

My Sister, My Friend



New Member Manual

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Week 1

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Welcome to Theta Phi Alpha, *My Sister, My Friend*

On behalf of over 30,000 alumnae and collegians, we congratulate you on your decision to affiliate with Theta Phi Alpha. We welcome you into the circle of sisterhood that begins with new member education. At the first stage of membership, new member education is an opportunity for you to become familiar with the values, history, traditions, expectations, and ideals of Theta Phi Alpha. You are encouraged to use this time to reflect on what led you to Theta Phi Alpha and to ensure that this is a commitment you will be able to make for life!

Being involved in a fraternal organization is unlike participation in many other campus activities. Theta Phi Alpha links you to other new members, sisters, campuses, communities and generations. You are now sisters with women who, otherwise, you never would have met.

You were extended a bid by the members of your chapter because they believe you are special and will strengthen their sisterhood and contribute to the chapter experience. During *My Sister, My Friend*, you will learn more about what sets Theta Phi Alpha apart from other fraternal organizations while participating in activities which will promote your personal development. Being a Theta Phi Alpha is a lifelong journey that starts now. You will be learning about our ritual, fundamental beliefs, history, heritage, structure, policies, and future goals, while also learning about the bigger fraternal world, including National Panhellenic Conference (NPC).

You are encouraged to utilize your new members, chapter members, and alumnae advisors in your process of discovery about Theta Phi Alpha. They value you and want you to have an ideal experience.

Welcome to Theta Phi Alpha!

Yours in the Bonds of Sisterhood,

The Grand Council of Theta Phi Alpha

Membership begins at bid acceptance

New Member Expectations

My Sister, My Friend is a comprehensive learning program built on five essential principles. These principles are:

- Historical Knowledge
- Balance
- Leadership
- Service
- Character



Each principle is designed to invite exploration of key attributes about oneself and others. Through lessons based upon these principles, the learner will encounter many self-discovery activities. Our hope is that *My Sister, My Friend* will personalize the experience of becoming a Theta Phi Alpha for every new member and will enhance her feeling of being grounded as a woman, a sister, a student, and a citizen.

The goal for *My Sister, My Friend* is simple: to enhance the understanding and readiness of new members who are developing an understanding of a lifetime commitment. The experience and education provided now to our newest members will determine the course of their relationship with the Fraternity. As the weeks progress, principles will be added, so that the experience of learning is both incremental and developmental. As you will see, *My Sister, My Friend* invites conversations about areas that are relevant to everyone, including values, health, personal decision making, and character. It is important that Theta Phi Alpha women be open about these areas and their impact on our lives.

Multiple benefits of appropriate new member education abound for chapters. Happier, more prepared new members will better merge into the chapter, will be eager and excited about becoming involved in chapter activities, and will seek out leadership opportunities. Being a new member of Theta Phi Alpha carries great responsibility. The following lists the expectations and responsibilities of a new member:

- Maintain an appropriate grade point average for scholastic success.
- Attend all new member meetings and events.
- Participate in chapter events (recruitment, sisterhood, philanthropy, fundraising, etc.)
- Wear the new member pin with pride whenever appropriate (when wearing dressy attire).
- Attend activities that are provided for growth in Fraternity life
- Keep the confidences of all meetings and ceremonies

- Pay all financial obligations in a timely manner.
- Attend the New Member Retreat
- Learn Theta Phi Alpha history, songs, traditions, government, and policies
- Pass the National New Member Examination
- Understand the importance of National Panhellenic Conference and attend at least one campus Panhellenic meeting (or other Greek governing body where Panhellenic does not exist).
- Respect self, others, and Theta Phi Alpha
- Comply with Theta Phi Alpha National Policies
- Attend the interview conducted by the chapter's Advisory Board

As new members, you are a welcomed part of the Theta Phi Alpha chapter or colony with which you are affiliated. You are afforded respect, dignity, and acceptance. You have the right to seek assistance when needed, to ask questions, and to refuse to participate in activities which would cause personal discomfort. You will be fully informed of Theta Phi Alpha's Policy on Hazing and will be asked to sign a contract indicating your understanding of hazing and your refusal to participate in activities of that nature.



History Lesson: Greek Life

Objectives:

To learn about Greek Life history
To differentiate between types of ritual
To learn the Greek alphabet

Introduction:

We are very happy that you have chosen Theta Phi Alpha. To better understand the commitment you are making, you will need to understand where Theta Phi Alpha came from, so that you may understand where we are going. Theta Phi Alpha is just one organization of Greek Life, making us a part of a greater community. We are challenged to join in activities on our campuses and in our local communities to educate non-Greeks on the importance of Greek Life. History and ritual are a major part of Greek life, what Theta Phi Alpha is, and what we stand for.

Discussion Points:

How is Greek Life perceived on your campus? How can you maintain or improve that perception? Why did you decide to become a member of a Fraternity?

In 1776, five college friends gathered late one evening in the Apollo room of Raleigh Tavern in Williamsburg, Virginia. Greek mythology and ideals came to mind as a foundation for a life they should set for themselves. The outcome of this thinking was the formation of the first social Greek-letter organization in this country, Phi Beta Kappa. As a symbol, they selected a triangle with “friendship for its base and benevolence and literature for its pillars.”

Although formed for social and literary purposes, Phi Beta Kappa is now known as the outstanding scholastic honor society in America. Its key is a symbol of scholastic excellence. This was the first of a long line of Greek-letter organizations to be founded upon common bonds of Greek ideals. The history of the Fraternity movement is recorded in Baird's Manual of American College Fraternities.

Generally, college and university fraternities and sororities fall into three categories: social, professional, and honorary. Their purposes are furthered by the larger organizations to which they belong. These are usually referred to by their Greek letters. Theta Phi Alpha is a social Fraternity.

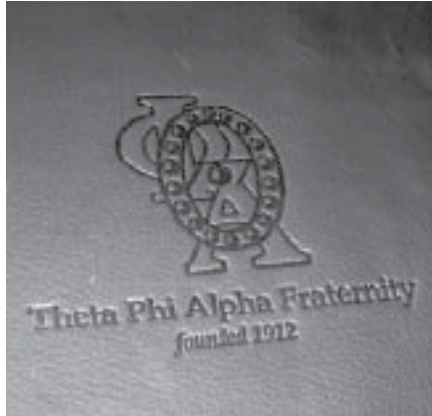
Each campus and community has its own view of Greek life. If fraternal groups live by their rituals, standards, and stated values, the Fraternity world is better able to be recognized in a positive way. The *Call for Values Congruence* is an initiative begun by University Presidents to facilitate continued mindfulness to the need to live by

Fraternities' stated values. As Theta Phi Alpha women, with our values of justice, friendship and truth, we attempt to educate others about our values by the manner in which we conduct ourselves. Theta Phi Alpha introduced a *Guide to Values Congruence* to reflect the Fraternity's stance on this conversation.

The Greek Alphabet

Greek Letter	Name	Pronunciation
Α	Alpha	Al-fah
Β	Beta	Bay-tah
Γ	Gamma	Gam-ah
Δ	Delta	Del-tah
Ε	Epsilon	Ep-si-lon
Ζ	Zeta	Zay-tah
Η	Eta	Ay-tah
Θ	Theta	Thay-tah
Ι	Iota	Eye-o-tah
Κ	Kappa	Cap-ah
Λ	Lambda	Lamb-dah
Μ	Mu	Mew
Ν	Nu	New
Ξ	Xi	zzEYE
Ο	Omicron	Omm-e-cron
Π	Pi	Pie
Ρ	Rho	Roe
Σ	Sigma	Sig-mah
Τ	Tau	Taw
Υ	Upsilon	Oop-si-lon
Φ	Phi	Fie
Χ	Chi	kEYE
Ψ	Psi	Sigh
Ω	Omega	O-may-gah

Ritual Lesson:



When we talk about ritual the first experience we think of is the White Rose ceremony. You may not have realized that this ceremony was one of your first glimpses into Theta Phi Alpha's ritual. Ritual is the link that bonds our sisterhood from chapter to colony and to alumnae associations, and through the years. Ritual is the one and only aspect of fraternal life which keeps constant the values and fundamental basis upon which Theta Phi Alpha was founded. It is a set form of rites, religious or otherwise; or a book containing rites and ceremonial forms.

In Theta Phi Alpha, there are two types of Ritual ceremonies: Open and Closed.

Closed Ritual

These are ceremonies in which only initiated members of Theta Phi Alpha can participate. These are private and are only to be discussed with other initiated members. Most of our ritual ceremonies fall into this category, including *Initiation*.

Open Ritual

These are ceremonies in which invited guests can participate. You do not have to be a Theta Phi Alpha member nor a new member to join in these ceremonies. These rituals enable sisters to share a part of Theta Phi Alpha with others who are not initiated members. Two examples of this kind of ritual are the *White Rose Ceremony* and the *Ceremony for Deceased Sisters*.

You will participate in more of our ritual ceremonies as your journey as a Theta Phi Alpha continues. The *Initiation Ceremony* is the most important ceremony you will participate in; it is where you will be asked to make a lifetime commitment to Theta Phi Alpha. As new members, your exposure will, by necessity, be incremental. Your knowledge of the Fraternity will be enhanced by every ritual in which you participate and will culminate in Initiation.

The rituals of Theta Phi Alpha are reflections of our founding, our heritage, our present, and represents the possibilities of our future. Though modifications have been made throughout the years, our rituals remain a special and important part of our sisterhood. The ceremonies are based on fundamental human values stated in our Creed. The Creed will be explored in more detail next week.

Justice to each fellow man
Wisdom in each deed and plan
Loyalty to every friend
Faith that sorrow can transcend
Truth to God to and truth to self
Honor valued over wealth

This is the Creed that in us lies
The Creed of loyal Theta Phi's

The white rose for its purity
The sapphire blue for loyalty
The compass for its needle sure
That holds our course firm and secure
The silver for a precious faith
That knows no end, not even death.
This is the Creed that in us lies
The Creed of loyal Theta Phi's

Ritual is modified only by vote of the Convention Body. It is not changed or customized by individual chapters. Maintaining consistency of ritual from chapter to chapter is vital in keeping constant the focus of our sisterhood. Although our individual chapters have unique personalities, traits, and traditions, our ritual is the link, the tie that bonds each of us together as sisters in Theta Phi Alpha.

Discussion Points:

Think about the White Rose and New Member Ceremonies: What did you notice? What did you like/dislike about the experience? What do you think about what you have learned thus far about Theta Phi Alpha from the rituals in which you have participated?

Theta Phi Alpha Rituals

White Rose Ceremony
New Member Ceremony
New Member Meeting Ceremony
Big Sister Ceremony
Initiation Ceremony
Rededication of Initiation Vows
Founders' Day Ceremony
Sapphire and Diamond Circle Ceremonies
Installation of Officers Ceremony
Collegian Farewell Ceremony
Ritual for Deceased Members Ceremony
Ritual for Collegiate Chapter and Alumnae Association Meeting
Alpha Meeting Ceremony
Admission into Alumnae Association
Guard of Honor Ceremony
Ceremony of Flags
Ritual Seating of the Delegates
Compass Club Ritual

Balance Lesson: Spirituality

Objectives:

To appreciate the importance of faith

To examine the impact of ritual on Theta Phi Alpha

Introduction:

Faith is important to the health of the community as well as the health of your spirit. Faith can mean being spiritual or being religious, but overall it emphasizes a personal faith and being in touch with your inner self. Our founders had faith in God and each other to build a Fraternity based on their beliefs. Theta Phi Alpha's history is filled with wonderful women who served as role models, authors, leaders, and visionaries. These Catholic women envisioned a Fraternity built on values that would last throughout the years. They knew who they were as individuals and what their goals were as a group and they faced their struggles together. The stability of our organization depends on our faith in ourselves and in Theta Phi Alpha's founding members.

Lesson:

All of us have gone through the experiences of taking our first step, or the first day of school. If you go to church, you have probably taken part in some type of christening or baptism ritual, or a ritual to become a member of the congregation. Funerals and graduations are also rituals.

As a Theta Phi Alpha, our rituals are the foundation of our Fraternity. Our rituals were created and put into words by our founders over 100 years ago in 1912. There are two aspects of our rituals in Theta Phi Alpha: the ceremonial and the conceptual.

Theta Phi Alpha's Founders wrote the ritual. It is difficult for us to imagine what they hoped for modern-day members, but we strive to live by their ideals and standards. The words and messages found within continue to resonate for Theta Phi Alphas. As the basis for the Fraternity, it is critical that the performance of each ritual is important. Each colony, chapter and alumnae association reads and participates in the same ceremonies, therefore how they conduct them must also be the same. Some of our ceremonies have been changed since their initial drafts were written by our founders; however these changes are always made with the same values and ideals in mind and with the purpose of continuing the principles and goals of Theta Phi Alpha. The Ritual Book contains all of the Fraternity's rituals and is entrusted to the chapter Ritual Chairman.

The aspect of Theta Phi Alpha's ritual that is hard to comprehend is the conceptual design; what our ritual actually means beneath the surface. Women faced many barriers in the early 1900s; still, Catholic women faced even more difficulty at the time of Theta Phi Alpha's founding. Those women used what they valued and they attempted to overcome those struggles to become better people. Our founders and early members found purpose in helping each other overcome the obstacles and struggles of their day and those that women would face in the future. Respect for these women and our ritual must be part of our educational experiences of the chapter as a whole.

When we analyze and see the values that are behind everything sacred to Theta Phi Alpha, we can see that our rituals incorporate all of these ideals. We should not have to participate in a ceremony to see that. Our values are there for everyone to see. The concept of all of our rituals is just the model to live our lives by. When we look at ritual in this manner, we can begin to teach each other how to become better women and better Theta Phi Alpha sisters.

As new members, you are here to learn. Being a Theta Phi Alpha is not just about completing the national examination or going to every event a colony, chapter or alumnae association holds; it is about understanding what the Fraternity stands for, accepting the responsibility and acting on it. Participation in ritual is a serious and important step in the development of each sister, as it allows the chapter and each sister to focus on the meaning of our sisterhood and the purpose of our fraternal activities. Our rituals are a way for us to share with one another what we hold dear. Living our ritual is the way to testify to that. Theta Phi Alpha's rituals are an expression of what we hope we are and what we strive to become.

Discussion Points:

What do you think guided the development of our ritual? How do our rituals help us to achieve Values Congruence?

Journal Entry: Week One

- 1 What do you have faith in?
- 2 What is your favorite personal life ritual? Why?
- 3 How do the Fraternity rituals (White Rose Ceremony, New Member Ceremony) fit into your life?
- 4 How does the *Call for Values Congruence* impact you?



Week 2

Week 2

Week 2

Week 2

Week 2

Week 2

Week 2

Week 2

History Lesson: Back to the Basics

Objectives:

To acquire knowledge regarding the founding of Theta Phi Alpha

Introduction:

Now that you have become a new member of Theta Phi Alpha, it is time to learn where, and how, Theta Phi Alpha was founded.

Lesson:

In 1912, a small, local Fraternity of Catholic women at the University of Michigan, in Ann Arbor, was struggling. The organization, Omega Upsilon, had originally been formed by Father Edward D. Kelly in 1909, when he was pastor of the student chapel at the University. He believed there should be some kind of home life provided for the young Catholic women who attended the University and he realized that a sorority offered such society, friendship, and atmosphere. Several women students were originally very interested in joining, partly because Catholics were not always welcome in the other Greek-letter sororities on campus. By founding this new sorority, Catholic women had sorority life opened to them. Unfortunately, however, by the late spring of 1912 membership in Omega Upsilon was low and the treasury was unable to support the activities of the group.

By this time, Father Kelly had become Bishop of Grand Rapids, but he retained his dream of an organization which, in ritual and in practice, would help shape the lives of young college women. He enlisted the aid of Amelia McSweeney, an 1898 graduate of the University of Michigan and a woman prominent in educational and civic life in Detroit. She and several members of Omega Upsilon felt that a Fraternity for Catholic women was a pressing need and believed that many of the problems of Omega Upsilon were perhaps a result of the operations of the chapter being left completely in the hands of undergraduate members. The alumnae felt that, with their guidance in matters such as finances and housing, while the collegians focused on obtaining members, a new organization for Catholic women would be quite successful.



Bishop Kelly

Throughout the summer of 1912, Amelia McSweeney, seven other alumnae, and two undergraduate women worked tirelessly, meeting at the home of Dorothy and Katrina Caughey, to prepare the plans for the new organization.

