.
7. No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment activities associated with any chapter will be a DRY recruitment function.
9. No member shall permit, tolerate, encourage or participate in "drinking games."
10. No alcohol shall be present at any pledge/associate member/novice program, activity or ritual of the chapter.

Section 2. Hazing

No chapter, colony, student or alumnus shall conduct or condone hazing activities. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

Section 3. Sexual Abuse and Harassment

The fraternity will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men including but not limited to date rape, gang rape or verbal harassment.

Section 4. Fire, health and safety

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should have posted by common phones emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.

Section 5. Education

Each fraternity should annually educate its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. (Fraternity Insurance Purchasing Group.) Additionally, all student and associate members and key volunteers shall annually be sent a copy of said Risk Management Policy.

Phi Delta Epsilon International Medical Fraternity Risk Management & Insurance Program

Questions & Answers for Members and Volunteers

** Disclaimer Notice**

This basic information has been prepared as information only. The actual insurance policies are subject to definitions, exclusions, limitations, and various other terms and conditions. This information does not amend, extend, or alter the coverage afforded by the actual insurance policies. Complete specimen polices are available on our website, www.phide.org.

1) **What insurance coverages does Phi Delta Epsilon secure?**

Phi Delta Epsilon -- via the Executive Office -- secures the following insurance coverages:

1) General Liability
2) Hired & Non-Owned Auto Liability

2) **Who is covered by the Phi Delta Epsilon Liability Policy?**

The International Fraternity and Foundation, and only while they are acting on behalf of Phi Delta Epsilon and provided they are following Phi Delta Epsilon's policies the coverage also extends protection to Chapters, Colonies, Volunteers, and Employees that are in good standing.

3) **Does the Phi Delta Epsilon Liability policy exclude, restrict, or eliminate coverage?**

Yes. The Fraternity's insurance contains several important exclusions or coverage restrictions. The Fraternity's insurance **does not** provide or replace anyone's personal insurance protection.

Phi Delta Epsilon Insureds are only covered by the Fraternity's insurance under the following conditions:

1) Only while complying with Phi Delta Epsilon's policies
2) Only while acting in their Official Capacity
3) Only while acting within the scope of their duties
4) Only for their activities on behalf of the fraternity insureds

The Fraternity's Insurance Coverage is also specifically **restricted or eliminated** when other types of conduct are involved. These include, but are not limited to:

1) Any Act or Conduct in Violation of the Law
2) Hazing of any kind
3) Criminal acts/Alcohol consumption by minors
4) Intentional acts/assault & Battery
5) Sexual abuse or misconduct
6) Violations of Fraternity policy/Alcohol policy

4) **Do the Phi Delta Epsilon insurance policies cover accidents or injuries to members that are sustained during Phi Delta Epsilon athletic (i.e. intramural) events?**

No. Participation in Phi Delta Epsilon athletic activities is **voluntary**. Members and Guests assume the risk of injury or participate "at their own risk." Claims in this area are normally covered by your personal medical insurance.

5) **Does Phi Delta Epsilon's insurance cover members' medical costs for accidental injuries?**

No. The Phi Delta Epsilon insurance coverage is not an Accident & Health policy. Claims in this area are normally covered by your personal medical insurance.

6) **Could Chapter Officers, students, graduates, or other volunteers be named in a lawsuit?**

Yes. Chapters, students, graduates, and while not very often, other volunteers have been named in lawsuits. Subject to the terms, conditions, and limitations of the fraternity's insurance those parties are insured under Phi Delta Epsilon's policies.

7) **As a member, how is my personal insurance or my parents' personal insurance affected?**

You should always report any potential insurance claim to your personal insurance agent or carrier. The Phi Delta Epsilon insurance does not substitute or replace our Members personal insurance and if any claim arises against them must rely on their own personal insurance.

8) **As a volunteer, how is my personal insurance affected?**

You should always report any potential insurance claim to your personal insurance agent or carrier. Where permitted by law, the insurance provided for volunteers under the Phi Delta Epsilon policy is **primary** and will stand ahead of your personal insurance.

9) **Does the Phi Delta Epsilon insurance provide auto liability coverage for members or volunteers if their automobiles are being used on Phi Delta Epsilon business?**

No. Because of State "Automobile Financial Responsibility" Statutes, (laws that require owners or operators of an automobile to maintain primary auto insurance), the operator and owner must rely on their own automobile insurance. The Fraternity's insurance provides Hired & Non-Owned Auto coverage to other PDE insureds that may potentially be responsible for auto accidents. This coverage is specifically **excess** of any other auto liability insurance that may be available.

10) **Does the Phi Delta Epsilon insurance cover an undergraduate's or volunteer's personal property?**

No. In accordance with Phi Delta Epsilon's Risk Management Policy, loss or damage to personal property (i.e. computers, bikes, books, clothing or other personal items) is not covered by the Phi Delta Epsilon insurance program. Usually loss or damage to your personal property can be easily insured under "renters insurance" or your personal or parent's homeowner's policy.

11) **Does the Phi Delta Epsilon insurance cover damage to my automobile if it is damaged on Phi Delta Epsilon property or while being used on Phi Delta Epsilon business?**

No. As stated in the Risk Management Policy, as with loss or damage to personal property, the Phi Delta Epsilon insurance program does not provide any coverage for your automobile.

12) **When is the Phi Delta Epsilon insurance billed and payable?**

All returning member Fraternity dues and insurance payments are due to the Executive Office by **October 1st.** New Member Payments are due in full within 5 business days of bid day.

Insurance coverage is suspended and the chapter charter is **Placed on Probation** if premiums are not paid by the due date. Without insurance, individual chapters and their members may become personally responsible for any claims, which might arise.

13) **When does Phi Delta Epsilon review its insurance program?**

The International Board reviews the Fraternity's risk management and insurance program annually.

14) **What are the Phi Delta Epsilon Program Limits of Coverage?**

The limits of coverage are $1,000,000 Per Occurrence and $2,000,000 Aggregate. The Aggregate Limits apply separately for each location. Certificates of the insurance coverage can be obtained on request from the Executive Office.

15) **Who is the Executive Office insurance contact?**

Contact: Karen Katz, Chief Executive Officer
Address: 1005 N. Northlake Drive
Hollywood, Florida 33019

Telephone: (786) 302-1120
Fax: (786) 472-7133
Email: phide@phide.org

16) **Who is Phi Delta Epsilon's insurance broker?**

Contact: James R. Favor & Company LLC has served the fraternal community in this area since the early 1980s.
Address: 14466 East Evans Avenue
Aurora, Colorado 80014-1409

Telephone: 1-800-344-7335 or (303) 750-1122
Fax: (303) 745-8669
Email: info@jrfco.com

Reporting of Claims or Accidents Liability Losses/Claims Procedures

Any loss or claim that may involve the protection afforded by your insurance program should be reported promptly to James R. Favor & Co. and to Phi Delta Epsilon Executive Office. Prompt reporting often prevents minor claims from becoming major problems. Failure to report claims promptly violates the conditions of your insurance policy and could result in the insurance company being relieved of responsibility for payment of an otherwise valid claim.

1. **Emergency Medical Treatment for Injured Persons.** As necessary, secure appropriate emergency medical attention for any / all injured persons.

2. **Do not admit liability, accept responsibility, or make public statements.** Your insurance policy requires / provides that no one shall -- except at their own expense -- make any payment, assume obligations, or incur any expense other than for First Aid. Only the insurance company has the authority to accept responsibility, make payments, repair damages, defend or otherwise settle a claim under the policy.

3. **Important! Record first impressions and witness information promptly.** As soon as practical, record first impressions or reports of what happened. Make careful note of names, campus and home addresses and telephone numbers for all persons involved and for all witnesses.

4. **Notify chapter officers and prepare a written report.** Notify your executive officers in accordance with your internal chapter procedures. Prepare and submit a written claim / fraternity report as soon as possible. The claim report should, at a minimum, provide the following information:
   - Date, time, location and circumstances of accident
   - Names, addresses, telephone numbers of persons involved and of witnesses
   - Description of claim event
   - Follow-up information or actions (i.e. medical treatment or conditions of persons injured, police report filed)
   - Persons responsible for further coordination / handling of this claim

5. **If suit is filed or legal process is served** upon anyone, immediately notify, and forward copies of the suit materials to: Phi Delta Epsilon Executive Office and to James R. Favor & Company

James R. Favor & Company

Phi Delta Epsilon International Medical Fraternity

Risk Management & Insurance Program Basic Insurance Program Information

Since 1979 James R. Favor & Company has been developing and providing effective risk management and insurance programs for Fraternities and Sororities. This brochure was developed to address the basic information questions most commonly asked by Fraternities and Sororities, their officers, house corporations, chapters, and volunteers about their National Insurance & Risk Management Program.

** DISCLAIMER NOTICE **
THIS BASIC INFORMATION HAS BEEN PREPARED AS INFORMATION ONLY! THE ACTUAL INSURANCE POLICIES ARE SUBJECT
TO DEFINITIONS, EXCLUSIONS, LIMITATIONS AND VARIOUS OTHER TERMS AND CONDITIONS. THIS INFORMATION DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE ACTUAL POLICIES.

Questions and Additional Help

Our staff is always available to answer your questions, discuss your individual circumstances or needs, and assist you in establishing or making adjustments in your insurance program. Please contact us at James R. Favor & Company, 14466 East Evans Avenue, Aurora, Colorado 80014. WATS (800) 344-7335 • TEL. (303) 750-1122 • FAX (303) 745-8669 • JRFCO.COM.

Certificates of Insurance

Certificates of Insurance are available upon request (but may require approval from your underwriter or national organization). They provide additional information such as, the policy numbers, underwriters, policy periods, limits of coverage and deductibles. Direct requests to: James R. Favor & Company, 14466 East Evans Avenue, Aurora, Colorado, 80014. WATS (800) 344-7335 • TEL. (303) 750-1122 • FAX (303) 745-8669 •JRFCO.COM.

1) Commercial General Liability: This coverage, often referred to as General or Public Liability insurance, provides insurance protection against bodily injury and property damage claims brought against the insureds by third parties or members of the public. The basis for such claims is an allegation of negligence against one or more of the insureds which has resulted in damages to the third party. If a claim or lawsuit is filed against the insureds, the insurance company has both the right to settle and a duty to defend the insureds against the claim or suit.

2) Hired & Non-Owned Automobile Liability: This coverage provides insurance protection against bodily injury and property damage claims brought against the insureds by third parties or members of the public. The basis for such claims is an allegation of negligence with respect to the ownership or use of a covered automobile, which has resulted in damages to the third party. If a claim or lawsuit is filed against the insureds, the insurance company has the right to settle and a duty to defend the insureds against the claim or suit. This coverage does not provide or replace anyone’s personal automobile insurance. In most states the insurance of the automobile operator or owner will be primary.

3) Excess Liability: This coverage provides additional limits of insurance protection in excess of your Commercial General Liability and Hired & Non-Owned Automobile Liability coverages. It protects against the insureds’ exposures to catastrophe size or types of losses such as freak injuries, auto crashes, fires, or other accidents that no one thought could happen or for which they felt they could not possibly be held accountable. It pays those insured losses that exceed the limits of the Commercial General Liability or Automobile Coverages, up to the separate additional limits of coverage under the Excess Liability policy.

4) Directors & Officers Liability: This coverage provides insurance protection for directors, officers, volunteers, employees, and for the organization. The basis for such claims is an allegation of "Wrongful Acts" against the insureds individually or the organization. "Wrongful Acts" means any actual or alleged act, error, omission, misstatement, misleading statement, neglect or breach of duty by the directors, officers, or the organization in the discharge of their duties. If a claim or lawsuit is filed against the insureds, the insurance company has the right to settle and provides coverage to defend the insureds against the claim or suit.

5) Property: This coverage provides insurance protection against direct physical loss or damage to property owned by the Fraternity or Sorority. Coverage extends to buildings, contents including EDP equipment and Fine Arts, Loss of Income, and Extra Expense. Replacement Cost protection is provided for buildings and contents. Actual Loss sustained protection is provided for Loss of Income and Extra Expense. Fine arts such as silver, jewelry, paintings and items of rarity or historical nature are protected for Market Value, without requirements for schedules or specific valuations. Building Codes or Law & Ordinance Coverage provides insurance protection for the costs of compliance with such areas as A.D.A., Life Safety Codes or Sprinkler Ordinances, when they are triggered by insured losses.

6) Equipment Breakdown: For Fraternity or Sorority owned property, this coverage provides insurance protection for the types of property and against the kinds of losses not covered by property insurance. Boilers, heating, refrigeration or air conditioning systems, computers, and virtually all other forms of electrical or mechanical equipment breakdown are protected. Common causes of losses are explosion, burning or cracking, motor burnouts, electrical damage, power overloads, food spoilage, and mechanical breakdowns from centrifugal force or metal fatigue. 80% of all claims are from electrical or air conditioning equipment. As with the property coverage, Replacement Cost, including Building Codes or Law & Ordinance Coverage, Loss of Income and Extra Expense protection are also provided.

7) Earthquake & Flood: For Fraternity or Sorority owned property, this coverage provides insurance protection against specific types of potentially large or catastrophic Earthquake and Flood losses. Coverage is subject to separate Annual Aggregate Limits for Earthquake and Flood. For its specific perils, this insurance coverage provides the same type of protection as the Property and Equipment Breakdown insurance coverages. Due to the wide variation in these exposures, premiums vary based on your location's exposures.

8) Fidelity Bond: This coverage provides insurance protection on behalf of the insureds against loss of money, securities, or other property, due to the fraudulent or dishonest acts of employees or volunteers. Dishonest acts may be committed by any person while acting alone or in collusion with others. Dishonest acts must exhibit the intent to cause the insureds loss or to obtain financial benefit for themselves or others.

9) Travel Accident: This coverage provides insurance protection against Accidental Death for persons traveling on behalf of the Fraternity or Sorority. Coverage for Loss of Limbs, Speech, Hearing or Sight is also provided. Protection is provided only for business travel on behalf of the Fraternity or Sorority. Travel must be directed by or with the knowledge and approval of the Fraternity or Sorority boards, a board member, or the Fraternity or Sorority Headquarters. This coverage does not apply to travel for events at the local chapter or house corporation level.

Reporting of Claims or Accidents

Any loss or claim that may involve the protection afforded by your insurance program should be reported promptly to James R. Favor & Company. Prompt reporting often prevents minor claims from becoming major problems. Failure to report claims promptly violates one of the conditions of your insurance policy and could relieve the insurance company from the responsibility for payment of an otherwise valid claim.

A telephone call will begin the claim service process. If written reports are necessary, they should be forwarded as soon as possible. Once the initial report is received, claims adjusters from the nearest office of the insurance company or independent adjusters from your local community will be assigned as necessary. Please make everyone concerned aware of the following important duties regarding claims.

Your General Claims Duties

Report Claims Promptly To: James R. Favor & Company, 14466 East Evans Avenue, Aurora, Colorado, 80014. WATS
(800) 344-7335 • TEL. (303) 750-1122 • FAX (303) 745-8669.

Emergency Medical Treatment For Injured Persons: As necessary, secure appropriate emergency medical attention for any and all injured persons.

If Suit Is Filed Or Legal Process Served: If suit, legal process or claim notice is served upon anyone, immediately notify and forward copies of the suit materials to James R. Favor & Company, your organization, and the insurance company claims adjuster.

Do Not Admit Liability, Accept Responsibility Or Make Public Statements: Your insurance policy requires that no one shall, except at their own expense, make any payments, assume obligations, or incur any expense other than first aid. Only the insurance company is authorized to accept responsibility, pay for repairs, defend or otherwise settle a claim.

Cooperate With The Insurance Company: As requested, authorize the insurance company to obtain and inspect necessary records and other information. Cooperate with the insurance company in the investigation, defense and settlement of all claims.

Assist With The Insurance Company's Rights: As requested, assist the insurance company in the enforcement of any right against any person or organization which may be liable to the insured because of injury or damage to which your insurance applies.

James R. Favor & Company

Phi Delta Epsilon International Medical Fraternity

Risk Management & Insurance Program “Certificates of Insurance”

Since 1979 James R. Favor & Company has been developing and providing effective risk management and insurance programs for Fraternities and Sororities. This brochure was developed to address the basic information questions most commonly asked by Fraternities and Sororities, their officers, house corporations, chapters, and volunteers about their National Insurance & Risk Management Program.

** DISCLAIMER NOTICE **
THIS BASIC INFORMATION HAS BEEN PREPARED AS INFORMATION ONLY! THE ACTUAL INSURANCE POLICIES ARE SUBJECT
TO DEFINITIONS, EXCLUSIONS, LIMITATIONS AND VARIOUS OTHER TERMS AND CONDITIONS. THIS INFORMATION DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE ACTUAL POLICIES.

Requesting Certificates

Certificates of Insurance are available upon request (but may require approval from your underwriters or national organization). They provide additional information such as, the policy numbers, underwriters, policy periods, limits of coverage and deductibles. Write, Fax, or Email requests to James R. Favor & Company, 14466 East Evans Avenue, Aurora, Colorado, 80014-1409. WATS (800) 344-7335 • TEL. (303) 750-1122 • FAX (303) 745-8669 • JRFCO.COM

1) Certificate Basics: Certificates of Insurance and other Evidence of Insurance forms are the basic information communication tools of the insurance industry. Whenever one party requires another party to secure and maintain some form of insurance, they should also require satisfactory evidence that this has, in fact, been done. This circumstance usually arises from various forms of contracts that are related to fraternity or sorority operations and activities.

   Examples include: Relationship Statements or School Recognition Requirements, Equipment Leases, Leasing
   Facilities owned by Others for Social Functions or Fundraising Activities, Chapter House Leases or Housing Agreements, Remodeling or New Construction Projects, and especially with any Employment or Independent Contractor Agreements.

2) Certificates are Information Only: The principal function of any certificate or evidence of insurance is just to provide
   evidence of and convey basic information about the insurance coverage carried by another party. Insurance certificates do not provide insurance for the party to whom they are furnished. Certificates do not amend, extend, or alter the actual coverage afforded by the insurance policies.

3) Additional Interest Definitions:

   Mortgagee: Added to a property insurance policy. It protects the mortgagee’s secured interest in physical loss or damage to the insured property.

   Loss Payee: Added to a property insurance policy. It directs the insurance company to pay any loss or damage to specified property insured to a designated party other than the insured.

   Additional Insured: Added to a liability insurance policy. It provides limited coverage to a party other than the insured for liability arising out of the insured’s premises or operations.

4) Who Needs Certificates? Everyone needs certificates! Certificates of insurance are the principal method used to provide evidence of your insurance coverage to the fraternity or sorority's various organizational components (Chapters, House Corporations, Alumni Groups and Volunteers). They are also used to provide evidence of your insurance to third parties such as (Schools, Lenders or Landlords).

Certificates are normally issued annually or as required. They may not be altered, but may be copied as repeated use may be needed during the policy year. For chapters we suggest they be retained with a specific officer or with the chapter's important records. For others we suggest retention with the corporate records or other important documents. From the fraternity or sorority's perspective, there are numerous situations in which you will want to know that the parties you are dealing with have insurance to meet their obligations to your organization.
Examples include: Payment of workers' compensation benefits to injured employees, payment for any damage to your property, payment for liability assumed under contract, or proper insurance coverage for responsibilities assumed by others such as bartenders or security guards.

5) Added Attention For Special Exposures: We continue to recommend lead time, documentation and added attention for special fraternity or sorority exposures. Special exposures include: 1) For "Independent Contractors", Workers' Compensation, General Liability and Automobile insurance. 2) For Security Guards, coverage for Personal Injury exposures (False Arrest, Invasion of Privacy, etc.) 3) For Alcohol related service providers, coverage for both Host Liquor and true Liquor Legal Liability. 4) For Transportation Services, adequate Automobile Liability limits. 5) Have you been protected as an Additional Insured under the other party's insurance coverage where appropriate?