Two undergraduate members of Omega Upsilon became members of Theta Phi Alpha. They were Eva Stroh, a sophomore, and Otilia Leuchtweis, a senior, who became Theta

Phi Alpha's first Chapter President. At a meeting at the College Club in Detroit, Theta Phi Alpha was officially founded on August 30, 1912, and Theta Phi Alpha began operation on the campus of the University of Michigan. May C. Ryan contributed the name, motto, and the original coat of arms, and the membership selected the Fraternity's flower, jewels, and colors. At this meeting, Amelia McSweeney acted as secretary and took the minutes. The alumnae went about becoming incorporated, which happened in November, and securing funding and resources for the group. Otilia and Eva were tasked with finding a place to call home, as no housing was provided by the University of Michigan for women. They also sought to find women to join Theta Phi Alpha.

Theta Phi Alpha was incorporated in November, and on November 16, 1912, the first Initiation was held. The Founders were not initiated but were present and signed the Initiation scroll.

Founders

Theta Phi Alpha reveres these ten women as its Founders:

Dorothy Caughey Phalan
Katrina Caughey Ward
Mildred Connely
Selma Gilday
Otilia Leuchtweis O'Hara
Amelia McSweeney
Camilla Ryan Sutherland
Helen Ryan Quinlan
May C. Ryan
Eva Stroh Bauer Everson



Founders

The Centennial History of Theta Phi Alpha, published in 2012, includes biographies of all founders. The new members may take turns reading aloud about the founders from the Centennial History of Theta Phi Alpha.

The Year 1912

In 1912, the world was very different from what we see and experience today. Significant events likely affected the founding sisters as they were trying to form Theta Phi Alpha. Some of these events include the following:

- February 14, 1912 – Arizona was admitted as the 48th U.S. state.
- March 12, 1912 – The Girl Guides (later renamed the Girl Scouts) was founded.
- March 23, 1912 – The Dixie Cup was invented.
- April 6, 1912 – The Electric starter first appeared in automobiles.
- April 10, 1912 – The Titanic set sail for its first (and last) voyage.
- April 15, 1912 – The Titanic sank off the coast of Newfoundland after hitting an iceberg.

- October 14, 1912 - “Bull Moose” Teddy Roosevelt was shot while campaigning in Milwaukee.
- November 5, 1912 – Woodrow Wilson (D) defeated Theodore Roosevelt (Prog) and President Taft (R).
- December 16, 1912 – The first US Postage stamp picturing an airplane was made for 20 cents parcel post.

Activity:

Complete the “Dear Amelia” activity (in the Additional Activities on the National Website).

Balance Lesson: Values

Objectives:

To discover Theta Phi Alpha’s values

To explore personal values

Introduction:

Being a good person can mean one thing to one person, and something totally different to someone else. What things are important to you? What do you value? What are your priorities in life, school, and relationships? All of these things guide the decisions you make in life and help define you as a person. Just as you have defining characteristics and values, so does Theta Phi Alpha. We learn what Theta Phi Alpha values by reciting the creed:

The Theta Phi Alpha Creed

Justice to each fellow man
Wisdom in each deed and plan
Loyalty to every friend
Faith that sorrow can transcend
Truth to God and truth to self
Honor valued over wealth.
 This is the creed that in us lies,
 The creed of *loyal* Theta Phi’s
 The white rose for its *purity*,
 The sapphire blue for *loyalty*,
 The compass for its needle *sure*,
 That holds our course firm and secure.
 The silver for a precious *faith*,
 That knows no end, not even death.
 This is the creed that in us lies,
 The creed of *loyal* Theta Phi’s

The founders essentially prepared a list of values that the ideal Theta Phi Alpha would possess. Virtues such as purity, loyalty, wisdom, and faith helped to encapsulate the character of the founders, and through the Creed and ritual have provided Theta Phi

Alpha with a framework for operations.

Theta Phi Alpha teaches its members to be good people based on their own and the sorority's values. This week you will explore your personal values and learn how they relate to the sorority's organizational values. We will also explore how these values are expressed through Theta Phi Alpha's ritual. We will explore the meaning of the Creed and its uses in highlighting both your personal values as well as the evolving meaning for the Fraternity.

Lesson:

Values of Theta Phi Alpha

Members of the Fraternity were asked to share with the program writers their thoughts about the values of Theta Phi Alpha. Follows are interpretations of the lines in the creed:

Justice... to each fellow man

Justice is often thought of as due process, or punishing those who have done wrong. Justice to Theta Phi Alpha encompasses responsibility. We know that responsibility directly relates to age and maturity. As we get older we are faced with more and more responsibility. Our greatest responsibility is to ourselves...who we are, what we stand for, and how we influence the world. Responsibility means choosing the right thing to do. We are responsible for our own actions and the actions of our sisters.

Your responsibility to Theta Phi Alpha does not end with your college years but continues to grow through your years as an alumna whether demonstrated financially, or with time, talents, and general support.

Discussion Points:

Do you value justice the same as Theta Phi Alpha values justice? How does this make you feel about your membership in Theta Phi Alpha? How do you see the value of "justice" helping you while in college? How will integrating this value into your life make you a better person and sister?

The Fraternity, in an effort to maintain the value of justice, has for its membership the *National Constitution and Bylaws* (changes to which occur by vote of Convention) and the *National Handbook*, which includes the Standards of Achievement and National Policies. Chapters and colonies operate Standards Boards, which are comprised of representatives of the chapter/colony membership and are responsible for ensuring that the members are complying with chapter expectations. Advisory Boards advise chapter operations and handle any repeated standards board infractions, as well as any policy violations.

Wisdom... in each deed and plan

It is frustratingly easy to make choices on a whim, with little or no thought to the outcome, but this tenet of the creed challenges us to be planful, mindful, and purposeful. It is critical to our success as women and as Theta Phi Alphas that we learn to evaluate choices and to utilize wisdom in our decision making. Wisdom takes practice and patience.

Wisdom is a tool to be placed in your membership toolbox. Wisdom does not mean getting straight “A’s” but the manner in which your perception was broadened.

Discussion Points:

Do you value wisdom the same as Theta Phi Alpha values wisdom? How does this make you feel about your membership in Theta Phi Alpha? How do you see the value of “wisdom” helping you while in college? How will integrating this value into your life make you a better person and sister?

Loyalty... to every friend

Friendships in Theta Phi Alpha now take on a new form—sisterhood. Sisters of Theta Phi Alpha are bound together by the common vows they have taken and will take, and by rituals and secrets that only another sister knows. A sister will be there whenever she is needed, no questions asked. She listens when you need to talk, she supports you in crisis, and she lets you cry on her shoulder. As a sister of Theta Phi Alpha, you are held accountable to, and should be loyal to, your sisters. Theta Phi Alpha is comprised of women who have made a lifetime commitment to the Fraternity, to the living of its values and the realization of the ritual.

Discussion Points:

Do you value loyalty the same as Theta Phi Alpha values loyalty? How does this make you feel about your membership in Theta Phi Alpha? How do you see the value of “loyalty” helping you while in college? How will integrating this value into your life make you a better person and sister?

Faith... that sorrow can transcend

As members of Theta Phi Alpha, we seek for balance among our intellectual, physical, social, and spiritual development. We need to look at the big picture in our lives and find out what is really important and where our priorities should be. We need faith in a Higher being, faith in ourselves, and faith in our family and friends.

Discussion Points:

Do you value faith the same as Theta Phi Alpha values faith? How does this make you feel about your membership in Theta Phi Alpha? How do you see the value of “faith” helping you while in college? How will integrating this value into your life make you a better person and sister?

Truth... to God and truth to self

When we are true to ourselves, we feel an internal reward. It has been said that ‘truth hurts.’ While accurate at times, the opportunity for greater self-discovery outweighs any transient difficulty.

Not only does it make you ultimately feel good, but truth can also help change a life, make someone smile, or impact a community. Truth means sharing yourself with others. You must first be true to yourself before you can be true to your sisters.

Discussion Points:

Do you value truth the same as Theta Phi Alpha values truth? How does this make you feel about your membership in Theta Phi Alpha? How do you see the value of “truth” helping you while in college? How will integrating this value into your life make you a better person and sister?

Honor... valued over wealth

As new members we honor the history, tradition, and relationships of Theta Phi Alpha. As initiated members we grow in our timeless rituals, our sisterhood, lifelong friendships, and our commitment to honor and cherish the values of Theta Phi Alpha. Honor is observed in the manner in which others are treated, the reverence to the Fraternity rituals and values, and the priorities of the chapter membership

Discussion Points:

Do you value honor the same as Theta Phi Alpha values honor? How does this make you feel about your membership in Theta Phi Alpha? How do you see the value of “honor” helping you while in college? How will integrating this value into your life make you a better person and sister?

The white rose for purity

Purity, as with other stated values, will mean different things to different people. Typically, the word is associated with chaste behavior. Purity is also synonymous with clarity. Being clear with your values and your motives will aid you in the attainment of this value.

Discussion Points:

Do you value purity the same as Theta Phi Alpha values purity? How does this make you feel about your membership in Theta Phi Alpha? How do you see the value of “purity” helping you while in college? How will integrating this value into your life make you a better person and sister? What happens when loyalty and justice collide? What about wisdom and truth?

Activity:

Ranking Personal Values: Using the biographies of the Founders from the Centennial History of Theta Phi Alpha, list the tenets of the creed and identify which Founders emulated that value.

Select a Founder to model for the week.

Leadership Lesson: Communication**Objectives:**

To examine the characteristics of good leadership

To list the various ways in which humans communicate

Introduction:

A large part of being a member of Theta Phi Alpha is being a leader. Not only are there certain positions that could be attained in this organization but also throughout your campus. Some people lead by virtue of their position. Others lead by virtue of who they are. Leaders have the potential to be negative, and a bad influence. Being a good

leader is not only part of being a good sister but also something that every person should strive for.

Lesson:

The definition of leadership is *a position or office of a leader, capacity or ability to lead, a group of leaders, guidance or direction, an activity, the body of people who lead a group*. Leadership is also a complex process by which a person influences others to accomplish a mission, task, or objective and directs the organization in a way that makes it more cohesive and coherent.

Delegation

Delegation is an important lesson for good leaders to learn early. Delegation is the act of taking larger jobs and dividing the work. Not only does this prevent overwhelming an individual, but also two heads are often better than one. Leaders evaluate the talents of sisters and the tasks that need to be accomplished. They encourage other sisters to be team players and they involve others in decision making. It is critical for leaders to have a balance between delegation and motivation. Remember, power does not make you a leader!!!

Some principles of a **good** leader are that you know yourself, seek and take responsibility for your actions, make sound and timely decisions, keep the organization informed, use the full capabilities of your organization and *always set a good example*. Leaders always put their best foot forward.

A good leader is able to communicate with other sisters so that all the tasks can be accomplished correctly and on time. Communication is the exchange and flow of information and ideas from one person to another. Communication is not a one sided conversation. As a good leader and good communicator, it is important that you assure that everyone involved understands the principle, action and desired result.

Communication is also about learning how to say no and being assertive, but not feeling guilty. Effective communication is a basic necessity to your success as an individual, in relationships, and in work. It means not only getting the message across, but also effectively listening to what other people have to say.

Always be an active listener and make sure that those to whom you are talking are also actively listening. Active listening is listening with a purpose. Active listening requires a listener to hear the message being presented, understand it and be able to give feedback for it. A good leader will be able to actively listen to others, not just give direction or offer information.

Part of good communication is to get your information out there early. If there is to be an event that your organization is to attend, it is important that enough notice is given so that members can plan to attend the event. Planning ahead is important; 24 hours advance notice is a minimum.

A leader should always be aware of the nonverbal communication occurring throughout

the organization. We communicate through words, facial and body expressions, tone of voice, etc. Nonverbal communication can be considered such things as eye contact, facial expressions, gestures, body posture and proximity.

Eye Contact

Eye contact shows that you are interested in what the other person has to say. It shows concern, warmth and credibility. When speaking as a leader, you want your listeners to believe what you are saying. If you do not make eye contact, it may be perceived that you are lying. To avoid this, always look at the person to whom you are speaking.

Facial Expression

Facial expressions can show what a person is truly feeling about a situation. For example, a smile can show that someone is happy or friendly. Remember that a smile is contagious. Be aware of any disconnect between what facial expressions are showing and what is being verbally communicated.

Body Language/Body Posture

Body Language or body posture shows how someone is feeling, even more so than facial expressions. If someone crosses her arms while you are speaking to her, it can mean that she is bored, doesn't want to be bothered with the conversation, is upset about something, or just isn't interested in what you have to say.

Women usually like to walk away from a confrontation pretending it never happened, rather than deal with the situation head on. But most problems that aren't addressed usually become bigger problems. Healthy communication is the key to developing stronger and lasting sisterhood.

Ways to resolve conflicts include:

- Use of "I" statements: I heard you say..., I disagree because...; I would rather the group manage the problem....
- Compromise: negotiate to come to a middle ground.
- Listen to the other party: it is very easy to shut down and not hear the messages being shared.
- Identify a mediator: It is very appropriate to ask for help in situations where resolution is not easily attained. The mediator can be the Chapter Advisor the Conference Director, or the chapter Executive Board.

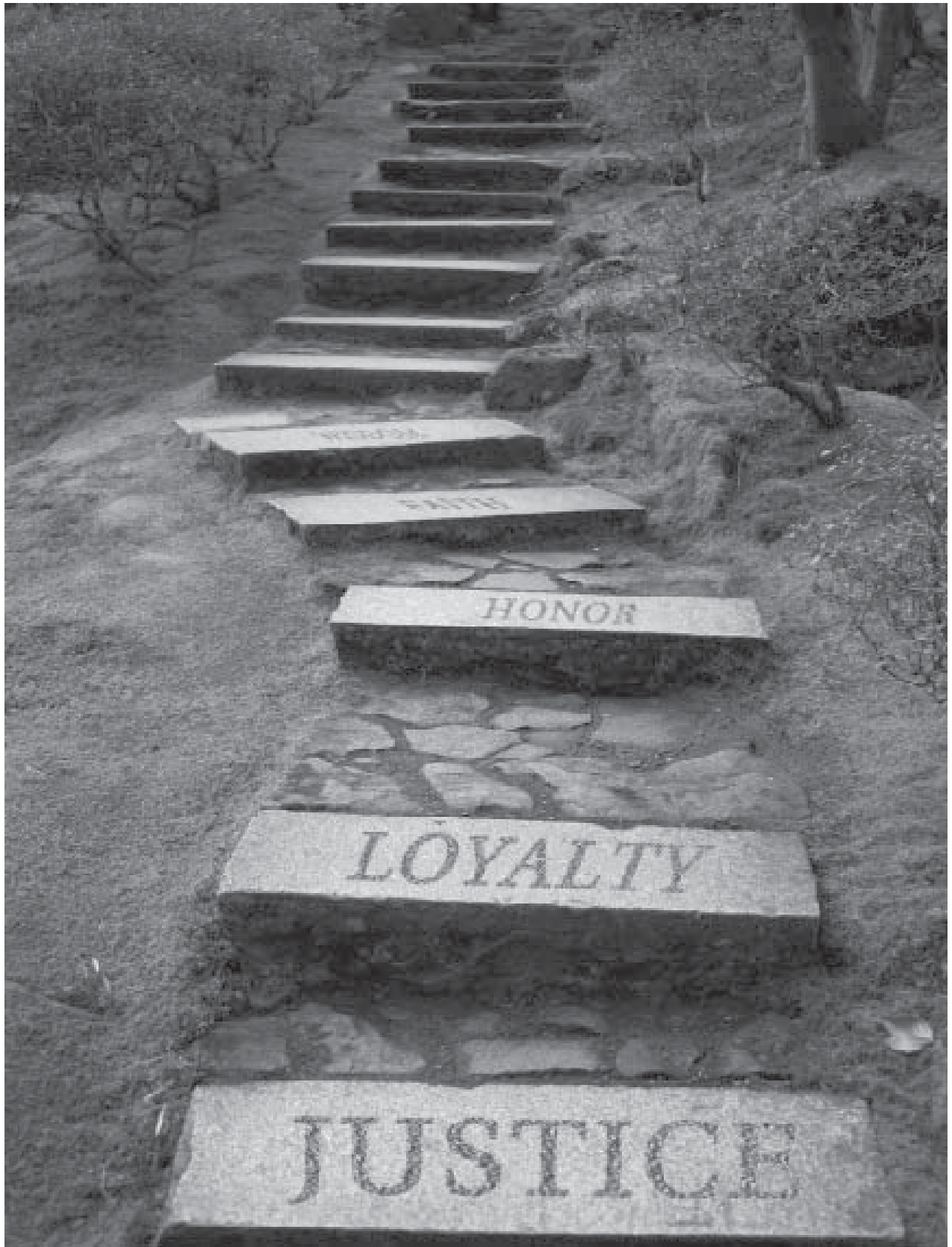
Discussion Points:

How do you handle conflicts? What kinds of conflicts would you expect to encounter as a member of Theta Phi Alpha? How comfortable are you in talking about your personal values?

Journal Entry: Week Two

1. Which of the values do you find most personally meaningful? Have you given thought to these values before?

2. Attempt to incorporate these values into your everyday life, and chronicle your decision making process, and management of situations. Were you able to employ these values into your life? How did they aid in your decision making?
3. What do you think it would have been like to live in 1912? To start a Fraternity?



Week 3

Week 3

Week 3

Week 3

Week 3

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Week 3

Week 3



Week Three...

My Fraternity

History Lesson: Development

Objectives:

To learn more about Theta Phi Alpha's history
To explore the concept of open membership

Introduction:

Theta Phi Alpha has a rich historical tradition. Our Fraternity's development is an exciting story. Answers to current questions and challenges may often be found in our history. As members, we need to know where Theta Phi Alpha came from and where it is going. The history of the Fraternity is a story of a group of young friends, not unlike the members of today. They were faced with innumerable challenges and issues on their campus. We recognize the contributions of the sisters who have gone before us and acknowledge that, without them, our experience today would be very different.

Lesson:

As history has changed year to year, so has Theta Phi Alpha. Theta Phi Alpha has not only changed with America, but we have also changed concerning the needs of our members. The development of the Fraternity can be traced through the changes enacted throughout the years by National Conventions, which now are biennial gatherings of delegates from the various colonies, chapters and alumnae associations for the purpose of transacting Fraternity business. Announcements of new programs and services are also now made at Leadership Conferences, which are gatherings held in the years in which Conventions are not held.

If you look at the specific characteristics and uniqueness of the generations in American history, and then take a look at Theta Phi Alpha's unique history, you can definitely see the similarities. General history can be categorized into four classifications.

Mature (1922-1944)

These are the women who were alive during World War II. The women born during these years largely viewed work as an honorable choice. They tended to spend money conservatively and tended to live their lives in a conservative manner. These women also respected law and order and were disciplined in nature. In terms of friendships, these women were characterized as the most loyal you could meet.

Baby Boomers (1945-1964)

The women born during these years were very independent. They strove to maintain their individuality and were very self-expressive. They sought work that was linked to

fulfillment and spirituality. When they looked at life, they saw an infinite world of possibility; however they were self indulgent waiting until later to have children and, unlike most conservative parents who saved extensively, being more willing to spend on themselves. However, this was the first generation to change the world through advocacy-striving to right injustices including civil rights and Vietnam, selfless acts of righting wrongs.

Generation X (1965- 1978)

The women born during these years were even more independent than the Baby Boomers. They were self-reliant, and learned to be flexible in every sense of the word, and were informal and friendly in relationships. These women sought balance in their lifestyle, but at the same time, were adept at adapting to change. They invested in their friendships, and viewed them as life-long.

Millennials (1979-Present)

The women born during these years seem to have a combination of all the generational characteristics. These women are eager but anxious at the same time. Family is important to them, and they strive to have a balance of heart and mind. They seek careers to help others, and believe they will see a woman in the White House in their lifetime. The outlook for this generation changed dramatically following September 11, 2001; they have now experienced an abrupt loss of innocence.

Although we have seen many changes to our membership, the values and principles, shared by Theta Phi Alpha, link us together no matter our age or to which generation we belong.

Discussion Points:

Do you agree with the way you are represented by your generation? Which generation would you prefer to work with? What challenges do you think the Fraternity faces in meeting the expectations of our membership from this perspective?

The Fraternity has continued to experience numerous events during its almost 100+ year history. The following is a sampling of Theta Phi Alpha's history by generations:

The 1920s

At the Second National Convention in 1920, permission was granted to use a second jewel, the pearl, in Fraternity jewelry in conjunction with the previously adopted Fraternity jewel, the sapphire. This Convention also decided that the Fraternity colors, gold and silver, should be retained, but that a third color, sapphire blue, may be used with them.

The year 1921 brought the Third National Convention and the acceptance of a new member pin design. April 30, the feast of St. Catherine of Siena, patroness of the Fraternity, was designated as Founders' Day, because August 30, the actual date of the Fraternity's founding, fell outside the normal academic year at many campuses.

Conventions in the 1920s saw the adoption of other aspects of the Fraternity's organization, now taken for granted. The chapter Advisory Board plan was adopted. The office of National Executive Secretary was established to handle centrally all the clerical affairs of the Fraternity. The National Constitution was revised several times, and the first edition of the New Member Handbook was authorized. The National Fraternity Examination plan was adopted in 1922. The biennial Convention plan, still in effect, was voted on in 1926. In 1927, the Fraternity's Coat of Arms was adopted.

The 1930s

In 1930, the Board of Trustees was formed and the province plan was adopted for chapter management. Chapters are now divided into conferences, rather than provinces. Also in 1930, then National President Evelyn Brink Lothes unsuccessfully appealed to the Convention body to consider becoming open to women of all faiths.

The 1932 Convention standardized the badge to be all pearls set in yellow gold and instituted the Cooperation Point System for chapters.

In 1935, a standardized ritual was accepted for use by all chapters and associations. The Guard of Honor was established and first presented to Mildred Connelly.

In 1936, the Senior Service Award was established and first awarded.

In 1937, the silver anniversary of the founding of the Fraternity, the Siena Medal was established to honor non-members who were outstanding women. Convention delegates traveled to Ann Arbor to hold a memorial tea at the Alpha Chapter House.

In 1939, the Fourteenth National Convention adopted a change in Fraternity policy to authorize expansion at Catholic colleges and universities.

The 1940s

As a result of the decision made in 1939 to allow expansion onto campuses of Catholic universities and colleges, Theta Phi Alpha installed Tau Chapter at Marquette University in 1941 and Upsilon Chapter at Loyola University of Chicago in 1943. The presence of chapters of Theta Phi Alpha at Catholic schools opened the way for the establishment of chapters of other women's fraternities and sororities on these campuses. During the time of the catholic expansion, no public universities were added to the Fraternity rolls. Public universities were not accepting Theta Phi Alpha because of the exclusion of non-Catholics for membership.

The 1943 National Convention was postponed due to a recommendation by the Office of Defense Transportation that all Conventions be canceled to assist in relieving unnecessary traffic and conserving gasoline and transportation for the war effort.

The 1950s

The 1950 Convention adopted the Glenmary Home Missioners as Theta Phi Alpha's National Philanthropy.

In 1951, Theta Phi Alpha was accepted into membership of the National Panhellenic Conference.

A major event in Theta Phi Alpha's growth took place in May of 1952. The members of Pi Lambda Sigma, the only other national Catholic social sorority, voted at their National Convention in Boston, Massachusetts, to merge with Theta Phi Alpha. Pi Lambda Sigma had been established on June 24, 1921. In June, 1952, at Theta Phi Alpha's Nineteenth National Convention in Chicago, Illinois, this merger was ratified by representatives of the full membership. The National President of Pi Lambda Sigma, Alison Hume Lotter, was initiated into Theta Phi Alpha, and the merger of the two groups was accomplished. Since that time, many members of Pi Lambda Sigma have affiliated with Theta Phi Alpha and have worked diligently in national and local assignments for the development of the Fraternity. As a result of this merger, chapters of Pi Lambda Sigma at the University of Cincinnati and Boston University were joined directly with Theta Phi Alpha's Epsilon and Eta chapters, and two Pi Lambda Sigma chapters were added to Theta Phi Alpha's chapter roll as Chi chapter, at Creighton University, and Psi chapter, at Quincy College.

In 1958, the Founders' Foundation of Theta Phi Alpha, Inc., now called the Theta Phi Alpha Foundation, was established to aid and promote the educational excellence of women initiated into Theta Phi Alpha and to promote such other educational and charitable purposes as deemed appropriate.

The 1960s

In 1962, Theta Phi Alpha celebrated its Golden Jubilee at the twenty-fourth National Convention, held in Cleveland, Ohio. The Sapphire Circle was established to honor those members who had been initiates for fifty years. The first Sapphire Circle certificates were awarded to the three founders in attendance at the Convention: Mildred M. Connely, Otilia Leuchtweis O'Hara, and Eva Stroh Bauer Everson, on August 30, the anniversary of Theta Phi Alpha's founding. Also established at the Golden Jubilee Convention was the Compass Club, an organization which only meets at Theta Phi Alpha Conventions. It is comprised of those members who have attended at least five National Conventions.

In 1963, Theta Phi Alpha became the first national Fraternity or sorority to computerize its membership records and mailings, and Theta Phi Alpha's membership identification numbering system, which is still used today, was developed.

The 1964 Convention adopted a beautifully designed President's Badge, which is purchased by each chapter and worn by its president during her term of office.

In 1966, the National Housing Fund, now known as the Growth and Development Fund, was established.

A major change came in 1968, when the National Constitution was revised to delete restrictive membership clauses, and Theta Phi Alpha opened up its membership to all women regardless of race, creed or religious belief. If you remember from the first history

lesson, Theta Phi Alpha was originally formed because Catholic women were not allowed in other sororities. Following 1968, Theta Phi Alpha realized the benefits from having members from all walks of life and did not want to be in a position of denying others membership on the basis of religion or race. The Fraternity is now fortunate to have a rich cultural diversity among its membership. All prospective members of Theta Phi Alpha should be advised of Theta Phi Alpha's historic Catholic standards and traditions.

The 1970s

Along with the social upheaval experienced nationwide, Theta Phi Alpha fell victim to the anti-establishment movement, closing several chapters due to lack of membership. However, six chapters were installed during the decade.

The 1980s

The number of Theta Phi Alpha chapters fell below the minimum size of fourteen required for membership in NPC and the possibility of a merger with another national sorority was even considered. A rekindled interest in national fraternities and sororities throughout the nation, coupled with the efforts of many dedicated sisters, led to Theta Phi Alpha's aggressive establishment of colonies and chapters. Between 1983 and 1989, the number of active collegiate chapters doubled.

In 1986, Theta Phi Alpha celebrated its Diamond Jubilee at the Convention in Dearborn, Michigan. Twelve Sapphire Circle members attended, including five women who were "tri-Jubilarians," meaning they had attended the Conventions celebrating Theta Phi Alpha's twenty-fifth, fiftieth, and seventy-fifth anniversaries.

The penguin was officially adopted as Theta Phi Alpha's national mascot in 1987, and in 1988, chapters were organized into conferences under the direction of Conference Directors.

The 1990s

In 1990, as a result of Theta Phi Alpha's continued growth and development, a permanent National Office was established in Bay Village, Ohio (a suburb of Cleveland). Previously, Fraternity records were maintained at the home of the National Executive Secretary and moved as different sisters were elected to the position.

In 1991, the Leadership Conference replaced the previously held Presidents' Conferences, increasing the educational opportunities offered to all chapter members, rather than focusing on chapter officers. Also in 1991, the Chapter Standards of Achievement were introduced.

The 1992 Convention saw the opening of *The Penguin Shoppe*, Theta Phi Alpha's official merchandising program, and the creation of the position of National Programming Director.

In 1993, The House that Theta Phi Alpha Built was added as a second national philanthropy and our chapter rolls increased to above 40 active chapters for the first time

in our history.

E-mail was introduced at the National Office in 1994.

The 1995 Leadership Conference featured the introduction of Theta Phi Alpha's first uniform program, *My Sister, My Friend*, for educating new members. Also at this Conference, the Chapter Development Consultant program (now known as the Leadership Consultant program) was introduced.

In 1998 the position of Conference Administrator was created in order to provide assistance to the Conference Directors.

The 2000s

The mark of a new millennium has also brought change and a continued sense of purpose to the Fraternity. The use of technology continues.

In 2001, paper reports were eliminated with the advent of the Reports CD. Many additional resources have been shared in the same capacity.

In 2002, Theta Phi Alpha established a permanent internet address with the launch of the new website, thetaphialpha.org. Reports have also been made available through the website.

In late 2002, May C. Ryan's badge was obtained through a "buy now" option on eBay. This marked the return of a precious heirloom for the Fraternity archives. It also sent clear messages about unfortunate happenings to badges, which are supposed to be either buried with a deceased member or sent to the archives.

In 2003, Theta Phi Alpha unveiled a Ritual binder, the first time that all chapters and alumnae associations have had the same means of storing Ritual. The binder, which is blue leather with the words Theta Phi Alpha and the badge debossed, reflects the consistency by which all Theta Phi Alphas should view and practice Ritual.

Also in 2003, a new logo and tagline were launched. Following a series of focus groups with collegians and alumnae from across the country, the new means of identifying Theta Phi Alpha was introduced: Ever Loyal, Ever Lasting.



In 2004, a partnership with Affinity Marketing and trademarks on Theta Phi Alpha's identifiable images began. This helps to protect Theta Phi Alpha's images and ensure quality materials are developed for purchase by our membership.

The 2000s have thus far represented another rapid expansion. The Gamma circle is now complete. Currently a number of colonies are working to become chapters. An expansion team has been formed that covers the area of extension from campus research, presentations, the colonization weekend, and works closely with the colony through installation.

In 2006, upon an affirmative vote from its voting members, the Fraternity expanded the Grand Council to seven members. Formerly consisting of the President, First Vice President, Second Vice President, Executive Secretary, and Treasurer; the new Grand Council, upon election in June 2006, will have a National President, Vice President-Collegians, Vice President-Alumnae, Vice President-Extension, Vice President, Programming, Secretary, and Treasurer. The first seven-person Grand Council was elected at the 2006 Convention.

Theta Phi Alpha® was successfully registered as a mark in 2006. This protects the use of the word Theta Phi Alpha.

Susan Check, AÆ, was hired as the Fraternity's first Executive Director.

In 2008, the Founder's Foundation of Theta Phi Alpha was changed to the Theta Phi Alpha Foundation.

In 2012, Theta Phi Alpha celebrated a particularly meaningful and moving milestone--one hundred years of sisterhood! The occasion has been marked by local events, including Badge Days, Theta Phi Alpha March of the Penguins, Founders' Day celebrations. The Centennial Convention was held near Ann Arbor, Michigan.

Convention highlights included taking a tour of Ann Arbor to see chapter houses, the UM campus, the St. Thomas Church where Bishop Kelly served as pastor and where Dorothy and Katrina both married. A particular highlight of the tour was paying respects at the graves of three founders, Camilla Ryan Sutherland, May C. Ryan, and Katrina Caughey Ward.

A Centennial Banquet was held at the Michigan Union, with representation by 22 NPC groups and family members of Otilia Leuchtweis O'Hara, Eva Stroh Bauer Everson, Helen Ryan Quinlan, Dorothy Caughey Phalan and Katrina Caughey Ward.

In 2012, two relatives of Helen Ryan Quinlan were initiated at Convention. Granddaughter Catherine Hellmuth and great-granddaughter Deborah Hellmuth Bosner entered Theta Phi Alpha during a beautiful and poignant ceremony.




At the 2012 Fraternity Night Banquet, Amelia McSweeney, beloved Founder, was awarded the Guard of Honor and given the designation of zero, indicating that she will be first in the recall of recipients.

In 2012, the longstanding Theta Phi Alpha terminology, new member, was replaced with the more current and accepted terminology, new member.

The Centennial History of Theta Phi Alpha, a hard-cover book chronicling the first one hundred years of sisterhood, was published and is now available.

National Presidents

The following women have led Theta Phi Alpha by serving as National President:

1919-1920	Winifred Corcoran Adams, Alpha	
1920-1922	Mildred Connely, Alpha	
1922-1926	Ellen Miller, Gamma	
1926-1927	Mary Elizabeth McBreen (Sister Eileen Marie, SSND), Epsilon	
1927-1929	Irene Devlin, Delta	
1929-1930	Evelyn Brinks Lothes, Epsilon	
1930-1931	Mary A. Lyman, Beta	
1931-1935	Evelyn Brinks Lothes, Epsilon	
1935-1941	Anna Rose Kimpel, Zeta	
1941-1948	Katherine Keliher Moran, Eta	
1948-1954	Mary Louise Weinheimer Steigerwald, Lambda	<i>Mildred Connely</i>
1954-1958	Lois Barry Lynch, Kappa	
1958-1962	Mary R. Ammon, Kappa	
1962-1966	Betty Comer McDaniel, Tau	
1966-1968	Rose McKee Everson, Nu	
1968-1974	Mary McCormick DeLamar, Beta	<i>Mari Ann Callais</i>
1974-1976	Mary Louise Conrad Swartz, Sigma	
1976-1984	Susan Stark Paddock, Kappa	
1984-1988	Patricia Manelski Giallanza, Upsilon	
1988-1992	Theresa Primosch Kinch, Alpha Epsilon	
1992-1998	Katherine A. Evans, Alpha Nu	
1998-2002	Rosemary T. O'Boyle, Alpha Psi	
2002-2008	Mari Ann Callais, Alpha Beta	
2008-2012	Kathy Prokupek Gaver, Alpha Pi	<i>Kathy Prokupek Gaver</i>
2012-	Laura Foley, Chi	

Activity:

Divide into four groups. Each group will review 25 year sections of history found in the Centennial History of Theta Phi Alpha. Using flip chart paper, each team should identify significant changes, issues, and key words from the history. Review them focusing on both the similarities and the differences.