6) The "Last Stand" for Risk Management: While likely not your first Risk Management opportunity, providing a certificate or evidence of your insurance to others or obtaining a certificate or evidence of insurance from others will almost certainly be the "Last Stand" for Risk Management. This may be the last chance you will have to apply risk management techniques to a given exposure or potential loss situation.

When providing certificates to others you should again review your exposures. More importantly, review the limitations of your own insurance. Every attempt should be made to avoid the unknowing assumption of risk, and to the greatest extent possible, contain your risks within the scope of your insurance. Not all risks that you may assume are insured.

When you obtain certificates of insurance from others we will be pleased to assist you by reviewing the insurance they maintain to support their obligations. Some frequently found errors include: 1) Incorrect Coverage or Insureds, 2) Inadequate Limits, 3) Missing Additional Insureds.

Proposed contracts or agreements should be subjected to a joint review by your legal counsel and insurance representatives. As your insurance representatives we will work with you and your legal counsel to review the agreement's exposures and insurance obligations. This review process often reveals increased or previously overlooked exposures that may be significantly reduced or totally avoided by revising the related activity plans and contractual, indemnity or insurance obligations.

Your legal and insurance advisors need complete information, documentation and adequate time to perform these functions well. This is particularly true if alcohol or other hazardous exposures exist. Especially if Risk Management issues have been given little prior consideration, we urge you to use the providing or obtaining of insurance certificates as the "Last Stand" for Risk Management.

7) Hold Harmless & Indemnity Clauses: Risk reduction or transfer to others is another fundamental risk management technique. This is most effective when done via a written agreement containing Hold Harmless and Indemnity Clauses. Effective use of this Risk Management technique requires that your legal counsel drafts or reviews the legal agreement. We will assist you by reviewing the Risk Management considerations with your legal counsel.

A Hold Harmless clause attempts to relieve one party from claims for damages or liabilities that might arise via their relationship with the second party. An Indemnity clause usually accompanies the Hold Harmless clause. The Indemnity clause requires the party providing the indemnity to defend and pay any claims or damages the party being Held Harmless may become legally obligated to pay to a third party.

The opportunity for fraternities and sororities to apply or be faced with this basic Risk Management technique is almost endless. Some examples include: 1) Leases, 2) Social Functions or Events, 3) School Recognition or Relationship Statements, 4) Independent Contractors. Properly executed, this has been proven to be a very effective risk transfer and loss control technique for fraternities and sororities and we recommend its use whenever possible. Don't forget to require, ask us to review, and retain in your records the certificates or evidence of insurance materials provided by others to support agreements in your favor.

The respective bargaining positions of the parties will usually, to a large degree, determine how risks are transferred. While they remain an effective Risk Management technique for fraternities and sororities, overly broad Hold Harmless and Indemnity Clauses may be overturned and declared invalid by some courts as being unfair or contrary to public policy. If a Hold Harmless agreement is ruled invalid by a court, the contractual liability insurance carried by the indemnitor may be worthless.

8) Additional Insured: Additional Insured status is another basic risk management technique. Hold Harmless and Indemnity clauses are of greatest value only when supported by insurance or significant assets. When one party transfers risk or is promised indemnity by another, evidence of insurance that is adequate to support the promised indemnity should also be required.

Being added as an Additional Insured under another party's insurance, establishes for the Additional Insured a limited but valuable added measure of protection. An Additional Insured can tender suits or submit claims directly to the other party's insurer for handling. Being an Additional Insured can be an effective basic Risk Management technique to insulate your insurance program from potential losses.

Insurance companies commonly attempt to restrict coverage for an Additional Insured to claims for damage or liability that arise out of the premises or operations of their policy's Named Insured. In order to secure coverage as an Additional Insured you often must allow the insurer to choose defense counsel and control the defense. Becoming an Additional Insured does not increase the limits or otherwise change the coverage that a policy affords.

Factors such as insurer solvency, legal decisions, and insurance regulatory actions can set aside even the best risk management plans. If as an Additional Insured your claims are denied or go beyond the scope of the insurance, you must rely on other sources of indemnity or face an uninsured loss. The most important source of protection for you against losses or claims remains your own insurance program.

9) Whose Insurance is Primary? The Additional Insured Risk Management technique can give rise to other difficulties. When two insurance policies potentially apply to the same claim, the question of which policy is primary or first to pay usually arises. Failure to anticipate and address this topic can result in unexpected losses. Your insurer may have to respond to a claim against you for risks that you thought had been transferred to others.

This can result in defense costs or claims costs ultimately being charged against your insurance program. If the potential for loss is significant, insurers attempting to determine the payment priority obligations of their policies may be reluctant to confirm coverage or provide defense for claims that have been presented.

To avoid unexpected losses and potential problems in this area we recommend that your Hold Harmless or Indemnity clauses, Additional Insured arrangements, and the related insurance coverage specifically address the following additional points:

1) If a claim is presented, the other party's insurer will be primary (Pay First). Your own insurance will be excess and non-contributory (Pay Only After the Other Party's Insurance).

2) The other party's insurer will provide and pay for your defense if a claim is presented.

3) The other party's insurer will provide and pay for separate counsel on your behalf if considered necessary by your legal counsel.

James R. Favor & Company

Phi Delta Epsilon International Medical Fraternity

Risk Management & Insurance Program

The Right Way to Request "Certificates of Insurance"

&

Risk Management Services

Providing a Certificate of your Insurance to another party may be the last chance you will have to apply Risk Management techniques to a given exposure or potential loss situation. To provide Risk Management Services, our staff and your legal advisors need complete information, documentation and adequate lead-time. Your cooperation in following the procedures outlined below will enable our staff and your legal advisors to provide you with effective, and prompt Risk Management Services in response to your Certificate of Insurance Request.

---

1) Written requests from the party requesting a certificate of your insurance will speed Risk Management evaluation, response, and minimize errors by providing details of the requirements and communications information.

2) To accurately issue certificates of insurance the following information is needed: Fraternity or Sorority Name, Chapter Name, School, Mailing Address, The Parties Concerned, Insurable Interests, The Reason for Providing a Certificate, Contact Information, Date Required, and Cancellation Requirements. For lenders the Customer or Loan Number and Required Property Insurance Values will also be needed.

3) Requests and supporting documentation should be received in our office 30 days before the certificate is needed. This permits the time needed for gathering added information, review by your legal counsel or the insurance company, and accomplishing adjustments as necessary.

To Request Certificates

4) Review all contracts with your legal counsel before execution. We do not offer legal advice or draft contractual agreements. We will be pleased to assist your legal counsel in reviewing the risk management considerations of contracts.

5) Functions, Special Events and any Additional Insureds deserve special attention in order to review and attempt to minimize your exposures. Certificate requests for these types of activities should include a complete function planning form including all the appropriate attachments.

6) Risk Management Services and Certificates of Insurance are provided at no charge. Extra charges may apply

for Additional Insureds, and for any extra expenses incurred for priority handling. (Express Mail, Federal Express).

7) Certificates of Insurance will provide the policy numbers, underwriters, policy period, coverages, limits and deductibles.

Write, Fax or Email your requests for Certificates of Insurance and the necessary supporting information to: James R. Favor & Company, 14466 East Evans Avenue, Aurora, Colorado 80014. WATS (800) 344-7335 • TEL. (303) 750-1122 • FAX (303) 745-8669 • JRFCO.COM.

James R. Favor & Company

Phi Delta Epsilon International Medical Fraternity

Risk Management & Insurance Program *Independent Contractors*

A Review of Exposures
&
Risk Management Recommendations

Since 1979 James R. Favor & Company has been developing and providing effective risk management and insurance programs for Fraternities and Sororities. This brochure was developed to assist Fraternity and Sorority officers, house corporations, chapters and volunteers in reviewing their Independent Contractors exposures, establishing sound risk management procedures and, as necessary, revising their insurance programs to help them reduce their exposures to Independent Contractors and potential uninsured losses.

1) Independent Contractor Basics: Are Independent Contractors what they may first appear to be or are they really employees? What exposures exist related to their status? **Written Agreements are essential in defining and controlling Independent Contractor exposures. In reality, Independent Contractors create a variety of risks for Fraternities and Sororities.**

In at least one way, the 1986 Tax Reform Act made Independent Contractor status more attractive. It established that selfemployed persons could deduct 25% of their medical insurance premiums from gross income rather than as an itemized deduction. The Independent Contractor status may be appealing to some persons for other reasons. They may have medical insurance available through a spouse. **Usually, it's getting paid without "all those deductions" that the Independent Contractor finds most appealing.**

2) Management's Interests: Management's interest in utilizing Independent Contractors is usually, primarily driven by an employer attempting to avoid ever-increasing employee costs. The costs of insuring employees and providing competitive benefits are significant. In recent years, these costs have been driven most by increased employee benefits and the related costs of Worker's Compensation and Medical Insurance. Employee benefit costs today are estimated to represent between 30%-40% of payroll. When every payroll dollar means up to $1.40 in total expense, the incentive to cut costs is strong.

If these people are not classified as employees and that position is sustained if later challenged, a Fraternity or Sorority may be spared these costs. Under typical Independent Contractor agreements, the Fraternity or Sorority does not withhold income taxes, FICA, or unemployment taxes. The agreement should also provide that the Independent Contractor is not entitled to Worker's Compensation or other Employee Benefits that are normally provided to employees by the Fraternity or Sorority.

3) Identifying Hidden Risks: A Fraternity or Sorority considering the use of Independent Contractors should look at a broad range of issues. If ignored, these issues can expose the Fraternity or Sorority to potentially huge financial and legal penalties. Improperly undertaken, Independent Contractor relationships with prior or potential employees can create employer liabilities that greatly exceed potential savings. Some of the key issues to be considered by Fraternities and Sororities include:

a) Enforcement agencies or the courts can look beyond the Independent Contractor agreements. A 20-Factor Test is commonly used to determine whether the substance matches the form of the relationship described in the agreement and if the contractor is truly "independent".

b) If enforcement agencies or the courts determine that an Independent Contractor is actually an employee, not only the corporation, but top management and others may be liable for back wages, payroll taxes, and/or penalties.

c) Workers' Compensation savings may well be offset by increased liability exposures. Statutory Limits under Workers' Compensation are lost when an individual is no longer an employee.

d) If injured, an Independent Contractor can sue the Fraternity or Sorority on the same basis as any other member of public.

e) If the Independent Contractor proves to be an employee, the exposure exists for additional premium costs being charged to the Fraternity or Sorority for Workers' Compensation.

f) While costly, Employee Benefits do provide a powerful incentive to remain with an employer. Independent Contractors are usually considered to be less loyal than employees.

g) Clearly the use of Independent Contractors must be approached with care and caution.

4) Independent Contractor Exposures: For Fraternities and Sororities today, perhaps the most frequent Independent Contractor exposure is the use of "outside" bartenders and/or security personnel commonly required for Fraternity or Sorority sponsored events involving alcohol. Other examples include cooks, housekeepers, party planners, entertainment, catering or food services, and transportation providers. Based on past experience, we urge you to be especially cautious of Independent Contractors who provide "handyman" maintenance or repair services to your chapters and housing corporations.

5) Contractor Claim Examples: The frequent and informal use of so called Independent Contractors presents especially difficult exposures for Fraternities and Sororities. Several Fraternities and Sororities have sustained significant losses or been without expected insurance when Independent Contractors were injured or caused injuries to others.

In the largest suit known to us ($10,000,000), two Independent Contractor students were hired as "cheap summer help" to repaint a chapter house. They were killed when their aluminum ladder came in contact with the electrical power lines servicing the chapter house. In another serious claim, overcrowding at a function led to the loss of three fingers by a security guard when a heavy chapter house door was slammed closed on his hand.

6) Workers' Compensation Exposures: State Workers' Compensation statutes impose a great and ever increasing burden on Fraternity and Sorority employers for injuries to Independent Contractors. In almost every case, the Fraternity or Sorority employer will be held responsible for Workers' Compensation benefits unless the Independent Contractor is properly insured.

The failure to maintain Workers' Compensation coverage at every House Corporation, chapter or location exposes the Fraternity or Sorority to potentially serious uninsured losses.

7) *Using Written Contracts Is Essential: Effective Risk Management procedures for your Independent Contractor exposures begin with written agreements. Some groups have even developed standard agreements for use with the most common exposures such as Bartenders, Security Guards, or the Rental of Facilities for functions or events. We will be pleased to assist by reviewing Risk Management considerations. Your legal counsel should draft or review all Independent Contractor Agreements.*

Your Independent Contractor agreements should include Hold Harmless and Indemnity Clauses in your favor. They should make the Independent Contractor responsible for any losses that may arise out of their acts or omissions. Hold Harmless and Indemnity Clauses are of greatest value only when supported by insurance or significant assets. Don't forget to require, ask us to review, and retain the evidence of insurance materials provided by your Independent Contractors to support their agreements. Well drawn Independent Contractor agreements have been proven to be very effective in accomplishing significant risk reduction and risk transfer for Fraternities and Sororities.

8) Should You Be An Additional Insured? Being an Additional Insured under the Independent Contractors insurance establishes a limited but valuable measure of protection. Being an Additional Insured can be of particular value if your Hold Harmless or Indemnity Clauses are challenged or invalidated by the courts. In order to secure defense and coverage as an Additional Insured, it may be necessary to allow the Independent Contractor's insurer to choose defense counsel and control your defense.
Additional Insureds have other important benefits. They have direct rights under the Independent Contractor's insurance to submit suits or claims directly to the insurer for handling. If you are an Additional Insured, the contractor's insurer may not be able to subrogate against you if a claim payment arises out of your acts or omissions.

9) Whose Insurance Is Primary? The Additional Insured Risk Management technique can give rise to other difficulties. When two insurance policies potentially apply to the same claim, the question of which policy is primary or first to pay usually arises. Failure to anticipate and address this important topic can result in unexpected losses. Your insurer may have to respond to a claim against you for risks that you thought had been transferred to others.

To avoid unexpected losses and potential problems in this area we recommend that your Hold Harmless or Indemnity Clauses, Additional Insured arrangements, and related insurance coverage address the following points.

a) If a claim is presented, the Independent Contractor's insurance will be Primary. (Pay First). Your own insurance will be excess and non-contributory. (Pay claims only after the Independent Contractor's Insurance).

b) If a claim is presented, the Independent Contractor's insurer will defend you and provide coverage on your behalf.

c) If your legal advisors feel that legal conflicts exist, then the Independent Contractor's insurance should provide that it will arrange to provide or pay for separate counsel to protect your interests.

10) Final Thoughts: Independent Contractors are a frequent source of exposure and potentially significant losses for Fraternities and Sororities. When carefully approached and planned, however, they can also be an effective method of risk reduction and transfer. The Independent Contractor topic increases the importance of employment practices as a source of potential losses for Fraternities and Sororities. Fraternities and Sororities should devote increased Risk Management attention to this area to review the various issues and exposures, analyze and address the associated risks, and monitor the ongoing effectiveness of their programs.

Risk Management Recommendations <u>For Independent Contractors</u>

To minimize your Independent Contractor exposures and reduce the potential for uninsured losses, we recommend that Fraternities and Sororities implement the following risk management actions:

1) As employers may be held responsible for Workers' Compensation benefits if an injured Independent Contractor is not properly insured. Workers' Compensation should be maintained by the National Organization and every Chapter, House Corporation, or other potential employer.

2) Independent Contractors should only be used subject to the terms of a written contract that has been reviewed by both your legal counsel and insurance advisors.

3) Hold Harmless and Indemnification Clauses that make the Independent Contractor pay for your defense and for any losses that may arise out of their acts or omissions should be included in your contracts.

4) To further insulate yourself, require that the Independent Contractors provide you with Additional Insured status under their insurance.

5) Require that the Independent Contractor and their insurer specifically agree that their insurance will be primary while your insurance will be only excess and non-contributory.

6) Before any work is performed, require written evidence of insurance to support the indemnification agreement and verify that your insurance requirements are being met.

7) Require that the Independent Contractor’s insurance may not be cancelled or non-renewed without providing you with at least (30) thirty days prior written notice via certified mail.

Volunteer Protection Act

The Federal Volunteer Protection Act, 42 U.S.C. § 14501, takes effect in late September, 1997. Its purpose is to protect volunteers from liability from their acts while performing services for nonprofit organizations without compensation. The nonprofit organization must be primarily for charitable, civic, educational, religious, welfare or health purposes.

Clearly, volunteers for fraternity-related educational foundations are protected by the Volunteer Protection Act. Similarly, people who volunteer on behalf of universities are protected by the new law. There may be circumstances where volunteers for fraternities are also protected.

The status of fraternity volunteers is more complicated than volunteers for the university or volunteers for the foundation. For example, a chapter advisor who is appointed by a college to carry out specified educational functions with a particular fraternity chapter is entitled to protection under the Volunteer Protection Act. The same volunteer appointed by the national fraternity is less likely to be protected. The probabilities of protection are enhanced if the general fraternity appoints the chapter advisor in order to comply with a request or regulation by the college. Similarly, the general fraternity can improve the chances of its chapter advisors being protected by the Volunteer Protection Act if it clearly defines the role of chapter advisors as educational rather than administrative or disciplinary.

While it is true that well-managed fraternities insure all of their volunteers against liability, it also should be true that a fraternity that is able to bring its volunteers under the Volunteer Protection Act may be able to negotiate lower insurance rates in the future.

Interesting aspects of the Volunteer Protection Act include the following:

- **The federal law preempts state law to the extent that state law is in conflict with the federal law.**
- **There is a procedure whereby a state may opt out of the protection of the Volunteer Protection Act with regard to disputes involving only residents of the state.**
- **The protection is waived by criminal misconduct, gross negligence or reckless misconduct, or a flagrant indifference to the rights or safety of an individual. Thus, an advisor who passively or actively encourages unlawful behavior such as hazing or underage drinking is waiving protection under the Act.**
- **Injuries caused by a volunteer operating a vehicle are not covered by the Volunteer Protection Act if there is a state law requiring both licensing and insurance.**
- **There is no protection for harm caused through sexual misconduct.**
- **There is no protection for harm caused by violation of federal or state civil rights laws.**
- **There is no protection if the volunteer was under the influence of intoxicating alcohol or drugs at the time of the injury.**

It remains to be seen what the practical effect of the Volunteer Protection Act will be. How it applies to fraternity volunteers can be influenced by the way in which the fraternity defines the role of the volunteer. Any volunteer can waive immunity through participating in or encouraging illegal conduct, through acting under the influence of alcohol or drugs, or through sexual misconduct.

Fraternities, universities and related foundations should examine the way in which they describe the activities of their volunteers. A clear statement of the educational role of the volunteer should help establish immunity. All organizations who hope to have immunity for their volunteers should consider a code of conduct for volunteers.

By: Robert E. Manley

Source: Fraternal Law, September 1997

James R. Favor & Company Risk Management & Insurance Program (Reporting of Claims or Accidents)

Any loss or claim that may involve the protection afforded by your insurance program should be reported promptly to James R. Favor & Company. Prompt reporting often prevents minor claims from becoming major problems. Failure to report claims promptly violates the conditions of your insurance policy and could result in the insurance company being relieved of responsibility for payment of an otherwise valid claim.

While a telephone call will begin the claim service process, written reports are also necessary and should be forwarded as soon as possible. Once the initial report is received, claims adjustors from the nearest office of the insurance company or independent adjustors from your local community will be assigned as necessary.

We want to again remind all chapters, alumni corporations and individuals about their general duties in the claims area. For guidelines on reporting, providing needed information, and more specific claims procedures, refer by claim type to the respective claims procedures sheets.

Adherence to these claims procedures and compliance with your policy duties is so important that we ask you to take a minute to read some of the "fine print" (see below) from your insurance policy. Please make certain that all concerned parties are reminded of these important duties.

YOUR GENERAL CLAIMS DUTIES
PROPERTY / LIABILITY / WORKER'S COMPENSATION

1. REPORT CLAIMS PROMPTLY. Contact James R. Favor & Company @ 14466 East Evans Avenue, Aurora, Colorado, 80014. Toll Free (800) 344-7335 – Fax (303) 745-8669.

2. EMERGENCY MEDICAL TREATMENT FOR INJURED PERSONS. As necessary, secure appropriate emergency medical attention for any / all injured persons.

3. IF SUIT IS FILED OR LEGAL PROCESS SERVED. If suit, legal process, or claim notice is served upon anyone, IMMEDIATELY NOTIFY, and forward copies of the suit materials to: James R. Favor & Company, your organization, and the insurance company claims adjustor.

4. DO NOT ADMIT LIABILITY, ACCEPT RESPONSIBILITY OR MAKE PUBLIC STATEMENTS. Your insurance policy requires / provides that no one shall, except at their own expense, make any payment, assume obligations, or incur any expense other than for First Aid. Only the insurance company has the authority to accept responsibility, make payments, repair damages, defend or otherwise settle a claim under the policy.

5. COOPERATE WITH INSURANCE COMPANY. Authorize the insurance company to obtain and inspect necessary records and other information. Respond promptly and cooperate fully with the insurance company in the investigation, defense and settlement of all claims.

6. ASSIST WITH THE INSURANCE COMPANY'S RIGHTS. As requested, assist the insurance company in the enforcement of any right against any person or organization that may be liable to the insured because of injury or damage to which your insurance applies.

PLEASE REMEMBER WE ARE AS NEAR AS YOUR TELEPHONE, DO NOT HESITATE TO CALL US SHOULD ANY QUESTIONS ARISE WITH RESPECT TO CLAIMS

James R. Favor & Company
Fraternity / Sorority
Risk Management & Insurance Program

(Reporting of Claims or Accidents)
Liability Losses / Claims Procedures

Any loss or claim that may involve the protection afforded by your insurance program should be reported promptly to James R. Favor & Company. Prompt reporting often prevents minor claims from becoming major problems. Failure to report claims promptly violates the conditions of your insurance policy and could result in the insurance company being relieved of responsibility for payment of an otherwise valid claim.

While a telephone call will begin the claim service process, written reports are also necessary and should be forwarded as soon as possible. Once the initial report is received, claims adjustors from the nearest office of the insurance company or independent adjustors from your local community will be assigned as necessary.

1. EMERGENCY MEDICAL TREATMENT FOR INJURED PERSONS. As necessary, secure appropriate emergency medical attention for any / all injured persons.

2. DO NOT ADMIT LIABILITY, ACCEPT RESPONSIBILITY OR MAKE PUBLIC STATEMENTS. Your insurance policy requires / provides that no one shall, except at their own expense, make any payment, assume obligations, or incur any expense other than for First Aid. Only the insurance company has the authority to accept responsibility, make payments, repair damages, defend or otherwise settle a claim under the policy.

3. IMPORTANT! RECORD FIRST IMPRESSIONS AND WITNESS INFORMATION PROMPTLY. As soon as practical, record first impressions or reports of what happened. Make careful notes of names and current home contacts for all persons involved and witnesses.

4. REPORT CLAIMS PROMPTLY. Contact James R. Favor & Company @ 14466 East Evans Avenue, Aurora, Colorado, 80014. Toll Free (800) 344-7335 – Fax (303) 745-8669.

5. NOTIFY FRATERNITY OFFICERS & PREPARE WRITTEN REPORT. Notify your officers in accordance with your internal procedures. Prepare and submit a written claim / fraternity report as soon as possible. For completeness, accuracy, speed, and convenience in reporting both your own and information available from others, you may wish to consider using the services of a public stenographer. Adjustors may request you provide recorded statements. Your claim / fraternity report should at minimum provide the following information:

   1) Date, Time, Location & Circumstances of Accident; 2) Names, Addresses, Phone Numbers of Persons Involved & Witnesses; 3) Description of Claim Event; 4) Follow-up Information or Actions, (i.e. Medical Treatment or Condition of Persons Injured, Police Report Filed); 5) Persons responsible for further coordination / handling of this claim.

6. IF SUIT IS FILED OR LEGAL PROCESS SERVED. If suit, legal process, or claim notice is served upon anyone, IMMEDIATELY NOTIFY, and forward copies of the suit materials to: James R. Favor & Company, your organization, and the insurance company claims adjustor.

PLEASE REMEMBER WE ARE AS NEAR AS YOUR TELEPHONE, DO NOT HESITATE TO CALL US SHOULD ANY QUESTIONS ARISE WITH RESPECT TO CLAIMS

UNITED STATES LIABILITY INSURANCE GROUP
A BERKSHIRE HATHAWAY COMPANY

COMMITTED TO MAKING A DIFFERENCE

The Main Event® - Special Event Liability

TYPE OF EVENT

- ☐ Beer Garden/Beer Tent
- ☐ Car Show
- ☐ Concerts/Musical Performance
- ☐ Conventions/Trade Show/Exhibit
- ☐ Festival
- ☐ Fund Raiser
- ☐ Motor Vehicle Race/Show
- ☐ Competition or Show
- ☐ Parade
- ☐ Party/Social Event
- ☐ Individual Vendor Booth
- ☐ Picnic
- ☐ Sporting Event/Tournament
- ☐ Wedding/Wedding Reception
- ☐ Other (describe): ______

GENERAL INFORMATION

1. a. Name of applicant: ______
   (List only one legal & dba name. Do not include "etal", "etc." or other similar wording in the name).
   b. Mailing address: ______
   c. Describe applicant's role and responsibility in event: ______
   d. Is there a website for this event? ☐ Yes* ☐ No
   *If yes, provide website address: ______
2. a. Name of additional insured: ______
   b. Mailing address: ______
   c. Additional insured's interest in event: ______
3. a. Location of event (complete street number/name, city, state & zip): ______
   b. Will the event take place on the applicant's premises? ☐ Yes ☐ No
   c. Location is: ☐ Private Residence ☐ Convention Center ☐ Arena ☐ Liquor-Licensed Establishment ☐ Stadium ☐ Fair Grounds ☐ Indoors ☐ Outdoors ☐ Other (describe): ______
   d. Is the applicant's premises located in a jurisdiction which permits civil cases to be heard in a Tribal Court? ☐ Yes ☐ No
4. a. Dates of event: From: ____/____/____ To: ____/____/____
   (If one day event, end date should be the same as start date. Quote will contemplate coverage for events continuing past 12:00 AM).
   b. Desired coverage date(s): From: ____/____/____ To: ____/____/____
   c. If event date(s) differs from desired coverage date(s), explain: ______
   d. Is set-up and take-down coverage needed for additional dates? ☐ Yes* ☐ No
   *If yes, what are the dates and what will this exposure include? ______
   *Will there be any heavy machinery used? ☐ Yes ☐ No
   e. Would you like to include a rain date? ☐ Yes* ☐ No *If yes, what date? ______
5. Hours of event: From: ______ AM/PM To: ______ AM/PM If hours vary by date, describe: ______
6. FULL SCHEDULE/DESCRIPTION AND PURPOSE OF EVENT (Attach copy of brochure, website pages and flyer to this application or include details on all activities taking place): ______
7. Will there be any entertainment? ☐ Yes* ☐ No
   *If yes, describe and include name of performers and acts: ______
8. a. ESTIMATED TOTAL ATTENDEES PER DAY: ______
   b. Average age of attendees: ______
   c. If applicant is an individual exhibitor/vendor, what is the estimated attendees per day anticipated to visit their booth? ______
   d. What is the maximum capacity of facility holding event? ______

Phi Delta Epsilon Medical Fraternity Crisis Management Policy

This crisis management plan has been developed to aide Phi Delta Epsilon chapters in the event of an emergency. Crisis management is much more than just dealing with a crisis, it is also about preventing or avoiding a crisis all together. We must be prepared for crisis prevention, planning for a crisis and damage control after a crisis. A fraternity emergency situation may be prompted by any of the following occurrences:

- An accident resulting in severe or fatal injuries, sexual assaults or domestic disputes, or a member attempting or committing suicide.

- Chapter member, members, or the entire chapter being accused of violating local, state, federal, or university/college laws, rules, and regulations.

There may be other types of emergencies, which are not identified specifically above. When an event like this occurs, it can do irreparable damage to the future of the chapter, the University community, and the entire Fraternity if not handled correctly.

These suggestions will help the chapter deal with and manage a crisis in the most effective and efficient way and put the chapter on the track towards normal operations. In all cases, it is recommended that these suggestions be followed.

Standard Operating Procedures

1. Maintain Control. The chapter president is in charge during all emergency or crisis situations until relieved by your Executive Office/International Board. In the absence of the president, the next highest ranking chapter officer will assume this responsibility.

Through effective training, the Executive Board should be knowledgeable of all Fraternity risk management guidelines and policies and should be prepared to manage a crisis if it occurs. All members should know who is in charge and be able to follow instructions.

It is suggested that each chapter include a review of these crisis management procedures during your new membership education program each semester.

2. Contact Authorities. In the case of injury or destruction of property, contact the proper authorities (i.e. police, fire, ambulance, etc.) <u>immediately</u>. Each officer should have these emergency phone numbers in their phone and/or binder. A sample page is provided for your use at the end of this manual.

3. Notify University and Executive Office Staff. The president should notify each of the following individuals or offices after the authorities have been contacted. All parties should be notified immediately following an emergency. To reduce confusion, fill out the Fraternity's Incident Report immediately after you talk to the following officials:

- **Chapter Advisor**
- **Phi Delta Epsilon Executive Office – (786) 302-1120**
- **Greek Advisor**

4. Chapter Meeting. The president should call a meeting of all members to inform them of the emergency and to review the crisis management plan. The president should explain to the members that there is a crisis and all chapter operations should cease immediately. Ask them to cooperate in halting all outgoing and incoming calls until the situation is under control.

5. Role of the Chapter. While the members are assembled, there are several things which will need to be done. It is important to remain calm until the situation is under control.

This task can be delegated to a responsible member. Have them use their cell phone. (In the case of a suicide attempt, with or without serious injury, **do not** immediately assemble your members or call parents. Quietly discuss what to do with qualified personnel on the scene). Assign a member as a liaison between the hospital and the chapter to make communications operate more efficiently.

6. Chapter Contacts with the Media. All members should be instructed to make no statements, comments, suggestions, or remarks to the media. The president and/or the Executive Office is the only spokesperson for the chapter until he is relieved of those duties as described in suggestion #1.

The president or Executive Office will make an appropriate statement after the situation is under control and only after the situation and the content of the statement has been discussed with the Executive Office. Different media sources will want more information; offer to provide them updates as they become available.

No permission should **ever** be granted to film within the chapter meeting area or personal rooms. Do not jump to conclusions or speculate. Give plenty of updates to members to prevent the flow of incorrect information and rumors. Be aware that any comments that are made by any member may have the potential to do serious damage to individual members of the chapter and to the chapter as a whole.

7. Media Statement. Express and convey sympathy; however, never admit liability or fault. Unless so advised by the Fraternity's Legal counsel after they have fully reviewed the incident, this sample media statement can be used:

"We can confirm that (describe incident briefly) occurred on (day) at (time) at (location). We will do all we can to provide information as it becomes available. Currently, we are working with the authorities. Comments will be made when we are certain of all the facts. In the interim, feel free to call me or give us your name and phone number - we will forward information as soon as we have more details available."

When talking with the media, be honest, factual, and prompt. **Never** say "No comment;" it conveys guilt. Saying "I don't know" is the preferred reply. Don't get mad or frustrated, and don't lay blame.

In the event of an on-site interview with television cameras or print media accompanied by photographers, avoid wearing any apparel which displays your Greek letters. Dress professionally (in a shirt and tie or blouse and jacket) and present yourselves in a professional manner. Wearing your Greek letters will immediately portray that the event was organization-related rather than an isolated incident.

If at all possible, request that all members avoid wearing your Fraternity letters publicly immediately following a high-risk / high profile incident. Doing so will assist your members in avoiding the chance of being ill-prepared to respond to numerous questions surrounding an incident by curious classmates, instructors or individuals affiliated with the media.

8. Communication with Parents or Guardians. <u>Do not</u> take it upon yourselves and personally notify the parents or guardians, unless otherwise suggested by the Fraternity staff or your key local advisor. In the event of a serious injury or death, medical or police personnel (who are trained in this) will notify the family. Parent/guardian information should always be on file and available for proper authorities. After you know the entire family has been contacted, it is appropriate then, and only then, for a chapter representative to call and share the chapter's concern.

Be Prepared To Act When a Crisis Occurs

This checklist is to be used when developing your chapter's crisis management plan. This checklist should also be utilized during a crisis situation.

In Advance

- ☐ Get the chapter officers and key volunteers to agree on a positive plan, one that is spelled out on paper.
- ☐ Educate all chapter members and key volunteers on the completed plan and on specific responsibilities.
- ☐ Obtain legal counsel and ask for legal advice regarding crisis planning ahead of time.
- ☐ Designate an official spokesman, preferably the Chapter President, to whom inquiries will be referred. Speak with only one voice.
- ☐ Be aware of local media contacts.

During a Crisis

- ☐ When an emergency arises, notify members, school officials, PhiDE Executive Office, key graduates, and legal counsel quickly. Activate chapter crisis management plan.
- ☐ Be calm. This will help eliminate confusion, speculation, and fear.
- ☐ Quickly assemble all of the facts and verify them using reliable sources. Prepare an official statement with approval from legal counsel and Executive Office Staff. It is critical that the chapter be the source of the facts for the media.

During a Crisis Continued

- ☐ In the case of illness, injury, or fatality, follow up with details to the Executive Office following prescribed procedures.
- ☐ Complete a Claims Form. This can be found in your leadership guide or online at www.phide.org.
- ☐ Release any statement to all media by the quickest means available after consultation with the Executive Office or International Fraternity spokesperson. Do not play favorites or give exclusives.
- ☐ Circulate official statements to all chapter members, school officials, Executive Office staff, key graduates, and legal counsel. Keep everyone fully informed.
- ☐ Anticipate the needs of news media. Extend the fullest cooperation and have amenities available. Keep the media briefed at all times.
- ☐ Anticipate public and family inquiries, and pressure.
- ☐ Keep the lines of communication open.
- ☐ Establish emergency communication links where needed and monitor news sources.

After the Crisis

- ☐ Conduct an evaluation. Determine what were the successes and failures. Revise the chapter's crisis management plan accordingly.
- ☐ Ensure that members and alumni receive appropriate counseling as needed.

Instruct your members not to discuss incidents with anyone.

Crisis Terminology

Agreement on terminology can be a problem in crisis communications. Some common terminology is listed below.

- **Fatality:** Death from any cause.
- **Fatal Injury:** An injury resulting in death.
- **Serious Injury:** Hospitalization is required. The injury has resulted in a bone fracture (except simple fractures of fingers, toes, or nose). A serious injury involves cuts and bruises that have caused severe bleeding. Nerve, muscle, or tendon damage has occurred. The victim has sustained an injury to any internal organ. The victim has been burned on more than five percent of the body or has suffered second and third-degree burns.
- **Minor Injury:** One that does not fit any of the above categories.
- **Serious Illness:** One that requires hospitalization and/or could result in death.
- **Minor Illness:** One that requires little or no hospitalization and is not considered serious.
- **Missing:** An unexplained absence from normal activity, residence area, or activity area.
- **Missing and Presumed Lost:** Missing under conditions that raise strong presumption that the person is lost but may be located.
- **Missing and Presumed Dead:** Missing under conditions that raise a very strong presumption that the person is dead.
- **En Route Delay:** Use this term for aircraft or surface transportation delays that are temporary and not considered hazardous to the persons involved. Any delay in transportation will be reported to parents, so you may need to get out a statement immediately to reduce rumors and speculation.
- **Non-operational Incident:** Airlines use this term to describe delays caused by hijacking, severe weather conditions, bomb threat, and other outside causes. No injury or personal harm is involved.
- **Operational Incident:** Describes minor accidents involving non-serious injuries, some light property damage, or potentially hazardous conditions.
- **En Route Emergency:** A temporary situation in which the safety of an aircraft or surface transportation is in jeopardy or in question due to a lack of information.
- **Aircraft Accident:** Involves substantial damage. One or more persons have suffered a serious or fatal injury. Usually both damages and fatalities have occurred.
- **Guidelines in the event of a death: Do not** announce or respond to the event of a death until and only until you are positive all members of the immediate family have been notified. University staff can assist you in this area, as they are trained professionals. If the funeral service is open, plan chapter attendance. Should the chapter conduct a memorial service, the family may appreciate it, but respect their wishes if they do not. Ask university officials for help in arranging an on-campus memorial service.

Coping with the Loss

Someone close to you, your brother or good friend has died. As you struggle to accept this difficult loss, you may find yourself consumed by pain, fear, and grief. Grief is a natural response to losing someone who was important to you. Grief hurts, but it is necessary. When a death tears your world apart, grieving is the process that helps to put it back together. Grief runs through stages, and even if you do not experience all of them, chances are you will experience some of them. This is why it is important to understand the stages of grief.

1. ***Denial*** – This response is nature's way of protecting you and of insulating you from what happened.

2. ***Anger*** – You may feel angry toward the doctors or nurses who couldn't save your brother. You may even be mad at the deceased for leaving you. These feelings of anger may lead you to feel guilty.

3. ***Guilt*** – You may feel guilty for simply being alive when someone else has died. You might feel guilty for not saying good-bye, or you may remember a fight or argument you had with the deceased.

4. ***Depression*** – Even if you are normally a committed, caring person, you may find that you don't care about anything or anyone. This is a common feeling as are the others.

5. ***Acceptance*** – Hopefully, the grieving will accept the death eventually. That does not mean you have to forget the deceased. It just means it is time to go on living.

One of the best ways to begin working through the grief is to attend the funeral. A funeral confirms the reality of death and serves as a focus for expressing feelings of loss. You begin to help the family of the deceased, and yourself, by attending the funeral.

Being there demonstrates that although someone has died, friends like you remain, and it demonstrates you care. Both before and after the funeral, it is important you express your feelings. Crying is both normal <u>and</u> healthy. Contact your college or university's Counseling Center to arrange a group or individual discussion for assistance with grief and loss.