Discussion Points:

Theta Phi Alpha has experienced many highs and lows over her one hundred year history. What are some of the turning points? What do you think it would have been like to have been a Founder? A member of the Grand Council during World War II? The Great Depression? What can we learn from the Theta Phi Alphas who came before us? What would you want our legacy to be?

Balance Lesson: Academics

Objectives:

To explore short term & long term goals
To review academic excellence
To learn about time management

Introduction:

One of the traditions of Theta Phi Alpha states, "A Theta Phi Alpha labors with diligence to maintain her academic excellence." Theta Phi Alpha understands and appreciates that the first order of business for women attending a college or university is academic success.

Theta Phi Alpha has established academic expectations in order for you to be initiated and remain in good standing as an initiated member. According to the National Policy on Academic excellence, in order to become or remain a member, you must have a minimum 2.50 cumulative GPA. In order to serve as a member of the Executive Board, you must have a minimum 2.75 cumulative GPA. Chapters are allowed to set higher standards but are not allowed to set lower standards.

This week you will learn goal setting and time management techniques, two concepts that anchor achievement.

The Chapter Academic excellence Chairman is the member tasked with ensuring that all academic excellence reporting is completed, that an effective academic excellence program is in place, and that all members are working to achieve their academic potential. She has resources that may benefit you as you work to achieve your academic excellence goals.

Lesson: Academic Excellence

Academic excellence was addressed in the first Constitution of Theta Phi Alpha written by founder Amelia McSweeney. Academic excellence and education are the reasons our members enter college. Theta Phi Alpha, therefore, encourages each chapter to work continually at the education of its members through its programming.

Theta Phi Alpha rewards chapters for academic excellence. Chapter Achievement Certificates are awarded annually to chapters with a cumulative grade point average greater than 3.0 on a 4.0 scale, to chapters with all members maintaining a grade point average greater than 2.75, and to chapters ranking first among campus sororities. Individual recognition is afforded members who attain a perfect 4.0 average.

At each National Convention, the Anna Rose Kimpel Academic Excellence Award is presented to the chapter with the highest grade point average that also filed related reports on time. The Selma Gilday Award is presented to the chapter that embarked on a program to improve its academic excellence and, as a result, demonstrated improvement. For individuals, the Theta Phi Alpha Foundation provides financial assistance through academic excellences awarded to initiated members.

Discussion Points:

How does your GPA affect Theta Phi Alpha's GPA? How does Theta Phi Alpha's GPA affect the Greek average on your campus? What are your academic goals? What will you have to do in order to achieve your goals?

Lesson: Time Management

Have you ever wondered how some people are able to work so many different activities into their schedule while others barely seem to have enough time to get to their classes? Are these people smarter, or are they more organized and better at managing their time? Organizing time is something that every person must master. To be a good member of Theta Phi Alpha you must first be a good student. Taking time now to set your priorities and make a commitment to academic success is imperative to later success in career development. Time management, short term and long term goal setting, and prioritizing are the ways to successfully deal with activities and responsibilities that fill your day.

Long Term Schedule

Make a schedule of your fixed and permanent commitments only. These include obligations you are required to meet every week, e.g. class, employment, church, organizational meetings, family time, etc. The effect of writing down your obligations places you in control of your time almost immediately!

Intermediate Schedule

Establish a short list of "Major Events" and "Amount of Work" to be accomplished in each subject this week, e.g. quiz, assignments that are due, events to attend, homework, etc. These events will change from week to week so new lists will be required as needed.

Short Term Schedule

This is a daily schedule that could be written out the night before in a notebook or planner. Write down specifically what needs to be done every half hour during the next day.

This information isn't just important to you as a new member of Theta Phi Alpha. You will develop good habits for continuous learning and grow to seek more challenging experiences each year. Your future employers will notice and value your attention to professional and personal development.

Time Management Chart

Use this chart when balancing classes, meetings, and activities.
Keeping such a chart helps you utilize time to its fullest.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 am							
8:00							
9:00							
10:00							
11:00							
12:00 pm							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

Leadership Lesson: Motivation

Objectives:

To examine motivation, both intrinsic and extrinsic

Introduction:

Our motivation naturally has to do with our desire to participate in the learning process. But it also concerns the reasons or goals that underlie our involvement or noninvolvement in academic activities. Although we may be equally motivated to perform a task, the sources of our motivation may differ. What motivates you to attend college, get a job, to succeed?

Lesson:

There are many reasons why we become involved in Theta Phi Alpha. Perhaps you wanted a home away from home, a place to hang out, and friends to sit with at lunch. Perhaps you learned of the great leadership opportunities awaiting you, or the academic excellences to apply for. All of these reasons are motivators to join Theta Phi Alpha.

As a leader you have the power to influence motivation. Always set an example no matter what the situation is. There are many guidelines to live by not only as a new member, but also as a collegiate member, alumna, or just in life in general:

- Allow needs and strengths of your sisters to coincide with the needs of the organization at all times.
- Reward good behavior.
- Let other sisters be part of the planning and problem solving process.
- Always look out for your sisters.
- Keep them informed.
- Make jobs challenging, exciting, and meaningful.

Many things can motivate your sisters. The most common motivators are:

- Achievement - the chance to accomplish something important.
- Recognition - recognizing both abilities and contributions
- Responsibility - increased influence and importance to the chapter and national organization
- Advancement - the opportunity to develop leadership skills
- The Work Itself - being driven to advance the mission of Theta Phi Alpha.
- Growth & Learning - wanting to develop as an individual and a professional
- Long term benefits - Fraternity involvement is a resume builder and enhancer.

Discussion Points:

What forms of motivation work best for you? What doesn't work for you? How can Theta Phi Alpha motivate you to become the best member that you can be?

Service Lesson: Philanthropy

Objectives:

To examine the definition and expectations of the concept of service

Introduction:

Part of our responsibility as members of Theta Phi Alpha is to care for and to make a commitment to those who are less fortunate than us. Theta Phi Alpha sisters give service not only to the community around them but also to the Fraternity itself. In order for us to understand service we need to understand the difference between service and philanthropy.

Lesson:

Service means many things; however, if we were to look up service in the dictionary we would find it means *help given to others or to furnish something to someone or something*. Philanthropy means giving monetary or material things, while service is giving of one's time, energy, and talents.

Advancing philanthropic interests is part of Theta Phi Alpha's mission and such interest is promoted throughout the collegiate experience and beyond, during the alumna years. Volunteering our services to the community in several different ways is important to our mission as a fraternal organization. In our attempt to help others, chapters, alumnae associations, and individual sisters have supported local and national philanthropic activities and community service.

Every chapter of Theta Phi Alpha must conduct at least two philanthropic activities per year. Speak to your chapter's Philanthropy Chairman or have the person come to the meeting to talk about the specific philanthropic activities your chapter does to help Theta Phi Alpha.

Activity:

The chapter and new members will conduct a service activity. Choose from the following options:

- Volunteer at a shelter, soup kitchen, food bank, etc.
- Hold a clothing drive, food drive, or toy drive for children
- Collect books or volunteer for America Reads
- Dye Easter eggs or hold an Easter egg hunt for neighborhood kids
- Prepare food for a shelter
- Help clean a daycare center
- Clean up a street or highway close to campus
- Deliver meals to senior citizens
- Provide daycare for parent meetings at Head Start, AA, and other organizations

- Create a community garden at an abandoned spot
- Help restore or paint a community building
- Collect needed items for Glenmary Camp Friendship

Journal Entry: Week 3

- 1 Answer the following questions to form your own personal mission statement.
 - What things do you want to have that you feel are important?
 - What do you stand for?
 - What are the qualities of character that you would like to emulate?
 - What legacy do you want to leave behind?
- 2 Set your weekly, monthly, quarterly goals and use the time management worksheet to help as an aid. Why did writing everything out help you see more clearly what you need to do during the week? Did you feel more efficient? Were you able to meet your weekly goals? Why or why not?
- 3 If you could choose to be a member of Theta Phi Alpha during any generational era, which would it be and why? What would be the challenges you would face today for that generation?
- 4 Do you agree with the description of your generation? Why or why not? What would you change about your generation? What do you value about your generation?
- 5 What was it like to complete a service project/activity?

Week 4

Week 4

Week 4

Week 4

Week 4



Week 4

Week 4

Week 4

History Lesson: National Panhellenic Conference

Objectives:

- To increase mastery of the history of Greek Organizations
- To examine the function of the National Panhellenic Conference
- To determine Theta Phi Alpha's role within NPC
- To become familiar with NPC's Unanimous Agreements concepts as contained in the Manual of Information (Green Book)

Introduction: The History of Fraternities

(Adapted from Baird's Manual of American College Fraternities)

1776 saw the birth of the American college Fraternity, with Phi Beta Kappa as the first Greek-letter organization. Founded at William and Mary College in Williamsburg, Virginia, the second oldest college in America, it had been preceded by a somewhat similar society, called "The Flat Hat." Phi Beta Kappa had all the characteristics of the present-day Fraternity: the charm and mystery of secrecy, a ritual, oaths of fidelity, a grip, a motto, a badge for external display, a background of high idealism, ties of friendship and comradeship, and an urge for sharing its values through nationwide expansion. In 1779, the parent chapter authorized the establishment of branches at Harvard and Yale. Due to the Revolutionary War, it ceased its own operations in 1781 and subsequently became, and has remained, an honorary society.

The desire for congenial companionship persisted and the next development was the formation of literary societies - both men's and women's organizations. Many of these societies chose classical Greek or Latin names and mottoes. Some of the present day Greek social fraternities developed from these groups.

The first of the now familiar Greek-letter organizations for women was Kappa Alpha Theta, founded at DePauw University in Indiana in 1870. In the same year, Kappa Kappa Gamma was established at Monmouth, Illinois. Alpha Phi organized at Syracuse in 1872; Delta Gamma, organized at Oxford Institute, Mississippi, in 1873. Gamma Phi Beta followed Alpha Phi at Syracuse in 1874, and Delta Delta Delta was organized in Boston in 1888. The I. C. Sorosis, now Pi Beta Phi, was quite similar to the Greek-letter organizations in purpose, but at first did not confine its membership to college students. Many other national undergraduate societies, departmental, professional, and honorary organizations for women are found in practically every field.

With so many Greek-letter organizations out there, it became obvious that a governing body to oversee all Greek interfraternal relations needed to be developed. In 1891, seven women's fraternities, Alpha Phi, Delta Delta Delta, Delta Gamma, Gamma Phi Beta, Kappa Alpha Theta, Kappa Kappa Gamma, and Pi Beta Phi, met in Boston to discuss

ways and means of bettering interfraternal relations. This meeting was the birthplace of the National Panhellenic Conference (NPC).

Lesson:

Since then, nineteen other women's fraternities have been added, by invitation or petition, until today there are 26 active member groups in the National Panhellenic Conference (NPC). Theta Phi Alpha was admitted into membership in the National Panhellenic Conference at the Convention in Williamsburg, Virginia, November 27, 1951. As members of NPC, all sisters of Theta Phi Alpha share the obligation to participate fully in its programs. Theta Phi Alpha and the other 25 NPC member groups are known as fraternal organizations with a focus on service, education, academic excellence programming, and social activities.

National Panhellenic Conference (NPC)

National Panhellenic Conference (NPC) is an organization established to foster interfraternal relationships, to assist collegiate chapters, and to work with colleges and universities in maintaining high social and scholastic standards.

NPC does not enact legislation for its member groups, but does establish standards of conduct, while promoting leadership and interfraternal harmony. Each group maintains its autonomy as a social Greek-letter society of women, both undergraduate and alumnae. NPC adopts agreements and makes recommendations that are recognized by all member groups.



The 26 member groups of NPC are:

ΑΧΩ	Alpha Chi Omega	ΧΩ	Chi Omega	ΦΜ	Phi Mu
ΑΔΠ	Alpha Delta Pi	ΔΔΔ	Delta Delta Delta	ΦΣΣ	Phi Sigma Sigma
ΑΕΦ	Alpha Epsilon Phi	ΔΓ	Delta Gamma	ΠΒΦ	Pi Beta Phi
ΑΓΔ	Alpha Gamma Delta	ΔΦΕ	Delta Phi Epsilon	ΣΔΤ	Sigma Delta Tau
ΑΟΠ	Alpha Omicron Pi	ΔΖ	Delta Zeta	ΣΚ	Sigma Kappa
ΑΦ	Alpha Phi	ΓΦΒ	Gamma Phi Beta	ΣΣΣ	Sigma Sigma Sigma
ΑΣΑ	Alpha Sigma Alpha	ΚΑΘ	Kappa Alpha Theta	ΘΦΑ	Theta Phi Alpha
ΑΣΤ	Alpha Sigma Tau	ΚΔ	Kappa Delta	ΖΤΑ	Zeta Tau Alpha
ΑΞΔ	Alpha Xi Delta	ΚΚΓ	Kappa Kappa Gamma		

The Panhellenic Creed

WE, THE UNDERGRADUATE MEMBERS of women's fraternities, stand for good academic excellence, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability, our college community. Cooperation for furthering Fraternity life, in harmony with its best possibilities, is the ideal that shall guide our Fraternity activities.

WE, AS Fraternity WOMEN, stand for service through the development of character inspired by the close contact and deep friendship of individual Fraternity and Panhellenic life. The opportunity for wide and wise human service, through mutual respect and helpfulness is the tenet by which we strive to live.

College Panhellenics

A College Panhellenic consists of a representative from each NPC sorority on campus and may also include representatives from local sororities. The position of College Panhellenic Delegate is an important one in any Theta Phi Alpha chapter. The delegate not only represents Theta Phi Alpha, but can be instrumental in seeing that Greeks earn and maintain their rightful place of leadership and respect in campus affairs. She keeps the chapter informed of activities and regulations that affect them.

College Panhellenics function to build closer contact and friendships among members of all women's Fraternity groups, establish suitable recruitment regulations, provide an organization for group service to the campus, and develop appreciation of the national Fraternity system. A College Panhellenic receives guidance from an NPC Area Advisor. Alumnae represent Theta Phi Alpha in Alumnae Panhellenics, the alumnae counterpart for College Panhellenics, in cities throughout the United States.

The Fraternity-sorority system has long provided the United States and Canada with some of its greatest leaders. Greeks today must work together to fulfill the mission of promoting leadership, sisterhood and academic excellence. Fostering a cooperative relationship will allow for continual growth of all women's fraternities and sororities.

Unanimous Agreements

The Unanimous Agreements must be followed by all members of NPC. As members of Theta Phi Alpha, we must comply with these agreements. The Unanimous Agreements do not contradict the Constitution and Bylaws of Theta Phi Alpha, but instead provide a framework for interfraternal cooperation.

These agreements enable all 26 organizations to work to provide structure for, and ensure continuous growth of, the Greek system. They express fair play essential to interfraternal activity and set forth the rites of women's fraternities as private, voluntary social organizations. The Unanimous Agreements assure harmony and orderliness and provide for the continuous growth of the women's Fraternity system. Since 1902, the member groups of NPC have unanimously agreed to pursue certain procedures and ethics which lead to the orderly and equitable conduct of their mutual functions. The Unanimous Agreements are organized into seven subject categories. Each provision within the subject categories is binding as one of the Unanimous Agreements. A complete explanation of these agreements is contained in the [NPC Manual of Information](#), or NPC's *Green Book*. Sisters can access the manual on the National Website under the Panhellenic Delegate resources.

NPC Recommendations & Resolutions

In addition to the Unanimous Agreements, NPC adopts recommendations and resolutions which are endorsed by Theta Phi Alpha. These recommendations and resolutions help to ensure the fair and equal treatment of all member groups and cover topics such as recruitment, out-of-town policies, big brother and little sister organizations, and hazing.