Emergency Phone Numbers

Police/Fire Departments	**911** (On campus, you may have to dial 9+ 911 to get an outside line)
Campus Police	___________________
Counseling Center	___________________
Chapter Advisor	___________________
Greek/Student Affairs Advisor	___________________

Phi Delta Epsilon Headquarters **786-302-1120**


PHI
DELTA
EPSILON
INTERNATIONAL MEDICAL FRATERNITY
WWW.PHIDE.ORG

CHAPTER LEADERSHIP GUIDE

OFFICER HANDBOOK

Cheat Sheet for Chapter Officers

CHAPTER PRESIDENT
- Current chapter manpower, broken down by year
- University relations—recent incidents, new policies
- Recent chapter or individual awards
- Current chapter goals and progress
- Prepares agenda items and approves them for Secretary/Risk Management Officer to share

VICE PRESIDENT OF PROGRAMMING
- Calendar of events
- Social programming
- Recent community service events with your CMN Hospital
- Upcoming educational speakers
- Oversight of committee structure

VICE PRESIDENT OF FINANCE
- Review chapter budget thoroughly
- Checking and savings account balances
- List of accounts receivable
- Suspension and expulsion for indebtedness
- CMN $1,000 philanthropic goal

VICE PRESIDENT OF RECRUITMENT
- Recruitment goals and dates
- Information on recent recruitment activities
- Upcoming recruitment events
- Membership education
- Member retention

SECRETARY/RISK MANAGEMENT OFFICER
- Risk management education and accountability
- Update on chapter web site
- Update on historical archives
- Chapter newsletter update—mailing date, information needed, etc.
- Chapter academic standings
- Members not in good standing academically
- Academic awards or scholarships
- Prepares agendas and minutes

PRESIDENT

"In a president, character is everything. A president doesn't have to be brilliant... He doesn't have to be clever; you can hire clever... You can hire pragmatic, and you can buy and bring in policy wonks. But you can't buy courage and decency, you can't rent a strong moral sense. A president must bring those things with him. He needs to have, in that much maligned word, but a good one nonetheless, a "vision" of the future he wishes to create. But a vision is worth little if a president doesn't have the character – the courage and heart – to see it through." — *Peggy Noonan, 20th century American author, speech writer for U.S. President Ronald Reagan*

As Chapter President, you have a huge responsibility and have been given a great honor. The members of your chapter, the university administration, and international officers/staff will look to you for leadership and consistent communication. Your actions will inspire the successful operation of the chapter and assist members in building a thriving chapter. As President, you are the chief executive officer of your chapter. Leadership, goal setting, and policy-making are examples of duties you will assume. A more comprehensive definition of your role, as defined by the International Fraternity Bylaws, is:

The President shall:

viii. *Preside over all chapter and officer meetings (non-voting member, unless tie) and prepare all agenda items.*
ix. *Act as the official representative of the chapter.*
x. *Be responsible for carrying out the decisions of the chapter.*
xi. *Appoint and disband committees with the aid of the chapter officers.*
xii. *Be available upon request to the CEO and chapter membership.*

Your year as Chapter President will be full of excitement and challenges. You MUST lead by our motto of Facta-Non-Verba to be truly successful. By matching your actions with your words, you establish a credible example for other chapter members to follow.

Quick Checklist

□ Model the way for your members by being focused and in attendance at all chapter events, transition sessions, activities and meetings.
□ Know each of your officers' duties and motivate them to succeed.
□ Communicate bi-weekly with the International CEO.
□ Ensure forms are sent on time.
□ Follow the calendar.
□ Meet/Communicate weekly with your chapter advisor.
□ Help officers meet their goals and your chartering date by delegation and follow-through.

As chapter President, many will look to you as the "official" leader of the chapter. A major part of leadership is engaging others in the accomplishment of our goals. Our natural tendencies lead us to trust ourselves, not to trust others, which only results in hampering our ability to make great things happen. However, it is only through letting go that we can engage others in our goals and build a great chapter. Chapters look to Presidents to be leaders, and oftentimes, they are provided with managers. Leadership and management are frequently confused to be the same. Know which role is necessary and crucial to pushing your chapter forward and achieving more than you thought possible. Your chapter will be looking to you for direction.

Management versus Leadership

There are very distinct differences between the two. Management provides the systems that create order out of chaos. Leadership inspires chaos to improve the human condition and allow for the growth and development of people. Much like a muscle that grows stronger with a greater degree of challenge, the human spirit and its ability to accomplish extraordinary things develops with each opportunity to challenge one's comfort zones, allowing people to dream bigger, achieve more, and be fulfilled.

Adapted from *Leading Change* by John Kotter, Harvard Business School Press

Management

Planning and Budgeting

•Establishing detailed steps and timetables for achieving needed results, then allocating resources necessary to make it happen

Organizing and Staffing

•Establishing structure for accomplishing the plan, staffing that structure, delegating Responsibility and authority for carrying out the plan, providing policies/procedures to help guide people, and creating methods and systems to monitor implement action

Controlling and problem-solving

•Monitoring results, identifying deviations from plan, then planning and organizing to solve these problems

Leadership

Establishing direction

• Developing a vision of the future often the distant future—and strategies producing the changes needed to achieve that vision

Aligning people

•Communicating direction in words and deeds to all those whose cooperation may be needed, so as to influence the creation of teams and coalitions that understand the vision and strategies and that accept their validity

Motivating and inspiring

•Energizing people to overcome major political, bureaucratic, and resource barriers to change by satisfying basic, but often, unfulfilled, human needs

CHAPTER EXECUTIVE BOARD

The Executive Board is composed of the President, Vice President of Programming, Vice President of Finance, Vice President of Recruitment, and Secretary/Risk Management Officer. The chairman of the Executive Board is the President.

Preliminary discussions should occur during executive board meetings.
It is easier to reach important decisions through discussion and consideration by a small, informal, qualified group rather than by individual or chapter action. Having discussed all pros and cons prior to the chapter meeting, the best answers will more readily be available, decisions will not be deferred because of lack of information, and time will be saved. Drawn-out discussions on minor issues cause members to lose interest in overall chapter operations and as evidenced by non-attendance at chapter meetings.

To be effective, the executive board must:

1. Meet prior to every chapter meeting, preferably one or two days before.
2. Have an established order of business. A sample order of business for the executive committee:

- Call to order and roll call.
- Reading of minutes of previous executive committee meeting.
- Reports of unexcused absences from previous chapter meeting.
- Financial report, including members with past due accounts.
- Old business/new business sections of previous chapter meeting.
- Review chapter activities calendar.
- Plan and review the agenda for the forthcoming meeting. What is your stand on old business? What legislation is going to be proposed?
- Conclude your meeting with a review of action items to be completed for the next meeting.

What next? INSPIRE THE VISION
Now that you have the right people involved, you need a common purpose for your chapter to be enthusiastic about and ready to work toward. Your chapter's purpose will be the foundation for the creation of goals, action plans, and follow-through.
When building your vision for the chapter:

- Engage members in the process. What do they want to accomplish as a member of the Fraternity? How do they feel they can be a contributor? A shared purpose developed by the team leads to higher satisfaction of the team and a higher likelihood of success.
- Begin with the end in mind. What will you have accomplished as a result of your tenure in office? Be specific and pursue those goals relentlessly.
- Communicate, communicate, and communicate. Successful leaders continually reinforce the vision of the chapter at every opportunity.
- Develop goals designed to reach your vision. Make your goals SMART: Specific, Measurable, Attainable, Realistic, and Timely.

VICE PRESIDENT OF PROGRAMMING

"The majority of men meet with failure because of their lack of persistence in creating new plans to take the place of those which fail." -Napoleon Hill

As Vice President of Programming, you are the director of chapter programming and can significantly influence chapter morale through successful events. You also serve as the Chapter President when he/she is absent, and must be familiar with their responsibilities as well. More specifically, your duties as defined by the International Fraternity Bylaws are:

The Vice President of Programming shall:
i. Assume the responsibilities of the President in his/her absence.
ii. Oversee all committees/chairs unless otherwise noted in the chapter's bylaws. (Such committees can include social, new member education and medical education.)
iii. Provide a report of committee activities at all officer and chapter meetings.

You must be organized and work closely with your chapter to ensure all event details are well communicated and well executed. Chapter members will constantly be turning to you with questions regarding chapter programming. Attention to detail is critical to your success. Beware of scheduling too many events (over-programming). In today's demanding education environment, too many events can become burdensome for chapter members, thus decreasing chapter morale. A few well planned and fun events will serve the chapter better than too many poorly scheduled events. Remember that excellent programs serve recruitment when potential recruits are invited to such an event.

Quick List

- □ Review the Fraternity's risk management guidelines to understand all policies and procedures.
- □ Become familiar with *Robert's Rules of Orde*r.
- □ Delegate some responsibilities to teach others how to plan. Your role will be to follow up and help provide resources, support, and encouragement.
- □ Attend your weekly chapter meetings and report on all events
- □ Provide calendars for all members outlining upcoming events
- □ Plan events that balance social, service, philanthropic, cultural but always ensure as many are medically related as possible.

Programming Sets the Tone

Fraternity or "Frat?" Animal House, Van Wilder and Old School make it hard for us to break a fratastic image. While Phi Delta Epsilon IS a Fraternity, we do not subscribe to the events and stereotypes provided by the media as a result of negative behavior.
This said, it important to act with class in all activities. Help your chapter:

- Dress appropriately for chapter meetings and campus activities.
- Thank volunteers and their families.
- Send thank-you notes regularly.
- Create programming focused on medical-related topics.

- Use the New Member Resource guide to teach all your members about etiquette.
- Follow all risk management policies.
- Do not use alcohol paraphernalia as decoration.
- Create appropriate, positive recruitment T-shirts.

Plan in advance

The best-laid plans do not assure you success, but they do go a long way in preparing your chapter to reach its goals. You may find the following process helpful in developing a strong team and plan of attack for the year. As Vice President of Programming, you are the chapter's project manager. You will oversee various projects, teams, and results, and through building processes into the chapter culture, you can ingrain a culture of success.

Step One — Start with the Who…Then What

Selecting team members for your committee will be the most important thing you do this year. It is very important to have the right people on your team. These people must both be driven by the Fraternity's motto of Facta-Non-Verba and be committed to better themselves and their chapter fraters.

SECRETARY/RISK MANAGEMENT OFFICER

"Consistency, simplicity, and repetition are the keys to communication."
-Jack Welch

As the chapter Secretary/Risk Management Officer, you are in charge of the collection, distribution, and historical documentation of information. Your duties as defined by International Fraternity bylaws are:

The Secretary/Risk Management Officer shall:

iv. *Record all attendance and take minutes at all officer and chapter meetings.*
v. *Maintain and distribute current phone and email lists of members and officers.*
vi. *Be responsible for all chapter correspondence and property needs.*
vii. *Be the Risk Management Officer.*
viii. *Prepare agendas for all meetings*
ix. *Review the Constitution and Bylaws annually with the officers.*
x. *Maintain an archive of all chapter events.*

You must be organized. All members of the chapter will turn to you with questions regarding upcoming events and past chapter decisions. You must communicate both internally and externally to ensure that chapter members, the Executive Office, and university administrators are all updated and aware of chapter progress. You are also responsible for the distribution of information and informing many different people about your chapter.

Quick List

□ Make agendas for every meeting.
□ Attend the weekly executive board meeting and take minutes. You are responsible for minutes of all executive committee and chapter meetings.
□ Work with the historian to document chapter events throughout the year.
□ Develop a web site plan that incorporates information for chapter members, parents, volunteers, graduates, university administration, and the community at large.
□ Maintain the chapter bylaws.
□ Educate all members on risk management and instill accountability.
□ Maintain the chapter roster, phone list, and phone tree for emergency communication.
□ Type and file all meeting minutes in an organized, complete manner.
□ Ensure that all motions are in written form when presented at chapter meetings. The motions passed at meetings are valid until repealed. These motions, in addition to your bylaws, determine chapter policies and procedures.

Communication is Key

According to Jack Welch, CEO of General Electric, communication is the key to effective organizational operation. If everyone knows what is occurring and when to be there, you will not have problems. He states:

We just expanded the reach of our communication. We refined it, got better at it, and it began to snowball. If you have a simple, consistent message, and you keep repeating it, eventually that's what happens. ***Simplicity, consistency, repetition*** *that's how you get through. It's a steady continuum that finally reaches a critical mass.*

Helpful Hints

Internal chapter newsletters, bulletin boards, a list serve and email are easy ways to communicate to all chapter members. Here are some suggestions when creating a newsletter:

. Include upcoming events.
. Highlight people doing important work.
. Outline recent decisions affecting the chapter.
. Identify new members.
. Promote projects.
. Be visually creative.
. Keep them tasteful. Newsletters will be read by people outside the organization.

Additional Resources

You can find example agendas, minutes and risk management resources online on the members-only website.

VICE PRESIDENT OF FINANCE

"Money is good for nothing unless you know the value of it by experience." - P.T. Barnum

As Vice President of Finance for your chapter, the ability to survive after you are gone depends on your financial strategy and management.

According to the International Fraternity Bylaws, your duties are defined as:

The Vice President of Finance shall:

xi. Preside over all billing of members.
xii. Prepare an annual budget for approval of the officers no later than the second meeting of the term.
xiii. Regulate the expenditures of the chapter in accordance with the budget.
xiv. Prepare and distribute a monthly written statement of the chapter finances.

In order to enjoy your position as Vice President of Finance, you must convince members that collection of dues is not your "job." Rather, it is an expectation of membership that all pay on time. If you can achieve this, you will be able to focus on financial management rather than dues collection.

Quick Checklist

□ Open a checking account with a two signature requirement.
□ Ensure you have supplies: receipt book, statement book and checkbook.
□ Collect all dues.
□ Maintain financial records.
□ Report all delinquent accounts to International Executive Office.
□ Give weekly reports at chapter and executive board meetings.
□ Attend the officer transition retreat.
□ Make and adhere to a chapter budget.
□ Follow all Fraternity policies and procedures.
□ Have a receipt for every penny spent.
□ Have a deposit slip for every penny received.
□ Do not accept cash.
□ Use checks for all expenditures.

IMPORTANT REMINDER: CHAPTER FUNDS ARE NOT TO BE USED FOR THE PURCHASE OF ALCOHOL, DRUGS or ANY OTHER ILLEGAL SUBSTANCE.

Planning Your Chapter's Budget

Each of your chapter members will have education on how to plan an individual budget. As Vice President of Finance, you can use your experience to build a successful group budget too. This should be approved by the executive board and then the chapter. Before you get started, it's important to know what income and expenses you can expect. Make a list of these and remember to leave room for at least 5% more and 5% less in each category.

Dues

The International Fraternity sets the amount of new member and returning member dues each member must pay. You are responsible for collecting and sending these fees to the Executive Office in Florida. Timely payment and submittal of registration fees and forms will ensure a quick turn-around for membership packets. Dues include member planners for each new member, chapter liability insurance and other resources.

Members pay once during each academic year no matter which semester/term they were initiated. For this academic year, new member dues are $125 and returning member dues are $50. New member dues must be sent within five days of bid day.

PhiDE does not offer inactive status for its members. As a premedical student, you are either an active member (member in good standing) or no longer a member. If you have members who do not want to remain active for the year, but wish to rejoin later, they are responsible for paying all inactive years plus the current year to regain active status.

In an ideal world, all members would pay in full and on time. This may not happen. Therefore, it is important for you to have policies and procedures in place to compensate. If members do not pay by the date set on the invoice sent by the Executive Office, they are no longer active and will be deemed as such in our roll book.

The chapter must operate on a cash basis. No factor has as much effect on a chapter’s financial stability as the collection of members’ accounts. Operating on a cash basis does not mean you use cash for purchases rather, it means the chapter must have money in the bank in order to meet its expenses. Phi Delta Epsilon does not have payment plans for International dues.

VICE PRESIDENT OF RECRUITMENT

”A leader takes people where they want to go. A great leader takes people where they don't necessarily want to go, but ought to be.” - Rosalynn Carter

The best Vice President of Recruitment is not necessarily “popular,” and he/she is not the type of person who will accept whatever position the chapter offers him, nor is he/she necessarily the chapter’s best recruiter. The officer should be a competitor who is highly organized and mature enough to delegate tasks and authority with confidence in those who receive his directives. Like a good coach, they recognize the need to keep people motivated. They should thrive on succeeding in recruitment; he/she must understand the absolute need of utilizing the entire chapter to accomplish this objective. An outline of your duties, as defined by the International Fraternity Bylaws, is:

The Vice President of Recruitment shall:

xv. *Preside over all fraternity recruitment activities.*
xvi. *Provide programs and resources on recruitment for all chapter/chapter members.*
xvii. *Educate all members throughout the year with Fraternity lesson plans and additional resources.*

Your position has only one rule: Always Be Recruiting! Once involved in the Fraternity, active member should be recruited to stay. We call this retention. While our bylaws state you should have at least two classes each year for premedical chapters, you can always start early or even have more! Successful recruitment will yield a chapter whose manpower is competitive with other organizations on campus, is representative of the student body as a whole, possesses a strong reputation on campus & community, and offers the strongest ties of friendship of any student organization on campus. Part of recruitment is retention and this is where the educational aspect of your job starts: Be involved in continuously educating your chapter on medical, leadership and life lessons.

Quick List

□ Obtain the resources available on the members only website page of www.phide.org.
□ Attend the weekly executive board meeting.
□ Set up regular new member recruitment events for the chapter.
□ Identify recruits.
□ Contact recruits.
□ Conduct interviews.
□ Organize recruitment events.
□ Supervise recruitment events and ensure the goals established for the events are accomplished.
□ Design and implement the Fraternity education plan.

Define PhiDE

Discuss as a chapter what PhiDE means at your college/university. PhiDE is a Fraternity. As a Fraternity, we are a value-added organization. How can this help your chapter find its vision and create its own brand on campus?

Once you know who you are and what you want the chapter to achieve, start defining the men and women who can help you reach those goals. These are the new members you want to recruit.

Educate Yourself

Become familiar with the website and resources that will help you understand the potential that PhiDE brings to student members. If you have questions at any time contact our International office!

Know How to Sell Your Product

As Vice President of Recruitment, you are organizing a program that you need to “sell” to the chapter in order to have its complete support and involvement. To be able to “sell,” you must be able to communicate what PhiDE is FIRST to your members.

To get each and every member involved in the program, do not take the easy way out by speaking to the masses during a chapter meeting. For complete involvement, you must speak personally with every individual of the chapter and tell them the plans and goals of the recruitment program, and most importantly, what their role is in the recruitment picture. Don’t expect to have a complete bill of sale by simply meeting with each chapter member. “Selling” the process is an ongoing effort that requires persistence and patience.

Keep recruitment a top priority during chapter discussions. Ask for opinions and listen make the chapter members realize that you care about their thoughts and that you give them appropriate consideration.

Be Willing to Work for your Goal

You need to set the precedent for your members to follow. This is part of our motto, Facta-Non-Verba: Deeds Not Words.

- Identify recruits.
- Contact recruits.
- Conduct interviews.
- Organize recruitment events.
- Supervise recruitment events and make sure they accomplish the goals established for the event.

A key to planning the recruitment program is the realization that each member will be held accountable for assisting with recruitment. Do not let members “fall through the cracks.” Make sure that each member has a place in the recruitment program. This involvement will give members a personal stake in the program and will, in turn, benefit the entire chapter.

CHAPTER ADVISOR

Chapter advisors' responsibilities include working with chapter leaders and members on programming, counseling individual leaders, and providing the continuity necessary to ensure long-term chapter quality. Advisors assist in the general operation and governance of the chapter, including identifying educational, scholastic, cultural and developmental resources within the University community.

Responsibility

As a Chapter Advisor, you are expected to:

- Provide general guidance to the chapter.
- Oversee the election of chapter executive board members.
- Occasionally attend chapter meetings.
- Occasionally attend executive board meetings.
- Be available to meet with individual members who may need guidance.
- Attend initiation.
- Advise chapter and/or officers on university issues.

Chapter Assessment and Goal Setting

Ensure that semi-annual chapter assessments, goal-setting sessions, officer transitions, and chapter retreats are conducted.

Recruitment

Assist the chapter with manpower audits to help it set recruitment goals and provide objective ideas for the recruitment program and its implementation.

Member Development

Ensure that it is a constructive, positive program which promotes balanced and healthy development. The development program should provide educational activities from the day a student joins until the day that student graduates.

Overall Direction

Provide the high level of continuity needed to help the chapter reach its long-term goals.

International Executive Office

You are expected to support and encourage the chapter's compliance with all of Phi Delta Epsilon's Bylaws, policies, and procedures, as well as all state, local, and college or university laws.

By utilizing your experience and combining that with "real world" knowledge, you provide consistent, mature, objective guidance necessary to ensure a tradition of quality in PhiDE.

Chapter Advisor Quality Checklist

The checklist below was designed to help you assess chapter needs and progress

Basics:

□ The chapter's constitution is relevant and up-to-date.
□ Goals and action plans have been set for the current school year.
□ A budget is developed annually and reviewed.
□ The chapter is representative of the diverse student population on campus.

Positions:

□ There is a written job description for each executive officer, committee chairperson, and organization representative.
□ The chapter has a well-functioning committee system.
□ There is a written description of the purposes and responsibilities of each committee.
□ All executive officer, committee chairperson, and representative positions are filled by qualified student leaders in the chapter.

Training/Mentoring:

□ Training is planned on a semester basis for committee members, executive officers, and committee chairpersons.
□ Team building activities are planned each semester for executive officers, committee chairpersons, and representatives.
□ The president meets with the advisor on a weekly basis.
□ Executive officers meet regularly with the advisor.

Programming:

□ The chapter is focused on the pursuit of medical related education and activities.
□ The chapter has a good balance of social, educational, and academic programming.
□ All programs and activities are evaluated through feedback from executives and committees.
□ Chapter activities and programs are well publicized and attended.
□ There is a well-organized programming filing system (i.e., resources, contact names, phone numbers, evaluations).
□ Chapter activities and programs are recorded on a calendar of events that is then kept on file.

Organization:

□ Agendas are developed and used at chapter meetings.
□ Agendas are developed and used at executive board meetings.
□ There is a well-organized system for holding meetings.
□ There is a well-organized filing system for meeting minutes.
□ Well-organized transition notebooks are developed by officers and committees at the end of each term.
□ Chapter meetings are held on a bi-weekly or weekly basis.
□ Chapter meetings are interesting, orderly, and well attended.
□ Chapter minutes are kept of all chapter meetings and distributed within 48 to 72 hours to members.
□ Executive board meetings are held on a weekly basis.
□ Executive minutes are kept of all executive meetings and distributed within 48 to 72 hours to members.
□ Executive officers have effective communication with chapter members.

Accountability:
□ Standards are established, written, and revisited among current chapter members.
□ Standards are established, written, and revisited among current executive officers.
□ A system is in place in which executive officers are able to receive performance feedback.
□ Members are willing/able to address issues directly, productively, and in a timely manner.

Relationships:
□ Executive officers, committee chairpersons, and committee members have a good working relationship.
□ A positive and/or effective relationship currently exists between chapter member and the university (e.g., Greek affairs, student affairs, housing, residence life, university police, etc.)

Other:
□ Provide insight into being an executive and working with the advisor, etc.

How You Benefit the Chapter

- You can offer advice to graduating seniors on career opportunities.
- You can give encouragement to students to participate in campus events and organizations.
- Officers and members will have access to you, an additional mature resource.
- You may be able to positively impact the chapter academic performance by reviewing the scholarship plan, meeting with the scholarship chairperson, new members, and/or the chapter, and by providing a system of accountability.
- You can advocate for the fraternity experience to other faculty, university administration, and/or parents.
- You may have specific organizational, financial, facility, or other resource management expertise to share with the chapter.
- You can assist in the development of chapter goals, procedures and action plans.

How to be a Successful Advisor

- Be honest.
- Be forward looking.
- Create a trusting relationship.
- Receive input prior to giving advice or taking action.
- Provide reasons for why your advice should be taken.
- Provide alternatives when making suggestions.
- As much as possible, avoid being an enforcer.
- Get your accepted responsibilities done on time.
- Respond to all questions and requests for help.
- Recognize success.
- Be competent.
- Be inspiring.
- Inquire as to expectations.
- Customize your advice.
- Keep your advisees' priorities in mind.
- Avoid putting yourself in the limelight.
- Show you are interested
- Be a positive example.
- Avoid saying, "I told you so."
- Show that you are proud to be a part of the group.
- Anticipate potential problems.
- Never lose your temper.
- Make your communications positive-avoid cynical or negative remarks.

Causes of Advisor Burn-Out

- Frustrating meetings (no agenda, order, long, argumentative)
- Indefinite task descriptions
- Lack of feedback
- Being uninformed
- Indeterminate terms of office
- Difficulty with delegating
- No opportunities for spiritual renewal
- Lack of appreciation

<u>Thank you for volunteering to help PhiDE!</u>

RECRUITMENT AND MEMBER EDUCATION

Recruitment 101

The fundamental principle of recruitment/retention is understanding what you have to offer.

Spend some time addressing the philosophical issues including:

1. What is our chapter mission on campus and internationally
2. What is our target market (see the International Bylaws)
3. How does our mission identify with the goals of our target market
4. How can we communicate our mission
5. Who are our competitors
6. What unique things does PhiDE offer
7. Who can help us achieve our mission

Developing marketing strategies include:

1. Social media to potential members
2. Member get a member campaigns
3. Word of mouth and face to face contacts
4. Videos or slide presentations about PhiDE
5. Special events
6. Display booths/tables on campus

The Executive Office is here to help you recruit and retain members. The Office provides publications about the Fraternity and can help you create unique marketing materials for your campus. The Executive Office can also help find a Graduate Member of PhiDE to visit your campus and help with recruitment.

Remember that recruitment is selling. It is important to share with potential members the benefits of membership in PhiDE. If we need to offer additional benefits to help recruit or retain members, please provide us with your ideas.

To ensure high retention, start by providing special attention to and nurturing new members. Utilize standard recruitment techniques to help retain members, including:

1. Membership polls
2. Appropriate dues collections
3. Effective communication techniques and follow-up
4. New member orientation
5. Welcome packets
6. Developing new benefits and services

Recognition programs are one of the most useful ways to retain members. Consider some of these ideas:

1. Awards for Top Recruiter, Member of the Month, etc.
2. Exam “survival kits” with coffee, snacks, etc.
3. Annual member recognition banquet
4. An “honor roll” for top recruiters
5. Article in the PhiDE news about your members
6. Public recognition at a chapter event
7. Certificate of merit
8. Cards for birthdays, holidays, etc.
9. Chapter scholarship

10. Nomination for International Fraternity Awards

Ten Things to Help Retain Members

1. Carefully planned meetings that start and end on time
2. Programs of interest to members
3. Regular communication with members
4. Programs that combine activities – meetings plus social events
5. Recognition of member achievements
6. Leadership that is open to advice
7. Demonstrate achievement of the chapter goals
8. Regular evaluation of programs
9. Encourage new members to feel welcome
10. Improve your activities and programs

Example Recruitment Calendar of Events

<u>2-3 months in advance</u>

- Book rooms
- Use social media to make event pages, send daily updates and invite members to post favorite things they love about PhiDE online on their personal and the chapter pages. Facebook, Twitter and Instagram are some of our favorites!
- Update your chapter website with new information
- Start creating your wish list of potential new members (be prepared and think ahead!)

<u>1-2 weeks before recruitment</u>

- **Two weeks out:** Advertising during school
- Chalkboard announcements/social media blitz/lunches
- Classroom announcements – get a list and permission of all courses and professors
- **One week out:** PhiDE information Booth during Orientation Fair
- Hand out cards (or stickers) with times and dates for recruitment events

<u>EXAMPLE RECRUITMENT WEEK: everyone wears PhiDE clothing</u>

- **Day 1: Meet the PhiDEs** - First information session (may host more than one): Make sure you greet every Potential New Member (PNM), give name tags to all members and PNMs and gather everyone's contact information on their way inside. VP Recruitment presents 3-5 minute recruitment video presentation Ask current members to provide a short presentation of their experiences in PhiDE. Ask all PNMs to share why they want to join PhiDE in 10 seconds**.** Have a current member/potential new member mingle session at the end**.** VP of Recruitment or Secretary/Risk Management Officer should email all call PNMs at the end of this night to thank them for coming.
- **Day 2: Social Night -** Game night, ice cream social, or bowling**.** Invite potential new members to meet and get to know the members. This should be social but have deliberate interaction and

activities. Invite active members who connected with PNMs to text them and remind them about the next event.

- **Day 3: Speed Recruitment -** Host an interactive event where as many active members meet as many PNMs as possible. (See our PhiDE How-To Guide for details on how to host event successfully). Make sure you have members call PNMs at the end of this night to thank them for coming. Send electronic applications for interviews if this hasn't already been done.
- **Day 4: Chapter Review -** Complete an initial screening of applicants (just to see that they've actually completed the application, etc.). Have chapter members vote using a ballot style as per Bylaws. Invite top PNMs (as per Bylaws) to an invitational event. Set-Up interviews in the 1:3 style outlined in the bylaws.
- **Day 5: Host the Invitation-Only event -** Find a unique venue on campus and pair each PNM with an active member to encourage focused and deliberate conversations about the Fraternity and it's meaning to our members. Include a social aspect of the event at the end of the program and ensure each PNM has made an involved connection with at least two active members. Schedule interviews for your top PNMs in the 1:3 style outlined in the bylaws. All members at the invite only event, should receive an interview.
- **Day 6 and 7: Conduct Interviews**
- **Day 8: Contact all PNMs -** Email those not being offered an invitation via email and thank them. Call or "tap" PNMs being offered a bid. Do not mail or email incoming new members. Keep it personal!
- **Day 9: Bid Day -** Host a welcome event where members can get to know each other. Install new members with the Induction ceremony available online.
- **Day 10: 1st NM Meeting -** New members come to their first PhiDE meeting. Plan a new member class activity. Share the semester's schedule and expectations. Have new members sign the membership agreement and collect new member dues

Phi Delta Epsilon International Medical Fraternity
Member Education Manual

Special Thanks to Sarah Michelle Lahti from CA Gamma for her contribution to this document.

Dear Vice President of Recruitment:

The purpose of this manual is to provide you with a guide to a very important aspect of Phi Delta Epsilon: member education. The benefits of strong member education are increased membership retention, increased active involvement, and increased interest in potential new members. This manual will assist you in promoting strong member education, not only to new members, but to all of your chapter's fraters.

The lesson plans in this document contain ideas that can be incorporated into meetings or activities to strengthen various core values behind being strong students and fraters of Phi Delta Epsilon. Each new member meeting addresses a theme for that particular week of member education. There are additional lessons contained at the end of this manual which can be incorporated to keep education interesting for active members outside of new member education. Many of these lesson plans were written for premedical members but can be used as a template for medical chapters.

New member meetings are closed to anyone outside of your five chapter officers. As Vice Preside of Recruitment it is strongly suggested that you be the only officer at these meetings except in cases like when the Secretary/Risk Management Officer presents the Membership Agreement of Phi Delta Epsilon or when the Vice President of Finance collects dues.

As Vice President of Recruitment it is strongly suggested that in addition to new member education you focus on retention efforts for initiated members. Your recruitment committee can focus on this while you, alone, focus on new member education. It is strongly suggested that some sort of member education lesson take place at each meeting of your chapter. Lessons can be those included in this guide, activities from the resource page on line or involvement with our International partners like Kaplan or Children's Miracle Network Hospitals. Member education is not solely for new members. Try to keep members of all ages and years interested.

To keep all members involved, perhaps allow different members to present different topics that interest them. Examples include the following: Suggest that a member who is known for enjoying physical activity and daily trips to the gym give a presentation on keeping one's body in good condition despite the stress of medical studies or suggest that an academically-strong member give a presentation regarding good study skills or memorization techniques. If repeating a lesson is necessary, try to keep in mind that there are multiple ways to present the same material. Keeping fraters involved and interested is important.

The following lesson plans are based on the expected 6-8 week new member process and can be best read and implemented by the following guide:

Theme: This shows the main focus of the meeting or lesson plan
Purpose: This is the main points we want our members to learn
Reminders: These are helpful hints to help you succeed in the education aspect of your job
Suggestions: These are ideas to help you advance the topics and activities
Activities: These are the action items of the lesson and engage group involvement and participation

Lesson Plan 1

Please note new members should have already paid their International dues to the Fraternity.

Theme: Meet the Fraternity

Purpose: To welcome the newest members to Phi Delta Epsilon, familiarize them with the purpose of and their roles in a fraternity. (This lesson plan is specific to new member education.)

Reminders: Your new members are likely confused as to what exactly being a member of a fraternity means. Some might still be unsure if it is right for them. The first meeting is your opportunity to share with them that they are about to embark on a journey to making lifelong friends and becoming stronger students. This first introductory meeting will set the tone for the rest of their fraternity experience.

Suggestions: Begin with a basic overview of the Fraternity: what is expected of active members (financially, time commitment, qualities to uphold), a basic overview of the new member education process, and how your experience in Phi Delta Epsilon has affected YOU. If you give a personal story, the students are more likely to be motivated to be involved and find a similar sense of comfort in the fraternity. It is highly suggested that you encourage new member bonding amongst their class. By conducting meetings specific to new members, separate from the active member meetings, you can promote bonding amongst the new class.

Activities: A basic ice breaker would be appropriate to have the new member class better get to know each other. Make sure the Vice President of Recruitment distributes their phone number so that they can be easily contacted. New members should also exchange phone numbers. If you have a list of their phone numbers from recruitment, you can bring this and share it with the entire new member class.

Share a copy of the semester schedule with any meetings and events so they can add it to their calendar. Do NOT over program as all members are busy and should be focus on academic success as a priority.

During their bid day or recruitment celebration, new and active members should have introduced themselves and be seen as immediate equal members of the Fraternity. During the next few weeks, active members can get to know new members better by signing up to be their Phi, Delta, or Epsilon buddies. All active member involvement should be cleared with the VP of Recruitment.

To help the new members get to know each other, consider asking them to organize a fundraiser/philanthropy project to promote Phi Delta Epsilon and CMNH on campus. Creating a "study list" or compilation of all the classes that the members (active and new) are involved in can help also create closeness. If most of your new class is 1st years, they will be excited to know that they have new friends in some of their classes. This list is also handy for active members, because it is always useful to know of other people in your classes that you can study with.

Lesson Plan 2

Please note any new members who have not paid may NOT be involved in any PhiDE events.

Theme: Friendship/Family/Fraterhood

Purpose: One of the most important aspects of college life is making new friends that will last a lifetime. Phi Delta Epsilon makes this possible by bringing students together who have a common goal and a similar mindset. There is a common misunderstanding that premeds only focus on academics while in college, but friendship is as important for premeds as it is for any other college student.

Reminders: Try to promote the idea of Phi Delta Epsilon being a second family for the members, almost like a “home away from home”. For medical students specifically, find PhiDE professors on staff at your medical college or school and invite them to speak or host an event for your newest class.

Suggestions: Stress to active members to be welcoming to the new members. This can be done with the “big and little” system shown at the end of this section. Ask 2nd, 3rd and 4th years to speak about how our vertical membership will help the new students succeed throughout their four years.

Activities: Review Fraternity history with new members. By now, dues would have been sent to the Executive Office and planners have arrived. Pass them out to all new members. (It’s an expectation from Phi Delta Epsilon that new members receive planners immediately.) Make a jeopardy game with the information in the planners. Visit youtube.com and search PhiDE Jeopardy for ideas.

You should be preparing for “big and little” brothers and sisters. This should be a mutual selection between the active members and the new members. A possible way to introduce the idea of bigs/littles is to give each new member a Phi buddy, a Delta buddy, and an Epsilon buddy before giving them their “Big”. These three mentors can be randomly assigned. They are simply there to guide the new member through the process of getting adjusted to the Fraternity. This gives the new members the opportunity to really meet certain active members in a one-on-one environment. Encourage the new members to hang out with their mentor at least once that week, even if it’s just studying or a coffee break. Encourage the new class to organize a social for themselves or for the entire fraternity. The social aspect of college can be neglected sometimes as we follow the journey to medicine. It’s important to remember that one of the main aspects of Phi Delta Epsilon is a network of close friends to help you along your difficult journey.

Please note that any activities, social or not, must follow our risk management policies. This may be a good time to share those if you have not already done so.

Lesson Plan 3

Theme: Academic Success

Purpose: Two of the most important aspects of a premed's application to medical school are his/her GPA and MCAT score. Both of these numbers relate to academic successes. For medical students, classroom achievement and USMLE Step 1 will lead to success for rotations followed by residency.

Reminders: Stress to the students that keeping a balance between "work and play" is extremely important.

Suggestions: Strongly recommend that students go to professor's office hours. Talk about the importance of getting several letters of recommendations from professors. At many schools, the only way to truly get to know your professors well is to go to office hours. A consistent presence at office hours will let the professor know that you are interested in the material. It's also important to get letters of recommendation from non-science professors, something that can be daunting to science-loving premeds.

Activities: Invite the Career Center to speak about resume and/or CV building. Arrange weekly study hours at a consistent time and day in a library study room. You can ask older members to help by visiting and offer support. Often, group studying encourages students to go out of their way to find time to study. You can also request that a member give a small presentation about an academic or medical topic at each active meeting. This is a nice way to start each meeting and remind everyone that Phi Delta Epsilon promotes scientific learning. It also lets other members see what sort of research other members are doing.

Lesson Plan 4

Theme: Facta-Non-Verba

Purpose: Understanding our values, integrity and ethics

Reminders: Individuals will have similar and different positive values. We want to promote our motto of Facta-Non-Verba and allow each member to understand how that fits into his/her values system.

Suggestions: Use the ethics information in the planner as requested reading to get new members to start thinking about how they live their lives and what values help them succeed. There is also a follow-up article available about medical ethics. You can ask the Executive Office for this document.

Activities: Even medical students need exercise! Start out the meeting with a game called **ELBOW TAG.** *Have the participants get into triads, and link elbows. The 2 outer members of each triad should have a free elbow. Take two participants and make one the chaser and the other one the runner. The chaser's goal is to tag the runner. The runner can save him/herself by linking elbows with someone in a triad. When they do this, the person on the other end of the triad (now the 4th person) is released and becomes the new runner. This person can also link elbows with another triad, and so on. If the chaser tags the runner, then the runner becomes the chaser*.

After one or two games of Elbow tag, ask members to sit in a circle and begin the next part of the meeting with a conversation. Ask members to describe what *values, integrity and ethics* mean to them. Ask members to reflect on their personal values. Let them know they can add values as long as they can come up with five top personal values. After about 5 minutes of reflection, ask members the following questions: How do you learn these values? Where do values come from? Is it hard to express your values in today's society? How do values influence those around you? Lead this discussion for about 10 minutes then ask: What about PhiDE's values impacted you so that you joined the Fraternity? Discuss what they believe our main values are. Bring into the conversation Facta-Non-Verba and integrity. Share with our members that our motto means integrity and we have that expectation of all our members.

Ask the members to think about when integrity is important. It's important that **they** make the connection to ALL of the TIME. Ask them to think about the importance of integrity in medicine. After a few minutes, ask them to think about ethics in medicine.

Ethics can best be describes as values and integrity in action. It's putting our values and integrity into the decisions we make, and the lives we lead. Ask the group why groups and individuals act unethically. Ask if it's difficult to be ethical?

Ask members to read the two pages in their planner on **Ethics**. After five minutes, remind our newest members that Phi Delta Epsilon expects our members to act according to Facta-Non-Verba and to continue to lead their lives ethically as students and physicians.

Lesson Plan 5

Theme: Service and Philanthropy

Purpose: Philanthropy is one of the most important purposes of our Fraternity. As we go about our paths to medicine, we cannot forget about those who need our help. There are many ways students can volunteer in their communities to help those around them.

Reminders: Service, giving time and energy to those in need, and philanthropy, donating goods or money, are equally important. Our communities will dictate what is needed more and our chapters should help in both areas. Try to consistently emphasize that not only does volunteering look good on medical school and residency applications, but it is rewarding as well and provides an invaluable experience.

Suggestions: Try composing a list of popular/good volunteer organizations on campus. Write down what the mission of the group is, who in your chapter is involved in that group, and how the members can learn more information if they are interested. This will promote Phi Delta Epsilon members' involvement in other groups. The more your members branch out, the more they can help the community and the more you are spreading the word about PhiDE as well.

Activities: Contact your local Children's Miracle Network (CMN) Hospitals and ask a representative to speak about service and philanthropy. Have the representative educate the group on our partnership and how CMN helps children around the world. If possible, host this meeting at the hospital and follow the presentation with a tour and service project or book donation to the child life department.