College Panhellenics are expected to implement NPC's recommendations and resolutions to meet the needs of the local campus women's Fraternity system. However, while the application of these guidelines may vary from campus to campus, the seven Unanimous Agreements apply to all sorority women. All National Panhellenic Conference member groups, and therefore all College Panhellenics, abide by the Unanimous Agreements. Specific information about all phases of Panhellenic may be found in the latest edition of the *NPC Manual of Information*. Each College Panhellenic Delegate should have a copy of this manual and be familiar with the contents.

NPC Meetings and Resources

Each member group of the National Panhellenic Conference is represented by a delegation of four volunteer alumnae. These Delegates serve on various committees of NPC, including College Panhellenics, Alumnae Panhellenics, Awards, Budget & Finance, Educational Development, Extension, Housing, Long Range Planning, Publications, and Public Relations. The College Panhellenics Committee members serve as advisors to the Panhellenic Associations on college campuses assigned to their area. The Delegates also attend the Biennial Meetings held by the Conference, as well as special meetings when required. NPC also sponsors an annual series of regional conferences designed for undergraduate members, including the Northeast Greek Leadership Association (NGLA), the Southeastern Panhellenic Conference (SEPC), the Western Regional Greek Conference (WRGC), and the MidAmerican Panhellenic Conference Association (MAPCA).

NPC also produces videos and printed material that can be purchased or rented by member groups and chapters. These resources include the *NPC Manual of Information* which outlines all Unanimous Agreements and NPC recommendations. Other resources include brochures, stationery, folders, "GO GREEK" buttons, chapter and campus listings, Greek Public Relations Manual, the NPC Bid Matching Kit, and the NPC Links Program. For more information on NPC, visit their website at www.npcwomen.org.

Other Greek Organizations

Generally, college and university fraternities and sororities fall into three categories: social, professional, and honorary. Their purposes are furthered by the larger organizations to which they belong. These are usually referred to by their initials.

- National Panhellenic Conference (NPC) is composed of 26 national women's social fraternities.
- North American InterFraternity Conference (NIC) is a confederation of seventy five men's college social fraternities and serves as the male counterpart to NPC.
- National Pan-Hellenic Council (NPHC) is composed of nine predominately and historically African-American National Greek letter community-service fraternities and sororities.
- National Association of Latino Fraternal Organizations, Inc. (NALFO) is an umbrella council for Latino Greek letter organizations that seeks to provide better communication and interaction among Latino Greeks.

- Professional Fraternity Association (PFA) includes coeducational groups that select their members from students pursuing similar courses of study.
- Association of College Honor Societies (ACHS) is an association of primarily collegiate members whose purposes are to encourage and recognize superior academic excellence and/or leadership achievement.
- Professional, departmental, and honorary societies and other campus organizations sometimes also use Greek letter names. Some of these groups are affiliated with national organizations; others are local to a particular campus. Many Theta Phi Alpha members are also members of these professional and honorary groups.

Discussion Points:

Where do you see your chapter experience fitting in to the greater fraternal picture? How would you learn about the college Panhellenic on your campus, if there is one? What value do the umbrella organizations bring to Theta Phi Alpha? What does Theta Phi Alpha offer to the umbrella organizations?

Balance Lesson: Healthy Lifestyles

Objectives:

To examine personal lifestyles

To determine the health of personal lifestyles

Introduction:

When we hear of health or physical development we usually think of our bodies, but “Healthy Living” encompasses many different aspects of our physical being. The key to a healthy life is not just one thing. Healthy relationships with a Higher Being, family and friends, personal decision making, diet, alcohol use, and physical activity all attribute to a healthy life. Theta Phi Alpha respects individual choice and the health, safety, and welfare of the sisters and all other persons, particularly because physical health and development is critical to your success in school, the community, and in Theta Phi Alpha. What are you doing to take care of yourself now? What good or bad habits have you developed over time?

Lesson:

Diet Craze

- *Do you get caught up in the risks of fad dieting?*
Weight-loss advice, diet programs, and weight loss programs can be found everywhere. Most often the “new” and “revolutionary” diets are really old fad diets just resurfacing. Fad diets do not teach you healthy eating habits or healthy living. They teach you to eat or not eat specific foods. Successful weight loss (losing weight and keeping it off for at least five years) is accomplished by making positive changes to both eating habits and physical activity patterns.
- *Do you have a distorted body image?*
Do you feel good about the way that you look? A negative body image can have tragic results. A positive body image means that your feelings about your

body size and shape are not influenced by other events in your life. You can accomplish this by connecting with, taking ownership of, and appreciating your body.

➤ *Do you have high or low self-esteem?*

Low self esteem feeds on negative messages and thoughts; therefore, you must focus on your needs and desires and on your successes. Use positive affirmations, quotes, and visualization to achieve your dreams and increase your self esteem! Develop and work at achieving your goals, and do your best at everything you try.

➤ *Do you know the signs and symptoms of eating disorders?*

Frequent binge eating, with or without periods of food restriction, may be a sign of a serious eating disorder. Other signs of eating disorders include preoccupation with body weight or food (or both—regardless of body weight), dramatic weight loss, excessive exercise, self-induced vomiting, and the abuse of laxatives. Seek help from a health care provider if any of these apply to you, a family member, or a friend.

➤ *What is your physical activity level?*

Regular physical activity is an important part of effective weight loss and weight maintenance. It also can help prevent several diseases and improve your overall health. Aim to accumulate at least 30 minutes of moderate physical activity most days of the week, preferably daily. To establish a habit of regular physical activity, make simple, small changes. Try a variety of different activities to ward off boredom, such as meeting a friend for a walk instead of meeting for lunch or washing your car by hand instead of using the car wash.

According to a study by Belloc and Breslow (1972), seven behaviors were identified in the maintenance of personal health. These seven behaviors are:

- 1 Sleeping 7 to 8 hours daily
- 2 Eating breakfast almost daily
- 3 Consuming planned snacks
- 4 Being at or near your prescribed weight (gender and height specific)
- 5 Never smoking cigarettes
- 6 Moderate or no use of alcohol
- 7 Regular physical activity



*There are several resources available at www.ChooseMyPlate.gov

One Size Doesn't Fit All

USDA's new Dinner Plate symbolizes a personalized approach to healthy eating and physical activity. The symbol has been designed to be simple. It has been developed to remind consumers to make healthy food choices and to be active every day. The different parts of the symbol are described below.

MyPlate is part of a larger communications initiative based on *2010 Dietary Guidelines for Americans* to help consumers make better food choices.

MyPlate is designed to *remind* Americans to eat healthfully; it is not intended to change consumer behavior alone. MyPlate illustrates the five food groups using a familiar mealtime visual, a place setting.

Personalization

Personalization is shown on the website. Find the kinds of amounts of food to eat each day at www.ChooseMyPlate.gov.

Proportionality

Proportionality is shown by the different sections of the dinner plate. The sections suggest how much food a person should choose from each group. The sections are just a general guide, not exact proportions. Check the website for how much is right for you.

Variety

Variety is symbolized by the colored sections representing the 5 food groups of the Plate. This illustrates that foods from all groups are needed each day for good health.

Activity

Physical activity is encouraged by the *Let's Move!* initiative. It suggests that individuals can benefit from taking steps to improve their physical activity each day.

The Dietary Guidelines describe a healthy diet as one that:

- Emphasizes fruits, vegetables, whole grains, and fat-free or low-fat milk and milk products
- Includes lean meats, poultry, fish, beans, eggs, and nuts
- Is low in saturated fats, trans fats, cholesterol, salt (sodium), and added sugars.

Tips to help you

- Make half your grains whole.
- Vary your veggies.
- Focus on fruit.
- Get your calcium rich foods.
- Go lean with protein.
- Find your balance between food and physical activity

Personal Decision Making

The World Health Organization defines sexual health as a state of physical, emotional, mental, and social well-being related to sexuality. Personal decision-making involves a positive and respectful approach to sexuality and sexual relationships, as well as the possibility of having safe sexual experiences. The obvious goal in sexual health is to avoid negative outcomes in all areas of sexuality. Positive sexuality requires thoughtful and respectful discussion of issues with your partner that may be difficult for some people to vocalize. Improving your personal-decision making and acting responsibly in relation to sexuality can be achieved by learning about the physical and emotional aspects of sexuality and by respecting variations in forms of sexual behavior. Sexuality can be a very personal issue; therefore, take a moment to think privately about your answers to the following questions.

- Are you making mature decisions based on your values and beliefs?
- Are you being safe with your actions?
- Are you making choices based on the choices others are making?
- Are you comfortable in abstinence if that is your choice?
- Do you feel guilty or conflicted about your sexual behaviors?

Drugs, Alcohol and Smoking

The issues of alcohol, smoking, and drug abuse are very complex in general, and seem to be on the forefront, particularly in Greek organizations. Alcohol misuse and abuse are nationally recognized problems on college campuses, and is an issue that has caused the fraternities and sororities to examine their policies and rethink the safety and well-being of their members. College women are particularly vulnerable to the dangers of binge drinking (ingesting more than four drinks in one sitting) that could result in death. Theta Phi Alpha's Policy on Alcohol was developed to ensure that all members and their guests take responsibility for their actions.

High risk drinking jeopardizes a student's academic success and personal safety, and can have significant negative effects on the quality of life of other students and the organizations they are involved in. Individuals who abuse drugs do not respect their bodies or their mental well-being because the effects of these substances are destructive and sometimes fatal. Abuse and/or misuse of drugs are anti-social, dangerous, illegal and disruptive to individuals and groups therefore they are undesirable to the success of the chapter.

Theta Phi Alpha encourages its chapters to participate in and/or sponsor events that encourage social responsibility. Many campuses support events that promote positive experiences without the use of artificial stimulants. The Risk Management Handbook provides a resource guide of groups that promote alcohol awareness.

Discussion Points:

How do your personal choices impact Theta Phi Alpha? What would you do if you thought a member was struggling with body image, an eating disorder, or seemed to rely on drugs or alcohol?

Leadership Lesson: Theta Phi Alpha Governing Structure

Objectives:

To understand the National Governing Structure

Introduction:

The government of Theta Phi Alpha is comprised of two levels: national and local. The National Fraternity's structure and government is established in the *National Constitution and Bylaws*, which set forth its powers and responsibilities. Understanding the National government structure of Theta Phi Alpha is a very important aspect in understanding our past, present and future.

Lesson:

The *National Constitution and Bylaws* is the governing document of the Fraternity. It establishes the structure, government, membership requirements, and responsibilities of the chapters, alumnae associations, and certain national officers. It also defines the Fraternity's insignia and some documents such as Chapter Charters and Certificates of Initiation. The *National Constitution and Bylaws* can be amended only through a specific process.

Aside from the *National Constitution and Bylaws*, the national structure of Theta Phi Alpha is as follows:

National Convention

National Convention is the supreme governing body of Theta Phi Alpha. It is an assembly that meets biennially (during July, in even-numbered years) or in special circumstances, when called by the Grand Council after securing the consent of three-fourths vote of the voting bodies. Business sessions are held during convention to review and to act upon matters brought to the convention body by the Grand Council, as well as by any chapter, association or individual member. The voting members of the convention body include a delegate from each chapter and alumnae association, the Past National Presidents, and the members of the Grand Council. Each chapter and association designates a qualified delegate and alternate to be present throughout convention.

During business sessions, attendees discuss various aspects of Fraternity business, including amendments to the *National Constitution and Bylaws* or Ritual, changes in the Fraternity's fee structure, and election of certain National Officers. In addition to business sessions, National Convention includes a variety of traditional events including Songfest, the Siena Medal Presentation, and the Theta Phi Alpha Foundation Breakfast at which academic excellences are presented. Convention also includes educational seminars and workshops on Fraternity areas including finances, new member education, risk management, recruitment, academic excellence, and other programming activities for collegians and alumnae. National Convention also provides a common meeting place where members may become acquainted and share their ideas, problems and achievements. All Theta Phi Alpha sisters and new members are encouraged to attend convention and participate in the deliberations and festivities.

The Grand Council

The Grand Council is composed of seven national officers elected by convention who have the authority to act for the Fraternity between conventions. Members of the Grand Council are the National President, the National Vice President-Collegians, the National Vice President-Alumnae, National Vice President President-Extension, the National Vice President-Programming, the National Executive Secretary, and the National Treasurer.



Grand Council 2014-2016

Current Members of Grand Council

National President – Laura Foley, X

National Vice President – Collegians – Amanda Horvat, AE

National Vice President – Alumnae – Jennifer Hubbley Klug, ΓM

National Vice President – Extension – Nicole Conroy, ΓM

National Vice President – Programming – Allison Davis Bolin, BE

National Executive Secretary – Jennifer Waggoner Kreiman, AN

National Treasurer – Elizabeth Cibulskis Eberhart, AΓ

The National President

The National President is the chief executive officer of the Fraternity. She chairs meetings of the Grand Council and National Convention. She supervises the work and coordinates the activities of the Grand Council, including formulating policy, appointing national officers, conducting research and administering discipline.

The National Vice President-Collegians

The National Vice President–Collegians supervises collegiate chapters and has the responsibility of formulating policies relating to collegians. She works with the Conference Administrators, Conference Directors, and supervises Leadership Consultants to implement national programs and policies.

The National Vice President-Alumnae

The National Vice President-Alumnae is responsible for alumnae activities and formulates policies, which govern the alumnae and their associations. She also develops resources for alumnae.

The National Vice President-Extension

The National Vice President-Extension is responsible for supervising the process of Fraternity expansion, and ensures that all colony needs are met.

The National Vice President-Programming

The National Vice President-Programming oversees the development of all Fraternity programming, including educational resources for collegians. As well, she oversees the coordination of state, regional and national conferences.

The National Executive Secretary

The National Executive Secretary is responsible for all official files and records, including minutes of the meetings of the Grand Council, historical documents, and publications. She also directs the activities of the National Office.

The National Treasurer

The National Treasurer is the custodian of all national funds. She maintains the financial records of the Fraternity and reports to the Grand Council and to the membership on its financial condition. The National Assistant Treasurer reports to her.

The Board of Trustees

The Board of Trustees oversees the Fraternity's national awards process. The Board also advises the Grand Council on fraternal, scholastic, and financial matters. The Board is composed of five alumnae members, as well as the National President, who serves as an ex-officio member. At least three of the Board members must have served previously as a national officer. The Board is elected by convention; the Board then elects its chairman, who serves in this capacity for two years.

Appointed National Officers

Appointed National Officers include the National Panhellenic Conference Delegate and Alternate(s), the National Director of Chapter Programs, the National Chairmen, and other officers necessary for the operation of the Fraternity. Theta Phi Alpha utilizes these officers to assist the Grand Council in the administration of various areas of Fraternity activity. Each chairman is charged with the details of a particular aspect of Fraternity life.

The Director of Extension

The Director of Extension is in charge of Fraternity expansion. She investigates extension opportunities, makes contacts in this regard, enlists the activity and support of members and chapters in furthering extension opportunities, and supplies information about the Fraternity to appropriate persons.

The Director of Colonies

The Director of Colonies supervises all colonies. She supervises Colony Advisors. She contacts each colony regularly, provides necessary guidance and materials, and visits each colony as needed.

The Director of Publication

The Director of Publication is responsible for editing and publishing *The Compass*, the Fraternity's official publication.

The National Assistant Treasurer

The National Assistant Treasurer assists the National Treasurer and performs clerical and other duties as required.

The National Chairmen

The National Chairmen are appointed to their positions by the National President with the approval of the Grand Council. Some of the National Chairmanships include the areas of constitution and bylaws, convention, fund raising, history, membership education, programming, public relations, risk management, ritual, recruitment, academic excellence, and song.

Conference Administrators

Conference Administrators assist the National Vice President-Collegians in providing support to collegiate chapters. The Conference Directors report to the assigned Conference Administrator.

Conference Director/Colony Advisor

Theta Phi Alpha chapters are organized into conferences consisting of three to seven chapters. A Conference Director supervises each conference. The Chapter Advisor of each chapter within a conference reports to the assigned Conference Director. A Colony Advisor is the equivalent of a Conference Director and provides similar services for colonies.

National Office

National Office is the center of our organization, receiving and distributing mail and reports to keep the information flowing throughout our Fraternity. The National Office is run by an Executive Director. Membership records, new member forms and Initiation records and lists of officers for collegiate chapters and alumnae associations are maintained at National Office. The office houses permanent files for Theta Phi Alpha correspondence and reports, minutes of Conventions, Theta Phi Alpha publications, and the Fraternity archives. National Office also maintains a library of resources, which may be borrowed by chapters, colonies or alumnae associations.