If CMN is unable to provide a speaker, contact your University's Volunteer Services coordinator to present about servant leadership. If you're unable to do a service project this day, host an event during the week with an organization nearby. Example activities include dog walking at the Humane Society, Hand on (Your City) events, serving a meal at a soup kitchen, cleaning and dividing cloths at the Salvation Army, and planting a garden.

If your chapter hosts several outreach activities throughout each quarter/semester, ask the new member class to help with a specific one. Invite active members to join you.

Lesson Plan 6

Theme: Medical Enrichment

Purpose: As students focused on medicine, it is important to discuss the details about the road to medical success. Some students think that they are interested in a specific specialty or sub specialty, but end up deciding that it's not right for them after they have already gone halfway. Phi Delta Epsilon helps students determine the right path.

Reminders: Sometimes students change their minds about their futures, or already have a strong sense of what they will be doing in 10 years so don't try to push them into something if they're unsure. Invite our medical students to understand that rotations will help them find a specialty or area of focus. Invite physicians to join you so sub-specialties can be discussed.

Suggestions: Invite KaplanMed to present to the group about USMLE preparation. Kaplan is our international partner and offers free presentations to PhiDE chapters as well as discounts on MCAT/USMLE resources for all steps and classes. Use "Decisions at a Crossroads" found in the planner/resource to help students on their path towards medicine during their first two years in medical school.

Activities: You can contact career services on campus to ask for help hosting interview workshops. This will help improve public speaking skills and preparation for medical school interviews. Contact Kaplan to host USMLE/MCAT or suture workshops, physician/residency panels or 3rd/4th year student panels to discuss medical school success

Lesson Plan 7

Theme: Getting Ready for Initiation

Purpose: Review the last six-eight weeks and prepare the new members to be held to the PhiDE standards and ritual.

Reminders: This meeting should reflect on new member experiences and prepare them for membership in the Fraternity.

Suggestions: Ask new members to share their favorite part of the new member process or ask them to complete an assessment to help the chapter make positive changes or updates for the next new member class.

Activities: Host a pool party, movie night or game night for the new members. Start the evening with a campfire like setting and focus on reflection of the past few weeks. Ask new members to share any ideas, new goals and "a-ha" moments. Share with them that soon they will learn the secrets of Phi Delta Epsilon and get initiated like fraters have over the past 100+ years. Ask them to think about what Aaron Brown would see if he experienced PhiDE today. Discuss the idea of a legacy. Ask them how they will leave their legacy in PhiDE. Have them enjoy the company and realize the ideal of fraternity.

Additional activities/lessons to incorporate:

Local chapter history – This information is important for your members so they can understand how to strengthen your chapter when the time comes for them to become leaders. Please do not focus on families and/or memorization lesson having to do with chapter knowledge.

PhiDE terminology and risk management – This is important to address so that everyone is on the same page in terms of communication (especially at conventions with other schools). The Secretary/Risk Management Officer should present this to both active members and new members each term. You can find this in the student planner and also in this Chapter Leadership Guide.

Leadership – This is an important quality for a doctor to have because doctors are leaders in hospitals and communities. It also takes a strong sense of self and integrity to be a good leader. Leadership is another important experience that medical schools look for in an applicant.

Etiquette – This isn't only necessary when on a date. Many students will have an interview over a meal. Use the planner materials with your new members and/or invite someone from Career Services to do an etiquette meal with your new members.

Financial Planning – Most students will be in debt of $120,000 or more after they finish medical school. Use the lesson plan at the back of the student planner as it has handouts and curriculum already made to help all members achieve success.

For more ideas visit the members only website at www.phide.org.

New Member Mentoring

Fraternity Big/Little Sibling Program

New members of a chapter experience PhiDE membership in a consistent manner. Once the colony becomes chartered, new members will spend much of their time around each other and the VP of Recruitment. They attend chapter meetings and also have their own events (new member education) where they will learn more about our Fraternity's history, the founders, philanthropy, etc.

A standard part of many fraternities and sororities is the use of "big sibling/little sibling" programs, sometimes called "bigs" and "littles". This program is basically a mentoring program. In this way each new member is paired up with an active member who can help them succeed with campus activities, education and medical school endeavors. In addition, new members are made to feel part of the Fraternity and chapter by the creation of "families" which can connect all chapter members: current, past and future, together. The big/little bond and the program should continue even after a new member has been initiated into the chapter.

Getting Started with Families

For colonies or chapters who have never used the big/little program, we start "families" because there are no active members of the Fraternity colony to become big brothers or sisters. To start families, a colony needs to have finished recruitment, bid day and committee selection. The VP of Recruitment will be in charge of assigning members to different families. He/She should be careful not to create cliques by placing best friends in the same families or by recreating committee groups. The VP of Recruitment is chosen to lead this selections because during the recruitment process he/she should be meeting the most (if not all) potential new members.

Some things to consider:

- Family size should be around three or four members so colonies will have seven to ten families depending on their size.
- Each founding officer should belong to a separate family. (There should not be one family made up of all officers.)
- Families should not be named after anyone in the founding class of the colony of chapter.
- Families should be regarded as equally popular groups.
- Families should be balanced by upper and underclassmen. The ideal family will consist of one freshman, two sophomores and one junior.

To announce your family groups, the chapter can host a fun activity like a revelation event (see ideas below) where members make a game of discovering who is in their family.

After you choose your families, you can begin to suggest members attend certain events with their families. For example, if you have a social event at a bowling alley, you can have families bowl as teams. Even if there is no PhiDE official event one week, you can declare Tuesday as "Lunch with Your Family" Day!

The Transition to Big/Little Siblings

The big/little program is usually run in the following manner. The VP of Recruitment and Recruitment Chair are responsible for choosing the big for each new member, and should make this decision based on common interests of the new member and potential big.

A list of potential Bigs should be made prior to bid day so that beginning on bid day, these potential Bigs can be paired as "buddies" with the new members. (Not all active and new members will have the opportunity to be paired as buddies.)

On Bid day, the potential Bigs should be the active members standing behind the new members when they get their ribbon of purple and ivory during the New Member Installation Ceremony. (Please note this installation ceremony is not offered until your colony becomes chartered as it is considered a Ritual of the Fraternity.) The active member who pins the ribbon on the new member will become their "Phi Buddy." The next week, the new member will be matched with a "Delta Buddy" and the third week; the new member will be paired with an "Epsilon Buddy." During the first three weeks of the new member period, each new member should be paired with a different buddy each week.

The Phi, Delta and Epsilon buddies should meet their new members for lunch; introduce them to their friends in the Fraternity and act as mentors and guides. They should get to know each other through at least one activity during the week. The Phi, Delta and Epsilon buddies are encouraged to write nice notes, offer suggestions and help the new members feel a part of our PhiDE family.

At the end of the three weeks, the potential Bigs and new members should be asked by our VP of Recruitment to write down their top three choices for their Big/Little. The VP of recruitment will do their best to match based on mutual selection process but should make sure the new member's choice is priority.

Once the matches are complete, the chapter may host an event to announce to the Bigs who their little will be. The Bigs may have a week dedicated to leaving clues for their Little to guess who they are, leaving sweet notes, small gifts and fun clues for them to find. The chapter may host a Revelation for Littles to meet their Bigs. (See below for ideas.)

Many chapters also have special big/little social events, with the idea of building better fellowship and unity in their chapters. Also, many chapters have Bigs provide their Littles with their first Phi Delta Epsilon lettered shirt or other gifts with the Fraternity letters.

Who can be a Big?

Any active member can be a potential big sibling. Seniority should go to members who have not had a little sibling before and members who are NOT graduating.

Each chapter should consider issuing specific requirements for being a big sister or brother. Examples include the following:

- The active member must have been in the Fraternity for at least one term
- The active member must be good standing with the local and International Fraternity
- The active member may not be graduating in the current term
- The active member is available to participate with the new member at all events including initiation
- The active member can afford to buy a gift for small tokens of appreciate for the new member

Revelation Ideas

Picture Frame: Each Big can decorate a cute picture frame and include a picture of herself in the frame. Then the personalized picture frames can be wrapped and given to each Little, who will not know her Big until she opens her wrapped picture frame.

Matching Caps: Each Big can decorate two baseball caps, one for himself, and one for his Little. The caps should match in color and design. The design can include Greek letters, Names, mascot, or anything that relates. So at the Reveal Ceremony, the Big's are all wearing the caps that they have made. At the proper time, the Big walks around the group and finally stops beside his Little and places the matching cap on his Little's head.

Balloons: Get enough balloons for each Little to have one. Each Big's name is written on a small piece of paper. Scrapbooking paper in PhiDE colors works great. You can cut one sheet of pretty paper into the number of pieces you need. The small paper with the Bigs' names are each inserted into a balloon, one at a time, so that you can be sure to write the name of the matching Little on the balloon after it is blown up and tied. Use a Sharpie marker for that. The Littles come into a room full of balloons. Each little has to find the balloon with her name on it. Then she pops the balloon to find out who her Big is. This would be even better with helium balloons. You can also use this idea when sharing with the Big siblings who their Little's will be.

String Hunt. Each Little is given a clue that leads to another clue, and another. He finally is led to a string. He picks up the string and follows it until he finds out who his Big is at the end of the string. The fun part is that the string winds all over the place, back and forth. Be creative and think of other ideas for the end of the string. It can end with a plastic cup with his Big's name on it or it can end with a tiny "present" that is really just his Big's name written in a fancy or crafty way, and wrapped up like a gift. You could even do a balloon to be popped as mentioned earlier in this post. Note: to ensure this isn't a scavenger hunt, please approve all details with our Executive Office before hosting these events.

PHI DELTA EPSILON

EST. 1904

CHAPTER LEADERSHIP GUIDE

FOUNDATION LECTURES

Aaron Brown Distinguished Lectureship

HISTORY

The Aaron Brown Distinguished Lectureship is an endowed program of the Phi Delta Epsilon Foundation. This program is held annually on medical school campuses throughout the world. Through the sponsorship of scientific presentations conducted by renowned lecturers, this program facilitates interaction among medical students and members of the local medical community.

This lectureship was established in 1943 to honor the Fraternity's Founder, Dr. Aaron Brown.

Dr. Aaron Brown was one of the world's pioneers in the field of allergy and worked closely with Dr. Robert A. Cooke, as the "new" medical specialty was established in 1918. In 1938, he was elected President of the American Academy of Allergy, which recognized his significant contributions to research and the practice of clinical allergy.

Seeing the need for a non-sectarian medical fraternity, Dr. Brown founded Phi Delta Epsilon Medical Fraternity at Cornell University in 1904. He saw the main benefits being friendship, character, scholarship and leadership to produce good, conscientious physicians. Today, the Fraternity has chapters on premedical and medical school campuses in the United States, Mexico, Canada, Ireland, Poland and the Caribbean.

Throughout his medical career, Dr. Brown always found time for the Fraternity he had established and faithfully served the organization and its members until his death in 1945.

We hope that by knowing our history, our members will be more successful in the future.

William Gelfand Distinguished Lectureship

HISTORY

The Fraternity started funding educational lectures for our medical chapters shortly after Phi Delta Epsilon was started by Aaron Brown in 1904. Each chapter has always been promised education by our Foundation. Members made donations to the foundation so that this legacy could continue.

When Dr. Aaron Brown passed away, this lecture was named after him. In PhiDE, we have a few awards and lectures named after the members who have affected the most positive change on our organization.

When we started premedical chapters in 1994, the undergraduate chapters were being organized and the Foundation wanted to ensure they had educational resources. Because their lectures would not be as technical as medical lectures, the Fraternity wanted to differentiate between the two types of lectures offered. Our premedical lectures were going to be called Foundation Sponsored Scientific Lectures until the death of one of our youngest and most active fraters.

Dr. William Gelfand, son of Dan Gelfand, MD (of whom our Outstanding Premedical Award is named) died at the age of 35. William, known as Bill to his fraters, had been very involved with the Fraternity during his medical school career and had been convention delegate and chapter president. Bill was always smiling, always glad to be of help and always there for our Fraternity. Although he was a newly established physician, he was already active on the national level as a District Governor and was in line to be a National President. When he passed away at the early age, our Fraternity viewed this as a true tragedy. The Fraternity Officers knew that Bill would have remained active throughout his life and wanted his legacy to be known for years to come.

Please share the history of this lecture with you chapter. We hope that by knowing our history, our members will be more successful in the future.

GENERAL INFORMATION

Brown Lectures are provided for medical chapters in good standing. Gelfand Lectures are provided for premedical chapters in good standing. Colonies may not host a lecture until they have been chartered for a least one full semester.

Each chapter should appoint a Lectureship Committee consisting of chapter members and an advisor. This committee can be part of the Programming Committee under the Vice President of Programming. The committee should decide on a lecture topic/subject matter. If you need assistance finding a speaker, please contact the Executive Office at least 4-6 months in advance at phide@phide.org. Once you find a speaker, please note the topic and speaker must be approved by the Foundation. Details and timelines can be found below.

Approved lecture topics should promote the highest scientific and educational standards in the practice of medicine, medical teaching, and research. They should also promote the discussion of current social and economic issues related to medicine as well as promote the art and humanity of medicine.

Example of approved past topics include: Immunization 101: Dispelling the myths, What Women Want: The New Viagra, Humor in Medicine: Dealing with Death and Dying, Facial Transplantation: New Technology, and Sleep Study: Neurology When We Dream.

Topics like Medical School Admissions, Residency Panels, Healthcare 101 and MCAT/USMLE Strategies, while important, should be included in regular chapter programming and NOT submitted for lectures. Please contact our partners and local medical schools to help find speakers during meeting time for topics like these more.

Each chapter may have one Lectureship per academic year. The Phi Delta Epsilon Foundation Office will reimburse approved expenditures up to a total of $500. These items MUST be documented expenses and may include posters and media advertising, travel & hotel room for the lecturer, a plaque or small gift for the lecturer, and any lecture rental items (like a projector and screen.) Lecture funds do not pay for meals, parties, dinners, travel upgrades or alcohol of any kind.

The Foundation will also pay for a $100 Speaker Honorarium for your approved Lecturer. The honorarium will be in the form of a check made payable to the speaker and sent to the chapter one to two weeks in advance of the lecture. In order to be reimbursed for expenses, a claim form (attached) must be completed. Receipts should support the expenses and the signatures of the chapter President and Advisor are required.

STUDENT ETIQUETTE

- Dress should be business attire for all those attending.
- If your speaker is flying in, be sure to arrange ground transportation. Can a member pick him/her up at the airport and drop them off? If your speaker is driving, meet them in the parking lot with their parking pass and walk them to the site.
- Reiterate with chapter members professional boundaries and expectations including:
    - Dress code
    - First impressions; handshakes, eye contact, smiling
    - Appropriate language
    - Advise against being on phones/tablets/computers during the presentation
    - Be present, mix and mingle – this is an excellent networking opportunity
- Be early and double check equipment so your speaker doesn't have to.

LECTURE GOALS

Primary Goals of the Lectureship:

- Promote the highest scientific and educational standards in the practice of medicine, medical teaching, and research.
- Promote the discussion of current social and economic issues related to medicine.
- Promote the art and humanity of medicine.

Secondary Goals of the Lectureship:

- Promote the name of Phi Delta Epsilon on campus.
- Increase the involvement of graduate and faculty members with the student members of the Fraternity.

FOUNDATION PROCEDURES

The name and address of the Speaker, a copy of their CV/resume and the date and topic of the lecture all must be forwarded to the Foundation Office (via the Executive Office) **at least 2 months in advance for approval.** An honorarium will be sent from the Foundation to the chapter for the speaker. Please note: the Foundation will NOT reimburse the chapter for any honorariums paid by the chapter.

Following the lecture, a copy of the presentation should be sent to the Executive Office at phide.execoffice@gmail.com for possible publication on Exact Target, our monthly communication shared internationally with all Fraters. All photos and a brief update should be posted to Facebook. Remember to tag Aaron Brown in your posts.

Within two weeks following the lecture, the chapter must forward to the Foundation Office the completed Lecture Report Form, Reimbursement Claim Form, and itemized expenses. Upon receipt of this information, the chair of the Lectureship Committee will send a special letter of thanks to the speaker.

12 Months Prior

- Elect a committee to work on the lectureship for next year.
- Discuss possible topics, speakers, and sponsors.
- Get a list of previous speakers from the Executive Office and/or the lecture committee chairperson.

6 to 12 Months Prior

- Select a speaker and a date (often in conjunction with the dean, the head of the department, or your co-sponsor) and the location.
- Get an educational co-sponsor (for example: a university department, a pharmaceutical company, or a graduate club).

2 to 6 Months Prior

- Plan the lecture and associated events (appreciation reception, hospital rounds with the department, grand rounds, etc.).
- Send the speaker's name, CV and lecture topic to the Executive Office.
- Begin arranging travel and speaker accommodations as appropriate – flights, hotel and logistics.

1-2 Months Prior

- Advertise the lecture (posters on campus and in hospital doctors' lounges, media notification, social media, etc.).
- Send personal invitations to appropriate people.
- Communicate the final details of event with your lecturer. Confirm travel, hotel and ground transportation as applicable.

2 Weeks Prior

- Make sure all arrangements for the event are in order (lecture hall reserved, honorarium check in hand, plaque engraved if applicable, etc.).
- Confirm all final details in writing with your speaker. Ask what AV the speaker needs and confirm that the set-up of the room will suffice.

On the Lecture Date

- Have the lecture.
- Present the honorarium to the speaker.
- Give the speaker a plaque or another token of your appreciation.
- Upload photos and a quick blurb on social media and tag PhiDE and Aaron Brown.

1 Week after the Lecture

- Fill out the lecture report forms and send copies of the receipts, along with the reimbursement form to the Executive Office.
- Send a synopsis of the lecture to the Executive Office via email.
- Send the speaker a thank-you note.

Send all correspondence to:
Phi Delta Epsilon Medical Fraternity
1005 N. Northlake Drive
Hollywood, FL 33019

FINAL THOUGHTS

- When selecting your speaker, ask one speaker at a time starting with your first choice. If they are not available move down your list. Refrain from asking multiple professionals hoping one will say yes – this puts you in the tough spot of asking, then canceling.
- Plan ahead and turn forms in on time. The day of the lecture is NOT the time to ask where your honorarium check is.
- Remain professional at every turn – think twice before you speak, think three times before you speak when representing PhiDE.
- Have fun!

Distinguished Lectureship
Reimbursement Form

Exp. Report #:

Note: All Expenses Require a Detailed Receipt

Title: **Chapter:**

Name:

Address:

All approved reimbursement funds will be paid to the chapter fund and not to any individuals. The check will be sent to the address provided on this form. Receipts for each item must support the below expenditures.

City *State* *Zip*

Contact Phone Numbers

Lecture

Item		Date	Date	Date	Date	Date	Date	Date	**TOTALS**
Marketing	MKT								
Office Supplies	SUP								
Travel	TRA								
Room Reservation	HAL								
Plaque or Gift	MER								
Other	MIS								
								TOTAL EXPENSES (This Report)	
								Amount funded by any co-sponsorship	( )
								TOTAL REIMBURSED TO THE CHAPTER	

Signature: ____
Lecture Committee Chair

Signature: ____
Chapter President

Send to:
Phi Delta Epsilon
1005 N. Northlake Drive
Hollywood, FL 33019

Fax to: 786-472-7133

Distinguished Lectureship
Reimbursement Form

Speaker's Full Name and Degree:

Speaker's Address:

Title of Lecture:

Date and Time of Lecture:

Site of Lecture:

Approximate Attendance at Lecture:
Students: (Please list PhiDE and Non PhiDE members separately)
Faculty: Graduate Club:

What type of function was held in honor of the lecturer?

Where was the function?

The information requested below is a confidential report for the committee's files.