Leadership Consultants

Leadership Consultants are paid staff members who travel on behalf of the Fraternity to chapters and colonies, providing guidance, assistance, and support to both the group visited and to the volunteer national officers who advise them. Throughout the year, they visit chapters for several days, meeting with collegians, new members, officers, advisors, faculty and university administrators to gain an understanding of the chapter and its operating environment. During each visit, the LC makes recommendations and assists members in setting goals that will benefit the chapter.

Discussion Points:

How do the guiding documents of Theta Phi Alpha impact you and your chapter? How do you determine who you can contact for assistance in any and all chapter and member issues?

Service Lesson: National & Local Service

Objectives:

To learn about the Theta Phi Alpha Foundation and the Fraternity's philanthropies

Introduction:

As discussed earlier, part of our responsibility as members of Theta Phi Alpha is to care for, and to make a commitment to, those who are less fortunate than us. Giving to the community is one of the best ways to build up morale in your chapter. Supporting your community not only brings you a sense of well being and achievement, but it also makes you feel better about yourself, shows the community that we care and brings a smile to the faces of everyone involved.

Lesson:

The Theta Phi Alpha Foundation

Structure:

The Foundation is a separate entity from the Fraternity. It was formed in 1959 to acquire donations from members and non-members, to monitor the investment of these funds, and to use its monies to support the many philanthropic and charitable activities of the Fraternity.



The Foundation is administered by a board of up to nine members who volunteer to serve as its directors. Three of these directors serve as its officers:

- The Chairman, who supervises and controls all the business of the Foundation, sets its business meeting agendas and presides at all of its meetings.
- The Director of Treasury who produces the Foundation's monthly income statements, records deposits, pays all its bills and submits all tax returns.
- The Director of Communications who produces the written minutes of all Foundation meetings and maintains the Book of Decisions.

The remaining six directors carry out the following specific responsibilities:

- The Director of Finance monitors the investment of the Foundation's assets and makes every effort to maximize their growth.
- The Director of Fundraising over 35 monitors the 1912 Society (the program whereby members can leave assets to the Foundation in their wills) and develops fundraising efforts that appeal to older alumnae.
- The Director of Fundraising 35 And Under develops fundraising ideas that appeal to collegians and to younger alumnae.

- The Director of Scholarship and Philanthropy coordinates the Foundation's scholarship programs and works with the Fraternity's Board of Trustees to determine which chapters and associations qualify for selected awards at conventions.
- The Director of Donor Analysis works with the Fraternity's database to identify specific donor categories and provides support to the other directors through targeted data runs.
- The Fraternity's National President, as an ex-officio member of the Board of Directors, serves as a resource and the direct liaison between the Foundation and the Fraternity.

Funding Sources:

The Foundation acquires its funds from a variety of sources: voluntary contributions, annual fundraising by chapters, colonies, associations and by the Foundation itself, memorials for deceased relatives and friends, contributions collected at the traditional Founders' Day Roll Call and at roll calls at conventions and leadership conferences, and via bequests and legacies.

The Fraternity has established specific contributions requirements as part of its Standards of Achievement program. In order to obtain a perfect Pearl Rating:

- Colonies are to hold at least one fundraiser for the Foundation in order to be installed as a chapter.
- Chapters are to conduct an annual fundraiser to raise a minimum of \$10 per member for the Foundation.
- Associations are to support the Foundation financially.

Activities:

The Foundation uses a portion of its funds each year to support the members of the Fraternity by awarding academic excellences at conventions and leadership conferences to undergraduate and/or graduate students based on each applicant's scholastic record, need, and service to the Fraternity. It also underwrites the cost of leadership training and educational development programs at conventions and leadership conferences, and it sponsors members to attend the Undergraduate Inter-Fraternity Institute each year.

The Fraternity urges its members to support two philanthropic endeavors: Glenmary Home Missioners and The House That Theta Phi Alpha Built. The Foundation also supports Glenmary's Camp Friendship.

Glenmary Home Missioners

Theta Phi Alpha has had a long relationship with Glenmary Home Missioners. At the eighteenth National Convention in Syracuse, NY, a resolution was passed to adopt Glenmary Home Missioners as a national philanthropy. Glenmary's main focus of work is in depressed rural areas of the United States, primarily in the Appalachian Mountains. There they distribute food, clothing and books to needy persons and assist in providing medical care, job training and tutoring. Glenmary also runs Camp Friendship, a summer camp for children ages 8-12 each summer. Theta Phi Alpha donations entirely fund two weeks of camp every summer, and several Theta Phi Alphas work as volunteers at the camp.

All monetary donations that are raised to support Glenmary should be sent to the Theta Phi Alpha Foundation which records the contributions and aggregates the gifts into larger donations.

In addition to monetary donations, many chapters, alumnae associations and individual sisters collect arts and craft items, children's clothing (t-shirts, shorts, swimsuits: ages 8-12) and white t-shirts for tie dying which are sent directly to Camp Friendship. Many chapters, associations and individual sisters also collect baby/children's clothing & shoes and women's/children's underwear & socks to send directly to the Christian Community Center in Vanceburg, Kentucky. A note should be included with all of these items to identify the donor's affiliation with Theta Phi Alpha.

The House That Theta Phi Alpha Built

The House That Theta Phi Alpha Built is Theta Phi Alpha's became a philanthropic cause in 1993. The common goal through The House is to improve the plight of the homeless in a chapter's local area. This might be achieved by providing assistance to organizations that help the homeless, to shelters for abused women and children, or to home building or neighborhood revitalization projects. These efforts allow all Theta Phi Alpha members to help those in need in their own community, while remaining united in the Fraternity's aim and purpose.

All monetary donations to the House That Theta Phi Alpha Built should be sent directly to the local agency for which they are intended.

In addition to monetary donations, many chapters, alumnae associations and individual sisters can collect food, blankets, sample size toiletries, clothes, and other items and donate them to local shelters and food banks. Many members hold events for children in the community such as Easter egg hunts, Halloween Parties including Safe Neighborhood Trick or Treat events, as well as other types of holiday parties. Sometimes they just do simple things, like baby-sit while women in the shelter attend a job training class.

What you can do

Every one of the activities listed above allows chapters and associations to come together in support of the philanthropic causes of Theta Phi Alpha. This, in turn, helps each of us fulfill our responsibility of commitment to those who are less fortunate than us, on the national and community levels, as well as to each other as sisters in Theta Phi Alpha.

Discussion Points:

How do you feel when you provide a service to help others? What are some ways that Theta Phi Alpha can contribute to our communities? What project(s) do you have planned to aid Glenmary? What can you and your sisters do to further support the efforts of the Foundation?

Character Lesson: Representing Theta Phi Alpha

Objectives:

To list ways to represent Theta Phi Alpha well

Introduction:

Your chapter is like a deck of cards. Each member brings a new value and facet to the table. But without each other, your chapter will not be a full deck. Theta Phi Alpha is a very diverse and unique Fraternity, and with that stated, we must understand that everything a chapter member says or does can reflect upon the chapter. Therefore, everyone must create positive publicity. The chapter must stay focused and set goals and strive to attain them together.

Lesson:

Representation

Theta Phi Alpha is not just Greek letters, or a National Office, or a badge of pearls and gold. It is an organization filled with faces and personalities of all types. Each one of us brings a different talent and new ideas. Theta Phi Alpha is in each one of you; when you represent her well it can make all the difference in the way you experience your sisterhood.

When you walk around your campus, there are people who know you and people who don't. Some people recognize you as the girl who sits behind them in English, or the girl who always eats Subway at 12:30 in the union. You may not know that person, but they recognize you. What happens if they recognize you as the girl who only comes to class on exam day, or the girl who hangs out in the union during class time? What are you portraying to fellow students? Now think about if you are doing these things while wearing your Theta Phi Alpha shirt. What does that say about your sisters?

In this day and age, people make quick judgments without even realizing it. They judge us on the way we look, the way we talk, and definitely by the way we treat others. Somewhere, someone knows that you are a Theta Phi Alpha.

Beliefs vs. Actions

Think of three of your beliefs. Do your actions in everyday life represent your beliefs? They should. And in the same way, your actions should show the principles and values of the organization to which you belong. You may believe in something but feel uncomfortable acting on your beliefs in front of your peers. The founders of Theta Phi Alpha tried to instill beliefs in the members and future members of Theta Phi Alpha. We hope that you believe in the same ideals as the founders of Theta Phi Alpha. Your actions should always reflect the ideals and beliefs of Theta Phi Alpha wherever you are and whoever you are around. You can be miles from college or any Theta Phi Alpha chapter, but you are still a Theta Phi Alpha sister and should always act with the utmost respect. You should always choose your actions wisely because they reflect your beliefs, not only as an individual, but as a member of Theta Phi Alpha.

Journal Entry: Week Four

1. If you were National President, how would you lead Theta Phi Alpha?
2. What would it be like to represent your chapter at Convention?
3. Think of your current behaviors in terms of lifestyle. Are you making mature decisions based on your values and beliefs? Why or why not?
4. Do you have high self-esteem and a positive image of yourself? Why or why not?
5. How do you manage the pressures to smoke, drink or use drugs?
6. Research other sorority organizations by looking for their websites. Find one group that is on your campus and one group that is not. How are they similar to Theta Phi Alpha? What makes us different?



Week 5

Week 5

Week 5

Week 5



Week 5

Week 5

Week 5

Week 5

Week Five...

My Symbols

History Lesson: Insignia & Symbols

Objectives:

To be able to identify the insignia, tagline and logo of the Fraternity

To be able to describe the ways in which the Fraternity communicates with and awards its members

Introduction:

Over the last century, as Theta Phi Alpha has changed and grown, so the manner in which the Fraternity is recognized has also changed. The insignia, symbols, and other things are representative of the Fraternity. Theta Phi Alpha's original constitution listed the symbols of the Fraternity as follows:

- The jewel is the sapphire, with permission to use the pearl
- The colors are gold and silver
- The flower is the white rose

This provided the foundation that we have built upon since that time.

Lesson:

The flower of Theta Phi Alpha is the white rose, chosen for its purity. The sapphire, whose legend says it is a symbol of truth, was chosen as our symbol of loyalty. Theta Phi Alpha's second jewel is the pearl, nineteen of which are set into the badge.

The official colors of Theta Phi Alpha are silver, gold and blue. Gold is the most precious metal known. Silver, another precious metal, represents an endless faith, as stated in our Creed. As a young child, perhaps you sang the nursery rhyme: "make new friends, but keep the old, one is silver, and the other gold." Even as children, we learned the great value of friendship. When someone is "true blue", it means they are a real and true friend, through thick and thin, no matter what. It seems quite fitting that these colors were chosen to symbolize the bonds of loyalty and friendship.

Logo and Tagline

The Fraternity logo is a beautiful graphic representation of the links in an everlasting, never ending chain of sisterhood and friendship.



The tagline, *Ever Loyal, Ever Lasting*, represents the lifetime bonds of sisterhood shared by, and belonging to, each initiated member.

In 1987, Theta Phi Alpha adopted the penguin as our mascot. It is often told that penguins travel together in colonies, and are always dressed for a party!

Compass

Another symbol used by Theta Phi Alpha is the Compass. As stated in the New Member Ceremony, “On the [pledge] pin is the imprint of a compass, the instrument which gives direction to the pilot of the seas. The needle of the compass points ever toward the north. So should we be constant in our aim and purpose. Charity is unswervingly drawn.”



Insignia

The insignia of the Fraternity includes the new member pin, the badge, guards, and other insignia.

Badges

The *new member pin* is a square badge in black enamel with a gold Compass in the center and a gold border.



The *badge* is a gold letter Theta set with pearls, superimposed upon plain gold letters Phi and Alpha in order named. Only initiated members may wear the badge of Theta Phi Alpha. The Fraternity badge identifies the wearer. The badge is to be worn over the heart, above any other piece of jewelry.

The National Constitution and Bylaws indicate that it is the duty and responsibility of each member to purchase a badge within six months of Initiation. Badge order information will be requested from each individual on the National Examination and it is your chapter’s responsibility to bill you accordingly. Upon receipt of necessary information National Office will place a chapter badge order that will be sent to the chapter for distribution. It is also the duty and responsibility of each member to wear the badge at all appropriate times. The badge is a source of great pride and that pride is indicated in the manner in which you wear your badge. The badge may be worn on formal dress, business dress or business casual attire. It is not appropriate to wear the badge when you are dressed informally, in jeans and tee shirt, for example. Alumnae may wear the badge in a ring holder or necklace charm.

Your badge is yours for life. Upon your death, your badge is either sent to the Fraternity archives or buried with you in the manner stated in the *National Constitution and Bylaws*. Each member has the duty and responsibility to see that her family knows her choice for the disposition of the badge at her death.

Though the badge is yours to use for life, it remains the property of the Fraternity. Should you in any way forfeit the right to wear the badge, it must be returned to the Fraternity archives.

The *National President's Badge* is the official badge but with the Theta set with diamonds, mounted on a wreath of gold. It is worn by the National President during her term of office.

The *Chapter President's Badge* is the official badge, with the Theta set with sapphires, mounted on a wreath of gold. The badge is purchased by the chapter and is worn by the Chapter President during her term of office. Should a chapter's charter be revoked or suspended, this badge is returned to the Fraternity archives. It is held in trust in the event the chapter is re-chartered.

The *Grand Council Badge* is the official badge but with the Theta set with alternating diamonds and sapphires and a diamond in the center, mounted on a wreath of gold. It is accompanied by a guard of the respective office. This badge is worn by each member of the Grand Council, other than the National President, during her term of office.

Guards

Guards are insignia that may be attached to the badge. Guards are worn to the left and slightly lower than the badge.

A Chapter's designated Greek letter(s) may be worn as a guard by all members who have been initiated into the chapter.

The *Guard of Honor* is the highest award the Fraternity can bestow upon a member. It is a guard pin, a gold Tudor rose having a sapphire center.



Wearers of the Guard of Honor

Wearers of the Guard of Honor:

- 2012** Amelia McSweeney, Alpha, Founder
(awarded posthumously)
- 1935** Mildred M. Connely, Alpha, Founder
- 1937** Evelyn Brink Lothes, Epsilon
Irene M. Doyle, Beta
Frances Best Watkins, Beta
Anna Rose Kimpel, Zeta
Dorothy Stephans, Epsilon
- 1939** Flora Gilsdorf Jettinghoff-Volpe, Gamma
Edmarie Schrauder, Alpha
Otilia Leuchtweis O'Hara, Alpha,
Founder
- 1941** Betty Dunn Green, Xi
Selma Gilday, Alpha, Founder
Helen Ryan Quinlan, Alpha, Founder
- 1946** Katherine Keliher Moran, Eta
Rose McKee Everson, Nu
Esther Burke McCormick, Nu
- 1952** Mary Louise Weinheimer
Steigerwald, Lambda
Mary Alice Zarger O'Brien, Rho
Aleta Bock Schneiders, Pi
Polly Choguill Walrath, Lambda
Maryellen Maher Lombardi, Pi
(awarded posthumously)
- 1956** Lois Barry Lynch, Kappa
Helen Nee Hutto, Nu
Marian Burnham Henterly, Sigma
Irene Devlin, Delta
- 1958** Jean Hennegan Strasser, Epsilon
Marie Murphy, Kappa
Esther Cooke Martin, Pi
- 1960** Betty Comer McDaniel, Tau
Tressa Beirne Manley, Epsilon
Mary McCormick DeLamar, Beta
- 1962** Mary R. Ammon, Kappa
Kitty Krupp Zawistowski, Sigma
Dolores Friess Stephenson, Sigma
Mary Rose Thuman Eagan, Epsilon
Ruth Meister Thompson, Epsilon
- 1964** Kathleen Price Reinhard, Gamma
- 1966** Gloria J. Neises, Zeta
- 1968** Mildred Nugent, Eta
- 1970** Catherine Dillon Whelen, Eta
Ella Nugent, Eta
Agnes Riley Cain, Epsilon
Barbara Plageman Henterly, Sigma
Betty Sulliver, Tau
(awarded posthumously)
- 1972** Jean Yosepian, Upsilon
Edith Somerest Hilton, Eta
Joan Vaccaro Rome, Upsilon
- 1976** Jean Cusack, Beta
- 1978** Mary Louise Conrad Swartz, Sigma
Laura Cooke O'Brien, Pi
- 1980** Joyce Seidel, Upsilon
Susan Stark Paddock, Kappa
- 1984** Nancy Semler, Kappa
- 1986** Deborah J. Dobda, Kappa
- 1990** Irene C. Caliendo, Kappa
Judith Osberger Young, Tau
Patricia Manelski Giallanza, Upsilon
- 1992** Julie Ince Herr, Alpha Iota
Theresa Primosch Kinch, Alpha Epsilon
- 1994** Patricia Rankin Marmaduke, Sigma
- 1996** Maria Sumara, Alpha Iota
Valerie Vertin Thomas, Alpha Nu
Linda Geca Barath, Alpha Xi
- 1998** Katherine A. Evans, Alpha Nu
- 2000** Donna Zak Guerin, Alpha Gamma
Rebecca Dixon McLaren, Alpha Mu
- 2002** Leslie Ervin Trahant, Alpha Beta
Kristin Windeshausen Henkenius,
Alpha Pi
- 2004** Katherine Prokupek Gaver, Alpha Pi
Diane Marciszewski Stallmann, Alpha
Gamma
Elizabeth Cibulskis Eberhart, Alpha
Gamma
- 2008** Karen Jenkins Rubican, Alpha Sigma
Mari Ann Callais, Ph.D., Alpha Beta
Kathleen Sullivan, Alpha Gamma
Karen Fisher, Alpha Nu
- 2010** Patricia Wright Seashore, Alpha Nu
Emily Del Negro Ciancio, Beta Rho
Jennifer Waggoner Kreiman, Alpha Nu
- 2014** Stephanie Galendez, Alpha Beta

The *Grand Council Guard* is the Fraternity coat of arms with a sapphire on each side of it. This guard can be worn by former members of the Grand Council.