1. Describe the lecture and the audiences' reaction to the information and presentation style:

2. What were the key messages of the lecture?

3. Describe the Audience Response was: Fair Good Excellent (Circle one and Give a brief explanation)

4. Describe why or why not you would recommend the speaker to other chapters:

5. Please list any additional comments:

6. Did you assess the lecture with all those in attendance? Please submit a copy of your findings to this report.

Submitted by: ______________________________________ Date: ________________

Submit this report to: Phi Delta Epsilon, 1005 N. Northlake Drive, Hollywood, FL 33019

CHAPTER LEADERSHIP GUIDE

PHILANTHROPY AND SERVICE

Phi Delta Epsilon believes in giving back to our communities…
Phi Delta Epsilon's international philanthropic and service partner is Children's Miracle Network Hospitals (CMNH). There are more than 170 Children's Miracle Network Hospitals in North America. Each year these hospitals treat 17 million children for every disease and injury imaginable. Collectively they impact the lives of more children than any other children's organization in the world.

Children's hospitals are special places, graced with experts trained in the care and handling of small, fragile, sick and injured children. It is critical that we, as a society, support these islands of care because any child can get sick or become seriously injured. When they do, it is critical that there be a children's hospital nearby.

Consider using our Phi Delta Epsilon cobranded logo for your Children's Miracle Network Hospitals events

Children's
Miracle Network
Hospitals
Phi Delta Epsilon

Children's Miracle Network Hospitals

- Treat 98% of all children needing heart or lung transplants.
- Treat 88% of all children with cancer.
- Treat 76% of all children with cystic fibrosis.
- Treat 90% of all children with sickle cell anemia.
- Treat 72% of children with pediatric AIDS.
- Devote 60% of their services to children under age six and 25% to newborns.
- Train 60% of pediatricians and 80% of all pediatric specialists.
- Educate families about issues like child safety seats, helmet safety and bicycle safety.
- Devote nearly a quarter of their care to newborns, who require the most intensive nursing and medical care of all patients.
- Provide $2.5 billion in charity (uncompensated) care each year.

How to work with your local CMNH Director:

Understanding that 100% of the funds raised stay local is the backbone of the Children's Miracle Network Hospital's mission. Each children's hospital has a CMNH Director who is responsible for the fund raising in their Designated Market Area. Here are some helpful hints for working with the CMNH Director.

- Contact your local CMNH Director & give specifics on what support you need from them. Examples include:
    - Miracle stories of children treated at the local hospital
    - Tour of the hospital. Seeing where your money goes helps empower the chapter to do more fund raising.
    - Help facilitating the event, or partnering with another Children's Miracle Network Hospitals sponsor; hosting the event at the hospital, etc.
- Be patient & follow up with the Children's Miracle Network Hospitals Program Director if you have not heard from them after a few days. Their schedules are always full.
- Marketing materials help promote your event and where funds are used. Use the Children's Miracle Network Hospitals web site for wording and facts when designing your own marketing materials.
- Offer your chapter to volunteer at other hospital functions as part of a service commitment to the hospital.
- When having checks written for events, remember to have them made out to Children's Miracle Network Hospitals.
- Report all fund raising activities to the CMNH Director and to your International Office for accounting.

Brainstorming Ideas to Raise Funds
For Children's Miracle Network Hospitals

Internationally, many of our Phi Delta Epsilon chapters host an annual banquet or Anatomy Fashion Show with community members and members of the campus community buying tickets for dinner and enjoying a silent auction. If you are interested in hosting a banquet or Fashion Show, please contact the Executive Office for a copy of the planning guides. They are also available online on the member's only website.

The events and fundraisers listed in this section come from CMNH and are a great way to get started raising funds for your Children's Miracle Network Hospital. These ideas are for you to adapt, create and utilize for your employees and customers. Do they fit with your chapter? If not, you can adapt these ideas or combine them with a current fundraiser. It's time to put on your thinking hat and start creating!

MULTI-DAY EVENTS

- **50/50 Raffle:** Raffle a chance to win cash with students on your campus. For every dollar raised, half of the pot goes to the winner and the other half goes to the local Children's Miracle Network Hospital.
- **Balloon Battles:** Create teams to compete against each other to see who can raise more money from the community. This can be done with balloon sales, merchandise sales, canisters, etc.
- **Canister Decorations:** Have members decorate their own coin canister, display them for a week on campus and ask students to vote for their favorite using spare change. The box with the most money at the end wins.
- **Chain of Hearts:** During the month of February sell paper chain links and hearts to students and faculty. Attach the links together to make a paper chain and use the hearts to decorate the chain.
- **Change Wars:** Provide a prize for whichever new member class or committee collects the most change. Create fun by subtracting funds from another department by placing pennies in other teams' buckets. (Silver adds up and pennies deduct.)
- **Chocolates:** Sell chocolates to community members for a donation. Customizable wrappers are available. Ask vendors to place coupons inside as an incentive.
- **Cookbook Sales:** Compile and sell a cookbook of employees' recipes. Combine this with a bake sale or other culinary event.
- **Counting on You:** Fill a large container with jellybeans, Lifesavers, paper clips, marbles, coins, M&Ms, or other small items. Advertise the grand prize and students guess (for a set donation) how many are in the container.
- **Go Green:** Help the environment and children by donating used cell phones, DVDs, laptops or ink cartridges for recycling through Cartridges For Kids or other programs.
- **Holiday Spirit:** Sell packs of greeting cards and ask customers to write one card for a child in the hospital. See if your Children's Miracle Network Hospital already has cards that you can use for this project.
- **Holiday Wrap:** Contact a local mall or shopping center for permission to wrap holiday presents for a donation, or offer a special gift-wrap service at your location

- **Hot Chocolate/Coffee on Cold Days:** Sell a cup of hot chocolate on a cold day for a quarter, or ask your local Starbucks or coffee shop to help with your fundraiser.

- **Incubator Change Campaign:** Ask the local hospital for a piece of medical equipment that can act as a change collector. Have students and university members fill the incubator or other piece until it is full.

- **Local Sports Team:** Work with a local sports team to sell their merchandise to benefit Children's Miracle Network.

- **Miracle Icons:** Sell paper Miracle Balloon icons for a dollar or more. Customers write their name on the icons, which then decorate the store. Icons can include Miracle Balloons, snowmen, ghosts, footballs, flags, etc.

- **Online Giving:** Have Children's Miracle Network Hospitals set up a Donor Drive online giving page where fundraising participants can email family and friends to make donations online.

- **Virtual Festival of Trees:** This is an online application with an interactive Christmas tree that web visitors can purchase and/or decorate by making online donations.

- **Pennies from Heaven:** Hang upside down umbrellas from the ceiling, a wire, a tent, etc. Hang "Pennies from Heaven" signs with instructions to "Throw your coins in the umbrella to help kids at our Children's Miracle Network hospital

- **Silent Auction:** Gather donations of signed memorabilia, gift certificates, spa or golf packages and other prizes and host a silent auction for employees/customers. Get creative and auction off a free vacation day, food for a week, lunch with the CEO, etc. Create an online silent auction and then email the link out to all your contacts.

- **Tootsie Pops for Dollars:** Display Tootsie Pops (or other candy) in large canisters for donations.

- **Well Wishes Make Miracles:** Create a giant get-well card and for a donation students can sign it. At the end of campaign, have the highest fundraising member delivers it to the hospital.

SINGLE DAY EVENTS

(These can be done in conjunction with a PhiDE signature event.)

- **5K Run/Walk:** Host a community 5K fun run or walk for customers, vendors, employees, friends and families. Invite local celebrities.

- **Art Auction:** Auction professional art, or art from children at the hospital through a silent or live auction.

- **Bad Pants Open**: Have students show up to class or school in their "baddest" pants (or other item of clothing or accessory). Have students pay to vote for the worst pants.

- **Bake Sale:** Invite participants to create and sample favorite recipes. Design an entry form and determine a fee for participation. Arrange for a variety of prize categories such as most extravagant, most creative, or most healthy.

- **Bike Rides:** Participants collect pledges for miles ridden. Or host a bike parade for kids to decorate and parade their bike. Ask parents to donate per bike entered into parade and give prizes for best decorated bike.

- **“Bite Of...” Event:** Get local restaurants to donate food samples and invite the community out for a “Bite Of...” night. Charge an entry fee, sell raffle tickets or host an auction to add to the fundraising. Add flavor by including ethnic restaurants.

- **PhiDE Banquet:** Plan a formal gala evening and sell tables or individual tickets appropriate to the menu and entertainment that will be provided. Include celebrities, entertainment, and live or silent auctions to increase fundraising and interest.

- **“Breakfast at Tiffany’s”:** Hold a “Breakfast at Tiffany’s” raffle. Charge per plate at the breakfast and then hold a raffle for select Tiffany’s jewelry locked in a box. The person with the key that fits the lock wins.

- **Breakfast with Characters:** Sponsor a seasonal community breakfast and photo session where children can spend time with Santa, the Easter Bunny, etc.

- **Car Wash:** Select a location and time for maximum exposure for a community car wash. Invite mascots from local schools, popular radio DJs, or other identifiable community figures to participate.

- **Sports Tournament “Children Helping Children”:** Invite employees’ and customers’ children and their friends to participate in a sports tournament (tennis, bowling, etc. sports tournaments for an entry fee).

- **Crazy Hat Contest:** Students design wild hats to wear to work on a specific day. For a specified donation, each participant will be entered into prize categories. Winners can be determined by vote, by committee, or by a selected officer/teacher.

- **Fruit/Pumpkin Carving Contests:** Host a competition for the strangest design carved into a fruit. Have employees/customers vote for their favorite using spare change. Examples include pumpkins, watermelons, etc.

- **Go Fish!:** Stock a children’s wading pool with goldfish and let employees/customers catch and keep the fish for a donation.

- **Holiday Flower Sale:** A holiday flower sale is a great opportunity to team with a local florist to help hospitalized kids in your community. Sell poinsettias for Christmas, roses for Valentine’s Day, spring bouquets for Mother’s Day, etc. Providing a flower delivery service could generate additional funds during holiday periods.

ONE HOUR

- **Banana-eating Contest:** Host a banana-eating contest for students, and collect pledges for the number of bananas consumed within a set time frame. Or use hot dogs, corn, etc.

- **Bowl-a-Thon:** Vendors can sponsor your store for a bowl-a-thon. Customers can either pledge a fixed amount or donate per pin. Once the bowl-a-thon is complete, store associates collect money from those who sponsored them.

- **Car Bashing:** Get an old car donated from a junk yard. Ask students/Administrators to donate for an opportunity to "bash" the car. You will need your university's approval for risk management purposes.

- **Ducks for Bucks:** Race ducks across a pool using powerful fans; or around a 'lazy river.' For a donation, sponsor a winning duck.

- **Dunk Tank:** Rent a dunk tank and give students a chance to dunk their favorite faculty member for a donation.

- **Easter Bunny Hidden Eggs:** Parents pay for their children to participate, but the kids get to keep all the eggs and candy they find. Or fill plastic Easter Eggs with candy and sell for a donation.

- **Gaming Contest:** Set up a video game contest like Guitar Hero, Rock Band or Nintendo Wii sports game. Pay to enter and win prizes.

- **Ice Cream Social:** Plan a day for ice cream, games and music to bring employees/customers and their families together. Partner with an ice cream vendor, and charge participants for ice cream.

- **Karaoke Threat:** Have student members make a donation to force a favorite professor to sing. They must sing or double the donation to pass the challenge to another faculty member.

- **Trivia Night:** Host a trivia night using a board game such as "Scene It" or "Trivial Pursuit." Charge admission to the event or pair the evening with a silent auction.

- **Veggie Basketball:** Host a basketball free-throw competition with strange fruits or vegetables such as lettuce, cantaloupe, melon, etc., in place of a basketball. Or challenge other students to a game of "H.O.R.S.E."

SERVICE IDEAS:

- Plant or weed a garden
- Prepare a meal for someone in need
- Write a letter of appreciation
- Make beanbags for a local children's hospital or women's shelter
- Read to younger children as part of a library story time, for a teacher, at a local Boys and Girl's Club/YMCA or daycare
- Walk puppies at the Humane Society
- Everybody loves getting cookies!
- Visit a senior center and "adopt" a grandparent. Visit them at least once a week
- Collect magazines and books to donate to a senior center or hospital
- Wash windows or windshields
- Make copies of your family recipes, and give them to friends and family members
- Pick up litter in the park
- Tutor an elementary student in math, reading or another subject
- Rake up leaves
- Collect cans of food for your local food bank
- Help to sort clothes at a thrift store like the Salvation Army or Goodwill
- Take an elderly person's dog for regular walks
- Volunteer to babysit so a mother can go grocery or holiday shopping
- Mow lawns
- Help someone to paint a fence or house
- Go through your jewelry, shoes and clothes. Take what you don't wear anymore to a women's shelter.
- Make care packages for men and women overseas who are in the military. Send snacks, games, etc.

SERVICE EVENTS for CMNH

- Throw a Princess Party or Monster Truck Race with donated gifts in the hospitals. Ask your local CMNH contact if this can be done for patients and/or their siblings.
- Ask your CMN Hospital what events they plan where they need volunteers. Examples are banquets, Kid Prom, Silent Auctions and Picnic Days.
- Host a carnival or holiday party in a hospital wing. Examples are Haunted House, Valentines Craft Day and Easter Egg Hunts.
- Volunteer with Child Life offices and help decorate cookies, make holiday cards and read aloud to children.

Any ideas you'd like to add to this list? Let us know!

RESOURCES

MEMBERSHIP AGREEMENT OF PHI DELTA EPSILON FRATERNITY
____________ CHAPTER AND ITS CURRENT AND FUTURE MEMBERS

Whereas the __________Chapter and its Members have approved the following Membership Agreement and the Chapter and its current and future Members intend to fully abide by, and to fully enforce, the obligations outlined within this agreement.

<u>AGREEMENT</u>:

1. Financial Obligations

<u>Payments</u> — Payment of all dues, social fees, fines, assessments, as well as any and all other financial obligations shall be made prior to midnight of the date such obligations are due. Should a member be unable to meet with the Vice President of Finance and make payment in person, it is the member's responsibility to mail any fees, which are due, with an envelope postmarked no later than the due date of the payment to avoid expulsion. All dues are non-refundable.

Unacceptable Excuse:

"Waiting for student loans or grants" shall <u>not</u> be acceptable reasons for late payment of any financial obligation. Members are directed to pursue short-term loans from the university, their parents, or their bank while awaiting grants, loans, or scholarships. Since the chapter does not attempt to profit, but rather to break even, we must receive 100% of our revenues when due, in order to pay our bills and remain in operation.

<u>Amounts Due</u> — Specific charges for the year 2016-2017 are as follows:

Dues: $____.00 per new member for the first year – Chapter and International Dues. $____.00 per returning member for one year. All Dues are non-refundable.

<u>Due Date</u> — The payments for each school term shall be due according to the payment type and school term as follows:

Fall: ____________, 2016
Spring (New members only): _____________, 2017. New members must pay balance in full no later than seven (7) days from the day that their bid was signed.

2. Event and Meeting Obligations

Members must attend at least 75% of all meeting and events held by the chapter. If for any reason a member is unable to attend an event, he/she must alert the Secretary or President at least one day prior to the event. If you are unable to attend chapter during the semester, attending the executive meetings during the week will fulfill the requirement. You will be allotted two unexcused absences. If you violate these obligations you may be expelled from our chapter and the International Fraternity.

3. Compliance with Laws Requirement

The Chapter and each member shall at all times adopt, comply with, and enforce all (country, state, territory, province, city, county or township) laws, ordinances or regulations.

In no event shall the Chapter, any member, or any of their guests violate such laws, ordinances, or regulations.

4. Phi Delta Epsilon Policy Compliance Requirement

The Chapter and each member shall at all times adopt, comply with, and enforce all written policies, rules and regulations applicable to them as a member of Phi Delta Epsilon. This includes, but is not limited to, all policies and procedures in the Governing Documents, of Phi Delta Epsilon.

5. Other Policies Compliance Requirement

The Chapter and each member shall at all times adopt, comply with, and enforce all written policies, rules and regulations adopted by the Host School where the Chapter is located, or any insurer of the Phi Delta Epsilon Fraternity.

6. Member and Chapter Joint Obligations:

As a member of an unincorporated association of individuals, each member understands and agrees that all members of the chapter collectively and each of them individually, are responsible for and guarantee the performance of all obligations of the Chapter and its Members as set forth in this Membership Agreement, the Phi Delta Epsilon Fraternity governing documents, and any other policies enacted by those with authority over the Chapter and its members. Such responsibilities and guarantees shall be apportioned equally among the chapter members.

7. Member and Chapter Agreement

The Chapter and its members agree to forward the fully completed original of this agreement including the signatures of all current chapter members (immediately after the first and last chapter meetings at the beginning and end of each school year).

8. No Agency

Each Chapter and member understands and agrees that unless specific agency authority is granted, and not under any circumstances for any actions beyond the scope of any agency authority that may be granted, that they are not in any way a subordinate or agent of the Phi Delta Epsilon Fraternity or the Chapter. Each member hereby agrees that under no circumstances will they represent themselves as such.

9. Guests

The Chapter and its Members shall be permitted to host guests at Phi Delta Epsilon activities. The Chapter and its Members agree that their guests shall be subject to and abide by the terms and conditions of this agreement. The Chapter and its Members shall take all actions necessary to ensure their guests act accordingly. The Chapter and its Members agree to be financially responsible for any claims, damages, expenses, or liabilities that may arise in any way from the negligent acts, errors, or omissions of their guests.

10. Members Responsibility for Insurance

The member agrees that they alone are responsible for securing their own personal insurance protection. Phi Delta Epsilon and the Chapter, hereby urge each Member to secure their own personal insurance protection against such things as accident, sickness, injury or death, damage to or loss of their property, and any automobile or other legal liabilities which may be imposed on them for damage to persons or property. The member further agrees, to pay promptly when due such costs as may be assessed by Phi Delta Epsilon for the purpose of maintaining such insurance as is considered appropriate by the Fraternity.

11. Whose Insurance is Primary

Each member agrees, provided that such agreement does not invalidate any policy of insurance, that in the event of any claim being made by or against them for injury to persons or damage of property, that insurance coverage, if any, that may be available to them under any insurance secured or maintained by the Chapter or Phi Delta Epsilon shall specifically be excess of and shall not contribute with any other insurance available to the Member.

12. Waiver of Subrogation

Each Member agrees, provided that such agreement does not invalidate any policy of insurance, that in event that the Member suffers any accidental injury, or the Member's property is damaged or destroyed, provided that any losses or claims arising there from are covered by insurance available to the Member, that any rights of recovery or subrogation against the Chapter or Phi Delta Epsilon are hereby irrevocably waived.

13. Members Indemnification

Each Member acknowledges their personal responsibility and liability for their own operations or activities, including but not limited to their negligent acts, errors, or omissions.

The Member agrees to pay on behalf of, defend, hold harmless and indemnify the Phi Delta Epsilon, the Chapter, and their respective officers, agents, employees and volunteers, from and against any claims, damages costs or expenses, including reasonable legal fees, arising in any way out of the Member's operations or activities, including, but not limited to, their negligent acts, errors, or omissions or any breach of this agreement including, but not limited to, any claims, damages, expenses, including reasonable legal fees or liabilities for any financial loss, or for loss or damage to property, or for injury or death to any person or persons.

The Member shall not be obligated under the above to the extent that such claims, damages, costs, expenses including reasonable attorney's fees, or liabilities arise from the negligent acts, errors, or omissions of Phi Delta Epsilon or their respective officers, agents, employees, and volunteers.

14. Defaults & Remedies

In the event that the Chapter or a Member defaults in the performance of any of the obligations herein imposed, Phi Delta Epsilon may suspend or expel the Member. Any suspension or expulsion is subject to the guidelines set forth in the Fraternity's governing documents.