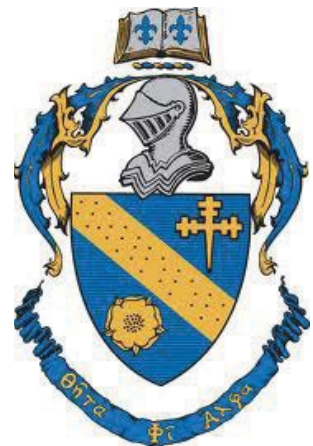
The *Senior Service Award* is a guard pin depicting an open book, black enameled, with a Tudor rose on the left half, and a double cross-crosslet on the right.

Other Insignia

The *Great Seal* is affixed to all official national documents and certificates. It is described as a large circle one and one-half inches in diameter containing a smaller double circle on which the Compass points are marked. The smaller circle contains the needle of the compass and the letters Theta Phi Alpha. It separates the figures of the date of the founding of the Fraternity, 1912. There is a cross and staff crossed behind the smaller circle. In the upper space between the two circles is a lily and a crown; in the lower space is an open book. An olive branch curves up from each side of the book.



The *Coat of Arms* is the Fraternity crest, using the terminology of heraldry, it is described as azure (blue), a bend (a diagonal band), between a double cross-crosslet (a cross figure with two transverse beams on each arm and top) fitchy degreeed (with the bottom section pointed, and longer than the others), and a Tudor rose (gold), latter seeded sable (the rose has black seeds). Mantling (a cloak-like arch), azure doubled or (blue combined with gold). Over an esquire's helmet, the crest, an open book argent (silver), edged (edged in gold), charged (imprinted) with two fleur-de-lis azure (blue conventionalized irises). Motto, Theta Phi Alpha in Greek, upper and lowercase.



The *Recognition Pin* consists of the three Greek letters of the Fraternity name connected and staggered. This pin may be worn by non-members of the Fraternity.

Discussion Points:

Why is it important for every member to purchase a badge? What does the badge represent? Why are Theta Phi Alphas bestowed the Guard of Honor? What does the tagline, 'Ever Loyal, Ever Lasting' mean to you?

National Awards

Theta Phi Alpha acknowledges and rewards outstanding accomplishments by individual members, collegiate chapters, and alumnae associations. Awards are generally presented during the Fraternity Night Banquet at National Convention. An explanation of most awards follows.

Awards to Individuals

Sapphire Circle membership is recognized at Founders' Day or at National Convention to honor alumnae who have been initiated members of Theta Phi Alpha for fifty years.

Diamond Circle membership is recognized at Founders' Day or at National Convention to honor alumnae who have been initiated members of Theta Phi Alpha for seventy-five years.

The *Outstanding Alumna Mentor Award* recognizes the importance of role models today. In 2010 the New Orleans Area Alumnae Association proposed an Outstanding Alumna Mentor Award to the Board of Trustees. This award recognizes an outstanding Theta Phi Alpha sister who has demonstrated exceptional ability in guiding the personal and fraternal growth of a sister, colony, chapter and/or alumnae association through her works. This sister exemplifies a true Theta Phi Alpha sister who lives her ritual every day. This award is presented each biennium in honor of Leslie Ervin Trahant, Alpha Beta, a member of the New Orleans Area Alumnae Association.

The *National Officer Award* was established at a 2005 joint meeting of The Grand Council and Board of Trustees to recognize those women who make a difference as a national officer of Theta Phi Alpha. While we are truly fortunate for all women who volunteer their time and talents, there is always one or two who rise to the top and make a major difference through their dedication and hard work.

The *White Rose Merit Award* (retired in 2012 to make way for a new service recognition program) honored collegians and/or alumnae who had made outstanding contributions to National Theta Phi Alpha during the biennium.

Awards to Chapters

The *Anna Rose Kimpel Academic Excellence* is presented to the chapter having the highest relative grade point average reported between conventions. The chapter must be at, or above, the general sorority average on its campus. This award was established in 1935 and was renamed in 2012 to honor Anna Rose Kimpel, Zeta, Past National President, who initiated national fraternity examinations in the early 1920s. These examinations were used to measure the academic acumen of chapter members, with the results published annually.

A *New Chapter Cup* is presented to each new chapter installed during the biennium.

The *Chapter Hometown Philanthropy Award* is presented to the chapter that best supports the efforts of a local philanthropic project as evidenced by the scope, number of participants, including members, and success of the project.

The *Chapter National Philanthropy Award*, established in 1990, is presented to a chapter that best supports the efforts of Theta Phi Alpha's national philanthropies.

The *Chapter Publicity Award*, established by Rowena Harvey in 1935, is awarded on the basis of a chapter's publicity in campus and other newspapers, as well as through flyers, posters, and other printed material. Television and radio publicity is also considered. To be eligible for this award, a chapter must maintain a website.

The *Circle of Excellence* is awarded to the chapters that have been most outstanding in their reporting, achievements, and adherence to the high standards of Theta Phi Alpha during the biennium. First awarded in 1932 as the Presidents' Cup, the Circle of Excellence was established at the 2008 Convention to allow for the recognition of more than one chapter.

The *Compass Award* is presented to a chapter for best reporting and stories submitted to *The Compass*, the Fraternity's national magazine, on the assigned due dates. Cooperation with *The Compass* editor is also considered. This award was established in 1966 by Kitty Krupp Zawistowski.

The *Esther Burke McCormick Award* is presented to the chapter that has the best new member retention rate as a percentage over the biennium. Established in 1966, both small and large chapters are recognized.

The *Flora Gilsdorf Jettinghoff-Volpe Cooperation Award* is presented to the chapter receiving the greatest number of cooperation points in accordance with the National Calendar of Due Dates. This award was established by Flora in 1939, and was renamed in her honor in 2002.

The *Helen Ryan Quinlan Award* is presented in recognition of a noteworthy project of service to campus or community by a chapter. It was established in 1962 in honor of our founder, Helen Ryan Quinlan, who was outstanding in her devotion to church and community service.

The *Jean Yosepian Theta Phi Alpha Foundation Award* is presented to the chapter which has given the most support to the Foundation in the biennium. The award was established in 1982 by Jean Yosepian, then President of the Theta Phi Alpha Foundation.

The *Mileage Award* is presented to the chapter achieving the highest aggregate mileage by its members in attendance at convention.

The *Otilia Leuchtweis O'Hara Chapter Improvement Award* is presented to the chapter showing the greatest improvement and perseverance during the biennium. This award, established in 1968, honors our founder and first chapter president, Otilia Leuchtweis O'Hara.

The *Patricia Giallanza Hospitality Awards* are presented to the chapter(s) that most successfully planned and implemented the visit of the Leadership Consultant during the biennium. Awards are presented for both years of the biennium. This award was established in 1996.

The *Recruitment Award*, established in 1937, is awarded to the chapter most outstanding in the following: percentage increase in the number of new members; ratio of Initiations to pledgings; excellence of recruitment methods, and reporting.

The *Ruth M. Thompson College Greek Life Award* is presented to the chapter which has contributed the most to the College Panhellenic (or InterGreek Council) on its campus. It was established in 1993 by the New Orleans Area Alumnae Association.

The *Selma Gilday Improved Academic excellence Award* is presented to the chapter which instituted a program to improve its scholastic average and, as a result, demonstrates improvement. This award was established in 1962 in honor of our founder, Selma Gilday, who spent her life teaching young people and valuing academic success.

The *Chicago Area Alumnae Association Song Award* is presented for the best original lyrics to a traditional song melody (i.e. serious, ritual type). This award was introduced at the 1986 Convention.

The *Northeastern Nebraska Alumnae Association Song Award* is presented for the best original lyrics to a contemporary song melody. This award was introduced at the 1998 Convention.

Award to Advisory Board

The *Gloria Neises Award* is given to an Advisory Board for outstanding guidance to a chapter. This award was established in 1980.

Awards to Alumnae Associations

The *Amelia McSweeney Award*, established in 1966, is presented in honor of our founder to the alumnae association that makes an outstanding contribution to Theta Phi Alpha on a national level.

The *Community Service Award* is presented in recognition of the most worthy activity in the community on behalf of an alumnae association. The award was established in 1980.

The *Centennial Award*, established in 1986 as the Diamond Jubilee Award, is presented to an alumnae association for overall excellence in membership, cooperation with national, financial management, program planning, and participation in national activities. To recognize their continued commitment to the fraternity as well as to honor the Theta Phi Alpha's 100th year, the Diamond Jubilee Award was retired and the Centennial Award was instituted in 2012.

The *Dolores Friess Stephenson Alumnae Publicity Award* is presented to the alumnae association which has best publicized Theta Phi Alpha through contributions to *The Compass*, newspapers, television, radio, university bulletins and other public relations efforts. Association newsletters are also considered. The award was donated by the Akron Alumnae Association in 1980.

The *Jean M. Cusack Membership Award* is presented to the alumnae associations (large and small associations are recognized) which best maintained, expanded, and reported its membership during the preceding biennium. The award was first established in 1958 and was renamed in honor of our valued alumna, Jean M. Cusack in 2002.

The *Lois Barry Lynch Theta Phi Alpha Foundation Award* was established to honor Lois Barry Lynch, Kappa, who was the first President of the Founders' Foundation, known today as the Theta Phi Alpha Foundation. This award is given to the alumnae association that has given the greatest financial support the Foundation.

The *Mildred M. Connely Award*, established in 1972, is presented to an alumnae association for its outstanding continued support to a collegiate chapter.

The *National Philanthropy Award* is presented to the association which best support the efforts of Theta Phi Alpha's national philanthropies.

Awards to Individuals, Chapters and/or Alumnae Associations

Dr. Mari Ann Callais Outstanding Fraternity/Sorority Professional Award is presented to an outstanding Fraternity/Sorority Advisor who provided superior support and guidance to a chapter and/or Greek system on campus. This award was established in 2006.

The Flint Area Alumnae Association Attendance Award is presented to the alumnae association with the most registered members in attendance at National Convention. Any alumna paying dues to more than one association may be counted as a member in each.

The *National Achievement Award*, established in 1948, is presented to a chapter, individual or an association which has made a special contribution to the national Fraternity or brought honor to it.

National Service Jewelry

Begun in 1992, Theta Phi Alpha's National Service jewelry program recognizes those sisters who have served the national Fraternity as volunteers for five or more years. Each convention, all sisters who have reached a five-year increment of service during the biennium receive a service award.

The award recognizing five years of service is a charm bracelet and a charm featuring the membership badge encircled with the words "National Officer." Each subsequent five-year interval is commemorated with the addition of another charm to the bracelet.

Websites

The official website of Theta Phi Alpha can be found at <http://www.thetaphialpha.org>. Chapters, colonies and associations may have their own websites, which can be linked from the official site.

The Fraternity website contains general information about Theta Phi Alpha that is viewable by the public. The members' area of the website is available to all initiated members of the Fraternity. It contains pertinent information for all members, forms, and a guestbook, among other items.

The official website is also the home of the Penguin Shoppe, the official outlet for Theta Phi Alpha merchandise.

Members are encouraged to follow Theta Phi Alpha on Facebook, Twitter, LinkedIn, YouTube, and Pinterest.

Publications

The Compass

The Compass is the official magazine of Theta Phi Alpha. Collegians receive *The*

Compass at their homes as part of their per capita fees, which are collected through each chapter. Alumnae members pay alumnae dues to continue their subscriptions. Pertinent information and articles of interest are included in *The Compass* as is news of members, chapters and alumnae associations. Collegiate and alumnae members are encouraged to submit articles of general or fraternal interest to *The Compass*. It is a member's responsibility to keep the national office informed of any changes of name and/or address to ensure delivery of every issue.

The E-News

The periodic electronic newsletter of the Fraternity

Living Our History

The Centennial History of Theta Phi Alpha

National Constitution and Bylaws

The *National Constitution and Bylaws* is sent to each chapter for distribution to each new member after her Initiation. Be sure to familiarize yourself with the government of the Fraternity.

My Sister, My Friend New Member Handbook

The *My Sister, My Friend New Member Handbook* is yours. It is a source of much basic and valuable information about the Fraternity.

Theta Phi Alpha also publishes a number of informative manuals and guides to aid the efficient operation of colonies, chapters, and associations. These include:

- ***Alumnae Association Operations Manual*** Provides information on formation and operation of alumnae associations; outlines obligations to the National organization; suggests activities; gives sample letters, invitations, etc.
- ***Advisory Board Manual*** Outlines responsibilities and procedures for Advisory Board; provides sample letters for common situations; primary guide for Advisory Board members (particularly the Chapter Advisor).
- ***Chapter Operations Manual*** Provides general guidelines for running a chapter, including officer responsibilities and transitions, goal setting, obligations to the national organization, etc.; guide for chapter President, important tool for Chapter Advisor.
- ***Colony Member Manual*** Outlines process for colony to become a chartered chapter of Theta Phi Alpha; provides information particular to colony members and their advisors.
- ***Conference Directors Manual***
Provides guidance to national officers who work with chapters
- ***Everlasting Melodies Songbook and CD*** Compilation of popular Theta Phi Alpha songs; primary guide for chapter or colony Song Chairman

- ***Financial Manual*** Outlines individual and chapter financial responsibilities; provides information on budgeting, recordkeeping, and collections; primary tool for chapter or colony Treasurer.
- ***My Sister, My Friend Membership Educator Manual*** Outlines Theta Phi Alpha's new member education program requirements; primary guide for chapter or colony Membership Educator
- ***Recruitment Guide*** Outlines proven recruitment techniques; provides ideas for recruitment workshops and recruitment themes; primary guide for chapter or colony Recruitment Chairman.
- ***Reflections Guide*** The *Reflections Guide* offers collegiate members an opportunity to grow both personally and fraternally through a set of fun, unique experiences focus on enhancing personal awareness and maturity. The interactive curriculum will bring Theta Phi Alpha's core values to life, and help collegians think critically about living our values during the college experience and long after graduation. This guide can be used for chapter development sessions.
- ***Risk Management Handbook***
Provides information on managing risk at the chapter or colony level; describes emergency procedures; primary guide for chapter or colony Risk Manager; important tool for Chapter Advisor; also useful for alumnae associations in event planning.
- ***Ritual Guide***
A supplement to the Fraternity ritual, provides activities that help to facilitate conversations regarding the role of ritual in chapters.
- ***Academic excellence Guide***
Outlines academic excellence program goals; provides study techniques; primary guide for chapter or colony Academic excellence Chairman.
- ***Standards Guide***
A how-to covering everything from the key considerations of a Standards Board to the proper notification of members called before the Board.
- ***Style Guide***
Primary source of guidance for colony, chapter, association and national communications; provides information about the proper font type, size, and use of insignia in print and graphics.
- ***Theta Phi Alpha Handbook***
Includes the colony, chapter and association Standards of Achievement, the National Policies, and the Fraternity's emergency procedures

- **Leadership Consultant Manual**
Provides guidance for the Leadership Consultant; source of information for specific chapter and colony needs.
- **Transitions Guide**
An outline for effective officer transition in a retreat format
- **Values Congruence Guide**
A resource aimed at answering the “Call for Values Congruence,” this resource lists the standards and expectations for all chapters to ensure that our actions are in keeping with our Fraternity’s core values.

Discussion Points:

How are the Fraternity resources useful in chapter operations? Where are the resources located at my chapter? Has my chapter won awards? How could the awards help in setting chapter goals?