15. Covenants Binding on Successors

The covenants and agreements herein contained shall be binding upon and inure to the benefit of the Chapter and Phi Delta Epsilon and upon the Member and their respective cosigners or guarantors, heirs, executors, administrators, successors and assigns, subject only to the limitations herein set forth.

16. Applicable Law

The laws of the State of Florida shall govern the validity, performance and enforcement of this Membership Agreement. Any provision of this Membership Agreement that is contrary to a law that the parties cannot legally wave or contract against is and shall be void and not binding on either party hereby, however, the invalidity or unenforceability of any provision of this Membership Agreement shall not affect or impair any other provision.

17. Authority
Each Chapter and member executing this Membership Agreement represents and warrants that they are duly authorized to execute and deliver this Membership Agreement either individually or by the entity on whose behalf they are signing.

18. Construction of Terms
The words Chapter, Member, and Phi Delta Epsilon used herein shall include their cosignors, or guarantors, heirs, executors, administrators, successors and assigns.

19. Entire Agreement-Amendments
This Membership Agreement sets forth all the promises, conditions, covenants, understandings and agreements between the Chapter, its Members, and Phi Delta Epsilon and no subsequent promises conditions, covenants, understandings or agreements, shall be effective unless they are in writing and signed by both parties.

IN WITNESS WHEREOF, the undersigned Chapter, its Members, and Phi Delta Epsilon Fraternity have caused this Membership Agreement to be executed.

I HAVE ACKNOWLEDGED THAT I HAVE READ AND FULLY UNDERSTAND THE ABOVE AGREEMENT AND ACCEPT THE TERMS.

SIGNED ON THIS THE ___ DAY OF ____________, 2016.

Document Modified on
8/1/2013

Printed name	Signature
Printed name	Signature
Printed name	Signature
Printed name	Signature
Printed name	Signature
Printed name	Signature
Printed name	Signature
Printed name	Signature
Printed name	Signature
Printed name	Signature
Printed name	Signature

Chapter Officer’s Contract

To be signed before elections take place so all potential officers understand these expectations.

I, ______________________, promise on this day, **(Day)**, **(Date)**, to abide by all Phi Delta Epsilon Fraternity International and **(Chapter name)** constitution**,** bylaws, policies and procedures. I promise to follow **(University/College)** policies and abide by any and all statutes and **(Country)** laws.

I understand that by running for any position on **(Chapter name)’s** executive board, I am accountable to my fraters and chapter for accepting all the duties assigned the position for which I am elected.

If elected, I understand and am committed to attend all executive board and chapter meetings, PhiDE’s International Convention in February 2018 or Regional Leadership Conference in 2017, chapter officer transitions in 2016 and 2017, and all chapter activities.

I understand and am committed to serving a full calendar year in my elected position.

I understand that to be eligible for an executive board role in **(Chapter name)** I must be registered as a full-time degree seeking student as an undergraduate student during fall and spring academic semesters/(or all quarters) and maintain at least a **(GPA)** cumulative and academic term GPA.

I understand that should I fail to perform the above standards, I may lose my officer position and membership status in the Fraternity.

______________________________ ____________
Print Name Date

______________________________ ____________
Signature Date

______________________________ ____________
Witness Signature Date

Phi Delta Epsilon Officer Transition

As your year as an officer comes to an end, and new officers are being selected, your job is not complete until you leave your legacy through educating the officer(s) who follow your lead. Having served your term in office, your organization should be more effective than it was, when you first accepted your position. How do you leave your position gracefully? How do you ensure that the new officers are as ready as they can be to continue to provide your organization with strong leadership? More specifically, what do you need to transfer?

Exchanging organizational information as an existing officer can be your most important duty. This exchange is what we call transition.

Transition is a very important event for the chapter. Its purpose is to ensure that newly elected officers gain as much information from the past experiences of outgoing officers as possible. Information should be shared through written materials, voiced lessons as to what worked or didn't work and why, and International resources.

Transition can be one weekend retreat for all incoming and outgoing officers, a month of time where incoming officers shadow outgoing officers, a long meeting where officers share binders and journals of information and a conglomeration of all of these.

It is an expectation that transition occurs <u>each</u> year. Please use this guide to help ensure all incoming officers get the strongest start to their term in office.

Gracefully transferring your knowledge and authority can have multiple benefits:

- Your organization will not repeat ineffective practices, because it can now begin to build on your previous knowledge.
- Successful transition will prevent the "lame duck" period when group effectiveness can be limited.
- Your development of an effective officer transition process will assist outgoing leaders to bring closure to their experiences. It can help them let go, which is often a difficulty process, for those leaders who are vested in the welfare of the organization.
- Experienced leaders will feel needed as you use their expertise for transition programs.
- New leaders will start their jobs with increased confidence and knowledge of available resources.

"Organizational Futuring" is the process of continuing to improve your organization through evaluations and goal setting. The times when this is the hardest is during times of transition. Every group experiences times of transition. One inevitable transition is that of changing leadership within the organization.

Remember, an effective transition is an interactive communicative process involving all old and new officers. The sharing of past experiences (and lessons learned) is critical, as well as the sharing of goals and visions for the future of the organization.

Benefits of a Thorough Leadership Transition Plan:

- Provides for transfer of significant organizational knowledge.
- Minimizes the confusion of leadership change.
- Gives outgoing leaders a sense of having completed their jobs, a sense of closure. It can help them let go — which is often a difficult thing for committed leaders to do.
- Utilizes the valuable contribution of experienced leaders.
- Helps the incoming leadership take with them some of the special expertise of the outgoing leaders.
- Increases the knowledge and confidence of the new leadership.
- Minimizes the loss of momentum and accomplishments of the group.

- Provides a sense of continuity among the membership.

What does a Successful Transition Look Like?

It will include:

- Electing officers one month before installation to provide an "overlap" period for new and old officer to work together.
- Filling the gaps for new officers by asking yourself what you wished someone had told you a year-ago.
- Reports about traditions, ideas, projects, and continuing projects and concerns or ideas that were never implemented.
- Reviewing and making current if necessary your constitution and by-laws to reflect changes made during your administration.
- Reviewing job descriptions to make sure they accurately describe the offices your organization needs and uses.
- Encouraging informal meetings between incoming and outgoing officers to provide a smooth transition.
- Creating a transition retreat.
- Reviewing your mailing list or membership records to make them current.
- Leaving behind files that you won't need, but think might be helpful to the new person.
- Introducing incoming officers to advisors (faculty, staff and alumni), food service personnel, campus bookkeeper, facilities reservation staff, Associate Student officers, related departments, other student leaders and university administrators.
- Orienting incoming officers to financial and budgeting, facilities reservation, running a meeting, record-keeping, club registration, web-page or related internet sites and program planning.

It will leave Behind Printed Materials:

- Leave things organized; stuff in desk drawers in piles might be more hindering rather than helpful.
- Leave: University policies, and procedures, your organization's constitution, mission statement, goals and objectives for the last year, publicity materials, job descriptions, correspondence, history, agenda and minutes, calendars, job descriptions, status reports for continuing projects, evaluations for projects, completed, previous minutes financial records, mailing lists, etc.

Transition Checklist

□ **Complete a "Change of Officer Form" with the Executive Office**

□ **Set-up a meeting and/or plan a retreat**

Don't just drop off a binder and leave a note that says, "Good luck!" Make sure that the outgoing and incoming Officers meet together – uninterrupted – for an hour or two (or as long as it takes to answer the questions).

Make use of the handouts and worksheets attached to this transition document to help your transition success last all year long.

Retreats are a fun way to train new officers. Retreats held off-campus help facilitate good relationships and are a great way to avoid distractions or disturbances. Topics to consider on a retreat include: goal setting, idea brainstorming, group development, and direction of the organization. Make sure to plan some fun as well!

□ **Share files related to your position and organization**

What? You don't keep any files? At least make notes on important projects or tasks that were completed. Written information is very helpful if the outgoing officer graduates or moves on to a different role on campus.

Make sure the incoming officer has a copy of the following items:

- Copy of Constitution and By-laws (copies are available at the Executive Office if needed).
- Position description of officers and members.
- List of committees and their description.
- Member & officer contact list.
- Contact information of important people/offices on campus.
- List of basic annual procedures and/or calendar of annual events.
- Web page and Webmaster information. How do you maintain the site?
- Mission, philosophy, goals and/or purpose statement of organization.
- Financial records.
- Evaluations of previous and current projects.
- Meeting minutes and agendas.
- Any historical records of the organization.

□ **Review a calendar of the year**

Take out a calendar of this school year and review it together. What were the busy times? What kinds of things should the new officer anticipate? You may not remember how crazy it was last fall, but looking at your calendar may jog your memory.

□ **Make introductions to resources**

Schedule time to walk around campus together so the outgoing officer can make introductions to the important people who can serve as resources to the incoming officers (Office of Student Activities, Conference/ Reservations, Purchasing, etc.) Make sure new officers meet with the organization advisor as well.

□ **Review the historical perspective**

- University policies and procedures — poster, table sales, room reservation
- International polices and dues
- Formal documents
- Job descriptions
- Constitution and bylaws
- Scrapbook and keep list of all members and other background information

□ **Review budgets and funding**

What is the financial status of the organization?

Where did the organization get money from this year?

Did the organization apply for University funding and/or receive funding? Which fundraisers worked – which didn't?

□ **Review past and future organization events**

Which events were successful this year? Which should be continued? When should the planning start?

Which events didn't go well? Should they be revamped and tried again or just dropped? Were there any pitfalls or things that could have been improved?

□ **Review membership**

Do we currently have just enough, too few, or too many members (in light of the group's goals)?
How effective were our membership recruitment efforts?
Are the members actively involved in the operation of the club (including decision making, planning, implementing, and evaluating)?
Are members enthusiastic about the group's activities and motivated to work towards the group goals?
Were there adequate opportunities for members to get involved in responsible and meaningful ways?

□ **Review officers and organizational structure**

Do officers understand their responsibilities and roles within the organizational structure?
Did the officers operate as a team or could cooperation between officers be improved?
Is the amount of time and effort required of each officer equal, or are some expected to work harder than others? Each position may be busier at different times throughout the year, so it's important to review the entire calendar together.
Are the officers "in tune" with the membership? Is there two-way communication (and understanding of members' needs and talents)?
How would the general membership evaluate the effectiveness of the officers?
How would the officers evaluate the effectiveness of the officers? What could be improved?

□ **Review organizational operation**

Were the finances adequate for the group's activities?
Was the budget managed properly?
Were meetings run effectively?
Was the frequency of meetings appropriate?
Do we have a committee structure? If so, is it working? If not, is it needed?
Do we experience scheduling conflicts with other groups or activities?

□ **Review faculty involvement**

Was our faculty adviser involved just enough, too much, or too little?
Were there adequate opportunities for faculty to become involved in our organization?
Did they become involved?
Could faculty involvement be improved? If so, how?

□ **Meetings & Organization**

Where were meetings held?
What worked? What didn't?
Has a summer contact list been created for the organization?
What is a typical week like?
What were the most and least challenging parts of responsibilities?
It is important to know details about the meetings because this is where the organization is really brought together.

□ **Recruitment activities**

What recruitment activities were done? What worked? What didn't work? Why did new members stick around? If they didn't – what made them leave?

A great way to recruit new members is at the Student Involvement Fair during Opening Weekend. Register your organization for this event in the Office of Student Activities.

□ **Next Step**

You can work together to make a list of "things to do" for the incoming officer. Which items need their attention now? Make this list together so the outgoing officer can help with direction. Make sure to trade contact information so that the outgoing officer can be a resource in the year ahead!

Preparation for an Officer Transition Retreat

There are various types of officer transition meetings/retreats

- A two-hour meeting with the newly-elected and outgoing officers (all together)
- A two-hour meeting between the newly-elected and outgoing officers (one on one)
- A retreat during which newly-elected and outgoing officers meet for one day, while the newly elected officers meet for a second day to brainstorm goals
- An informal information gathering session during which younger officers gather and record information and knowledge from outgoing officers/seniors

A retreat or meeting away from the usual chapter room is a necessity. As an outgoing officer, work to ensure that the programs, policies, and success of your term do not diminish with the next Administration.

So where do you begin?

a. Request that all outgoing and incoming officers be present for the transition meeting/retreat. Provide at least 2-3 weeks' notice for all officers.
b. Phone your chapter advisor and be sure he/she and the advising team are aware of the date. Provide at least 2-3 weeks' notice for all advisors.
c. Reserve a room on campus or elsewhere at least 3 weeks in advance.
d. Will there be any budgetary concerns? If so, be sure to speak with the VP of Finance.
e. What will the length of the retreat be? Will goal setting be an aspect of the transition retreat?
f. How will you relay the established goals from the fall registration packet to the new officers? Do you want the officers to establish individual goals above and beyond the goals for the chapter?
g. Request that outgoing officers review their officer notebooks with incoming officers. In many cases however, officers do not have notebooks to pass along. If this is the case, and you would like to make notebooks a priority, then, along with the help of another member or officer, purchase and prepare a three ring notebooks in which you may wish to enclose the following materials for each officer:
    a. The corresponding international officer description for the position.
    b. Copy of the chapter constitution & bylaws
    c. Copy of officer responsibilities as stated in the constitution & bylaws
    d. All current forms relative to the office
    e. Record of activities over the past year
    f. Calendar of the past year
    g. Recommendations for the coming year
    h. Resources relevant to the office
    i. Other pertinent "campus" information

h. Request that outgoing officers review their terms and fill out an Outgoing Officer Transition Worksheet prior to the retreat/meeting with the incoming officer.

Potential questions to address include:

a. What problems or stumbling blocks did you encounter as an officer?
b. How were these problems or stumbling blocks dealt with?
c. What aspect(s) of the term went really well?
d. What recommendations do you have for the incoming officer?
e. What unfinished business must be addressed?
f. Request that outgoing officers review their terms and fill out an Incoming Officer Transition Worksheet prior to the retreat/meeting with the incoming officer.

Potential questions to address include:

- a. What is the purpose of my office?
- b. What are my responsibilities?
- c. How can I improve what the former officer accomplished?
- d. What new/old programs do I plan to utilize during my term?
- e. What do I want to accomplish in the short term (3 goals)? What are two or three action items I must accomplish to complete these short term goals? What is the projected date of completion for these goals?
- f. What do I want to accomplish in the long term (3 goals)? What are two or three action items I must accomplish to complete these long term goals? What is the projected date of completion for these goals?

Potential Agenda for a Quick but Thorough Officer Transition Retreat

1. Introduction/overview of agenda: 5 minutes
2. Discussion on highs and lows of outgoing board: 25 minutes
3. One-on-one meetings between old and new officers: 40 minutes
4. Officer goal setting (short and long term): 45 minutes
5. Officers report their goals to the group: 30 minutes
6. Group discussion/goal setting for new board: 60 minutes
7. Committee or roundtable discussion: 45 minutes

Goal Setting Worksheet for Incoming Officers

******Remember to use SMART GOALS******

Short-Term Goal 1 ___________________________
Action items to complete Goal 1
1.__________________________
2.__________________________
3.__________________________
Projected Date of Completion for Goal 1 ___________________________

Short-Term Goal 2 ___________________________
Action items to complete Goal 2
1.__________________________
2.__________________________
3.__________________________
Projected Date of Completion for Goal 2 ___________________________

Short-Term Goal 3 ___________________________
Action items to complete Goal 3
1.__________________________
2.__________________________
3.__________________________
Projected Date of Completion for Goal 3 ___________________________

Long-Term Goal 1 ___________________________
Action items to complete Goal 1
1.__________________________
2.__________________________
3.__________________________
Projected Date of Completion for Goal 1 ___________________________

Long-Term Goal 2 ___________________________
Action items to complete Goal 2
1.__________________________
2.__________________________
3.__________________________
Projected Date of Completion for Goal 2 ___________________________

Long-Term Goal 3 ___________________________
Action items to complete Goal 3
1.__________________________ 2.__________________________
3.__________________________
Projected Date of Completion for Goal 3 ___________________________

Outgoing Executive Board Worksheet

THIS WORKSHEET SHOULD BE DISCUSSED AND COMPLETED AS AN OUTGOING TEAM.

1. Have we developed members who will prove to be exceptional and involved?

2. Will the membership be innovative and creative after we have left?

3. What programs/ideas proved to be successful for us?

4. What was our greatest achievement as an executive board?

5. List three things that we would like to have accomplished:

6. List three things that we would like our successors to achieve:

Officer Notebooks Handout

This may be the most difficult work in your transition process. If your notebook is cleaned out and organized, it will make everything else run smoother!

_____ Philosophy, mission or purpose statement of the organization

_____ Constitution and Bylaws

_____ Job descriptions of officers

_____ Description of committees

_____ Organization membership list

_____ Historical records of organization

_____ Meeting minutes and agendas

_____ Listing of basic annual procedures (registration, room reservations, etc.)

_____ Calendar of past year with annual events

_____ Financial records

_____ Resource or contact list of important people

_____ School Handbook and Calendar

_____ Recommendations for the upcoming year

____
Date Completed

____
Outgoing Officer's Signature

End of Term Report

PURPOSE

To assist in officer transition by focusing upon the accomplishments and to provide a critique of your year in office. This report should serve your successor as a supplementary resource in planning for his/her term.

OFFICE: ______________________________

NAME: ______________________________

DATE: ______________________________

1. List other officers/chairpeople with whom you worked with and the projects involved.

2. List specific successes realized during your term in office and the reasons for their success.

3. List any problems or disappointments you encountered as part of your office and suggest ways of avoiding or correcting them.

4. List supplemental materials and sources of information you found most helpful. Include faculty contacts, staff contacts, community resources, etc.

5. Comment on the timetable applicable to your office. Give suggestions for increasing efficiency and effectiveness.

6. List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

One-On-One Meeting Handout

Make this as comfortable and relaxing as possible. Do not breeze through this information. **TAKE YOUR TIME**. Remember that you are very comfortable with this information and the responsibilities of this office after serving for a full year, but this is new to the incoming officer. Take time to explain this information and go over everything on the checklist.

______ Give your cleaned out, organized notebook to the new officer and explain the contents.
______Explain the duties and responsibilities of the office.
______Explain the duties that go along with the office that are not in the officer's descriptions.
______Review the past year's calendar and explain programs and events.
______ Read through constitution and bylaws.
______ Explain forms and files that have been started over the past year.
______ Review historical files.
______ Review the officer's budget **(if you don't know what it is, get with the VP of Finance before you have your first one-on-one).**
______ Check supplies and materials that this officer requires. Explain to the officer how to get the supplies and where to get them.
______ Together, brainstorm some goals for this office.
______Discuss timeline and deadlines for this office & the importance of meeting deadlines for events/forms
______Review goals from previous year.

- What is the status of these goals?
- Which goals are completed?
- Which goals need to be followed up on?

_______Set objectives for the new goals.
_______Set a time line for objective completion.
_______Discuss the role of the advisor for this officer.
_______Set a time for the outgoing officer to introduce the new officer to key resource people on campus.
_______**Answer all questions of the new officer! (Please list Q & As)**

Group Balance Sheet

Often we need to ask ourselves a few questions before we know how we stand as a group. A few good questions to ask ourselves are:

1. Is there a group consensus as to where we are headed?
2. Does every member participate in the decision-making process?
3. Does every member do his/her share in organizational operations?
4. Do the officers know what the members really want?
5. Does everyone have a strong, positive feeling about the organization?
6. Do we know what is contained in our mission statement (Constitution)?
7. What is our self-image?
8. What things do we, as a group, do well?
9. What do we have trouble doing?
10. How do we work together?
11. Do we have definite goals?
12. How can we have a higher profile on campus?
13. What weaknesses do we need to correct this year?
14. Do the general members support the officers?
15. How much do we want to be successful?
16. What do we want out of this experience?
17. What can each of us contribute to make our experience more meaningful?