TRADITIONS

In Theta Phi Alpha there is friendship and loyalty to Fraternity sisters.

Theta Phi Alpha observes its Founders' Day.

Theta Phi Alpha has a White Rose Recruitment event.

Theta Phi Alpha honors its graduating seniors.

Theta Phi Alpha honors sisters with outstanding grade point averages.

Theta Phi Alpha honors sisters on the twenty-fifth, fiftieth, and seventy-fifth anniversaries of their Initiation.

Theta Phi Alpha presents its Baby Cup to its newest chapter.

Theta Phi Alpha is a singing Fraternity.

Theta Phi Alpha chapters observe the date of their installation as a chapter with birthday parties or charter celebrations.

A Theta Phi Alpha realizes that all Fraternity affairs are both secret and private and that such matters are not discussed outside of meetings.

A Theta Phi Alpha understands that financial obligations are met promptly. A

Theta Phi Alpha cooperates in all affairs undertaken by the Fraternity.

A Theta Phi Alpha regards the Fraternity with sincerity and respect. A

Theta Phi Alpha labors with diligence to maintain her academic excellence.

A Theta Phi Alpha is encouraged to practice actively the religion of her choice. A

Theta Phi Alpha respects the religious heritage of her Fraternity.

A Theta Phi Alpha contributes a monetary donation in celebration of each year of membership to Theta Phi Alpha Foundation on Founders' Day.

A Theta Phi Alpha engages in philanthropic efforts to help those less fortunate than herself.

A Theta Phi Alpha tradition is cherished.

CHAPTER ROLL

(*inactive as of July 2014)

ALPHA	University of Michigan, Ann Arbor, Michigan, 1912*
BETA	University of Illinois, Urbana, Illinois, 1919*
GAMMA	Ohio State University, Columbus, Ohio, 1919*
DELTA	Ohio University, Athens, Ohio, 1919*
EPSILON	University of Cincinnati, Cincinnati, Ohio, 1919
ZETA	Indiana University, Bloomington, Indiana, 1920, Reinstated 2012
ETA	Boston University, Boston, Massachusetts, 1921*
THETA	University of Missouri, Columbia, Missouri, 1921*
IOTA	University of Kansas, Lawrence, Kansas, 1921*
KAPPA	University of Pittsburgh, Pittsburgh, Pennsylvania, 1922
LAMBDA	Syracuse University, Syracuse, New York, 1923*
MU	University of Nebraska, Lincoln, Nebraska, 1924, Reinstated 2011
NU	University of Wisconsin, Madison, Wisconsin, 1926*
XI	University of Iowa, Iowa City, Iowa, 1926*
OMICRON	University of Denver, Denver, Colorado, 1926*
PI	University of California at Los Angeles, California, 1926*
RHO	Pennsylvania State University, University Park, Pennsylvania, 1929*
SIGMA	The University of Akron, Akron, Ohio, 1931*
TAU	Marquette University, Milwaukee, Wisconsin, 1941*
UPSILON	Loyola University, Chicago, Illinois, 1943*
PHI	University of Detroit, Detroit, Michigan, 1951*
CHI	Creighton University, Omaha, Nebraska, 1952
PSI	Quincy College, Quincy, Illinois, 1954*
OMEGA	St. Louis University, St. Louis, Missouri, 1955*
ALPHA ALPHA	The Catholic University of America, Washington, D.C., 1956*
ALPHA BETA	Loyola University, New Orleans, Louisiana, 1959
ALPHA GAMMA	DePaul University, Chicago, Illinois, 1960*
ALPHA DELTA	St. Norbert's College, West DePere, Wisconsin, 1960, Reinstated 2013
ALPHA EPSILON	St. John's University, Jamaica, New York, 1960
ALPHA ZETA	The Franciscan University of Steubenville, Steubenville, Ohio, 1963*
ALPHA ETA	Thomas Moore College, Fort Mitchell, Kentucky, 1968, Reinstated 2008
ALPHA THETA	University of Wisconsin, Stevens Point, Wisconsin, 1968*
ALPHA IOTA	Purdue University, Calumet Campus, Hammond, Indiana, 1970*
ALPHA KAPPA	Colony, St. Peter's College, Jersey City, New Jersey, 1970*
ALPHA LAMBDA	Gannon College, Erie, Pennsylvania, 1970*
ALPHA MU	Northern Kentucky University, Highland Heights, Kentucky, 1974
ALPHA NU	Kettering University, Flint, Michigan, 1974*
ALPHA XI	Cleveland State University, Cleveland, Ohio, 1979
ALPHA OMICRON	Xavier University, Cincinnati, Ohio, 1983*
ALPHA PI	Wayne State College, Wayne, Nebraska, 1985
ALPHA RHO	Robert Morris College, Coraopolis, Pennsylvania, 1985*
ALPHA SIGMA	California State University, California, Pennsylvania, 1985*
ALPHA TAU	Embry-Riddle Aeronautical University, Daytona Beach, Florida, 1986
ALPHA UPSILON	Indiana University of Pennsylvania, Indiana, Pennsylvania, 1986
ALPHA PHI	St. Mary's College, Winona, Minnesota, 1986*

ALPHA CHI	Monmouth College, West Long Branch, New Jersey, 1986*
ALPHA PSI	University of Dayton, Dayton, Ohio, 1987
ALPHA OMEGA	University of Wisconsin-Platteville, Platteville, Wisconsin, 1987, Reinstated 2014
BETA ALPHA	State University of New York at Stony Brook, Stony Brook, New York, 1987
BETA BETA	The College of New Jersey, Trenton, New Jersey, 1988
BETA GAMMA	Fairleigh Dickinson University, College at Florham, Madison, New Jersey, 1988
BETA DELTA	Muskingum College, New Concord, Ohio, 1988
BETA EPSILON	Southeastern Louisiana University, Hammond, Louisiana, 1990
BETA ZETA	New York Institute of Technology, Central Islip, New York, 1990*
BETA ETA	Bryant College, Smithfield, Rhode Island, 1990*
BETA THETA	St. Francis College, Loretto, Pennsylvania, 1990, Reinstated 2010
BETA IOTA	Fairleigh Dickinson University, Teaneck, New Jersey, 1990*
BETA KAPPA	Clarion University, Clarion, Pennsylvania, 1990*
BETA LAMBDA	University of Michigan-Flint, Flint, Michigan, 1991, Reinstated 2009
BETA MU	Bridgewater State College, Bridgewater, Massachusetts, 1991
BETA NU	Florida Atlantic University, Boca Raton, Florida, 1991
BETA XI	William Paterson College, Wayne, New Jersey, 1992
BETA OMICRON	State University of New York at Brockport, Brockport, New York, 1992*
BETA PI	State University of New York at Albany, Albany, New York, 1992*
BETA RHO	Goldey-Beacom College, Wilmington, Delaware, 1993*
BETA SIGMA	Ramapo College, Mahwah, New Jersey, 1993
BETA TAU	Johnson & Wales University, Providence, Rhode Island, 1993*
BETA UPSILON	Saint Leo University, Saint Leo, Florida, 1993; Reinstated 2005
BETA PHI	Millersville University, Millersville, Pennsylvania, 1993*
BETA CHI	Missouri Valley College, Marshall, Missouri, 1993
BETA PSI	Merrimack College, Andover, Massachusetts, 1993
BETA OMEGA	Kean University of New Jersey, Union, New Jersey, 1994
GAMMA ALPHA	Penn State, The Behrend College, Erie, Pennsylvania, 1994
GAMMA BETA	Marian College, Fond du Lac, Wisconsin, 1997
GAMMA GAMMA	Kutztown University, Kutztown, Pennsylvania, 1998
GAMMA DELTA	Rowan University, Glassboro, New Jersey, 2002
GAMMA EPSILON	Shawnee State University, Portsmouth, Ohio 2003
GAMMA ZETA	Texas A+M, Kingsville Campus, Kingsville, Texas, 2003
GAMMA ETA	The Pratt Institute, Brooklyn, New York, 2004
GAMMA THETA	Shippensburg University, Shippensburg, Pennsylvania, 2005*
GAMMA IOTA	Davis and Elkins College, Elkins, West Virginia, 2005*
GAMMA KAPPA	Wright State University, Dayton, Ohio, 2006
GAMMA LAMBDA	Suffolk University, Boston, Massachusetts, 2006
GAMMA MU	Clarkson University, Potsdam, New York, 2006
GAMMA NU	Rockhurst University, Kansas City, Missouri, 2008
GAMMA XI	University of Virginia at Wise, Wise, Virginia, 2008
GAMMA OMICRON	Utica College, Utica New York, 2008
GAMMA PI	St. John's University, Staten Island, New York, 2009
GAMMA RHO	Sacred Heart University, Fairfield, Connecticut, 2009
GAMMA SIGMA	York College of Pennsylvania, York, Pennsylvania, 2009*
GAMMA TAU	Clayton State University, Morrow, Georgia, 2009*
GAMMA UPSILON	Wesley College, Dover, Delaware, 2011*
GAMMA PHI	Indiana University at South Bend, South Bend, IN 2011
GAMMA CHI	Stevens Institute of Technology, Hoboken, New Jersey, 2012
GAMMA PSI	Philadelphia University, Philadelphia, PA, 2012

GAMMA OMEGA	Trine University, Angola, IN, 2012
DELTA ALPHA	State University of New York--Plattsburgh, Plattsburgh, NY, 2013
DELTA BETA	St. Joseph's College, Patchogue, NY, 2013
DELTA GAMMA	Lynn University, Boca Raton, FL, 2013
DELTA DELTA	Ashland University, Ashland, OH, 2014
DELTA EPSILON	Rhode Island College, Providence, RI, 2014
DELTA ZETA	St. Cloud University, St. Cloud, MN, 2014

Balance Lesson: Stress Management

Objectives:

To develop effective ways to manage stress

Introduction:

It is hard to define stress because we each have different opinions, beliefs, biases, and perceptions. The perception of the stressor by each individual is the most important factor. Another important aspect of enhancing our understanding of stress is to understand more about the specific stressors.

Lesson:

What is a stressor?

The most prevalent types of stressors are daily events that reoccur in our lives. Daily events can include traffic, leaving home to start college, starting a new relationship, racial/sexual/ethnic issues, etc. Stress is also the result of our interactions with people, situations, and the environment. Stress is typically a positive thing-it causes us to think more clearly, see better, and heightens other senses to an increased awareness. Too much stress for too long, however, can begin to negatively impact the body.

How does stress affect the body?

Another aspect of understanding the concept of stress is the effect that stress has on the body. Stress affects the areas of the brain responsible for judgment, decision making, and other higher functions. This interpretation is again, based on our personalities, behavioral styles, values, beliefs, norms, and attitudes. Stress also affects emotional health causing anger, fear, insecurity, worry, etc. Emotions and feelings are helpful, but if we become overly or unduly emotional, then the emotions do not serve any purpose, and do more harm than good by accelerating the stress response.

Not only does stress affect us mentally, but stress can contribute to physical health problems. Stress can be associated with anxiety disorders, insomnia, high blood pressure, ulcers, migraine headaches, tension headaches, heart disease, stroke, etc.

How do we cope with stress?

Stress management is essential as a preventative measure. First we need to change the perception of the stressor. Secondly, we need to learn how to control our reaction to the stressors. Once the negative effects from the stressors have occurred, we need to learn how to quickly alleviate them.

Here are some short-term techniques to try to relieve some of the stress and anxiety.

Attack the Problem

Often we try to avoid the problem that is causing us stress instead of dealing with it head on. Confront the problem. Write down what you want to do about it and make a plan to deal with it.

Talk Through It

Sometimes we just need someone to listen to us to help us sort through or process what it is that is causing us stress.

Find Relaxation Exercises

Playing soothing music, doing yoga, or meditation can be good ways to remove yourself from the stress.

“Get Away From It” for a While

Have fun. Incorporate exercise into your weekly routine. The better you feel, the less stress you’ll have.

Don’t Add to Your Stress with Poor Health Decisions

Avoid making it worse by running around, not getting enough sleep, eating junk food, or drinking too much caffeine to keep going. And always avoid behaviors like getting drunk or high to forget about your stress.

Ask for Help

There are times when we all need to be willing to ask for help or delegate some of our duties. True leadership begins when we realize that we cannot do everything on our own.

Resources on these issues that can assist you include:

- American Institute of Stress: www.stress.org
- International Stress Management Association: www.isma.org.uk

Leadership Lesson: Chapter Government

Objectives:

To outline the basic structure of a Chapter’s Government.

Introduction:

Each chapter of Theta Phi Alpha is a group of women organized and chartered on a campus of an accredited college or university. Each chapter is assigned a Greek letter name by the Grand Council at the time of its installation. The *National Constitution and Bylaws* allows each chapter the powers to select officers, hold meetings, adopt bylaws for its own government, select and initiate members, and determine and collect fees. Chapter government includes the Advisory Board, Chapter Officers and Executive Board, and the Standards Board.

Lesson:

A chapter’s government is similar to that of the national level but on a smaller scale. Each chapter has an executive board like that of the Grand Council, with positions which may include the President, Vice President, Recording Secretary, Corresponding Secretary, Membership Educator, Treasurer, Recruitment Chairman, etc. In addition, each chapter can have other elected or appointed positions and chairmen according to its needs. Chairmen can include risk manager, house chairman, academic excellence chairman, Panhellenic delegate, Reflections chairman, and social chairman. The specific duties of each officer are outlined in the chapter’s bylaws.

Take a minute and think about your strengths and how you might be able to give back to the chapter in terms of leadership positions once you are initiated. Many of the chapter's officer positions work under the direction of an alumnae advisor of Theta Phi Alpha. These alumnae members are part of the Advisory Board.

Advisory Board

The major responsibility for the efficient operation of a chapter rests upon the Advisory Board. This group is made up of collegiate and alumnae members, with an alumna serving as the Chapter Advisor. The *National Constitution and Bylaws* outlines the responsibilities of the Advisory Board. The Board meets periodically to review the activities of the chapter. Special meetings may be called to deal with emergencies as they arise. The Advisory Board has the following powers and responsibilities:

- To examine the academic standing of the chapter and take corrective action should members fail to meet the expected academic standards
- To examine chapter financial reports, consult with delinquent members in matters of payment of chapter obligations and when necessary, impose penalties on such members, supervise the budgeting of chapter finances, approve major chapter expenditures, and audit chapter books.
- To guide the chapter in planning and participating in fraternal and collegiate affairs such as social and extracurricular activities, ensuring compliance with national and school rules.
- To discipline, whenever necessary, a chapter or individual who violates rules or standards of the college or university, the chapter, or national Theta Phi Alpha. The Board may refer serious disciplinary matters to the Grand Council through their Conference Director.
- To nominate annually for consideration by the Board of Trustees two outstanding chapter members for the Senior Service Award.
- To meet and interview each new member prior to Initiation.
- To review, evaluate, and approve all chapter activities.

Advisory Board members are appointed by Chapter Advisor. The Grand Council appoints the Chapter Advisor. All members of the Advisory Board are volunteers and are to be in good standing with Theta Phi Alpha.

Colonies

When a local sorority, or a group of at least 25 women students, wishes to organize a chapter and affiliate with Theta Phi Alpha, the first step is to function on campus as a "colony". In order to become a colony, the group must gain recognition and approval from the university or college, the college Panhellenic Council, and the Grand Council.

During the Colony Program, the colony functions on campus as a sorority and is guided and educated under the supervision of the National Director of Colonies. Local alumnae serve as Colony Advisors who, along with an assigned "Big Sister" chapter, assist with recruitment, organization, finances, philanthropy, and educating the colony members in

the history and traditions of Theta Phi Alpha. Prior to installation as a chapter, the colony must meet 19 requirements, as found in the Colony Standards of Achievement (Theta Phi Alpha Handbook). After meeting these requirements, the colony petitions the Grand Council to become a chapter.

Alumnae Associations

Upon graduation or leaving school, all initiated members of Theta Phi Alpha become alumnae of their chapter, and the Fraternity. They can continue to retain contact with their chapter through newsletters, visits, attending homecoming receptions and Founders' Day ceremonies. Following amendment to the *National Constitution and Bylaws* in 1950, alumnae membership was formally organized into groups known as alumnae associations in areas and communities where five or more alumnae reside. These alumnae organizations are geographically determined and any initiated member of Theta Phi Alpha, regardless of her chapter affiliation, is eligible and encouraged to join the alumnae association in her area. Sisters may also join more than one association (for example, the association that is in the area of her collegiate chapter and the association in the area in which she resides).

Alumnae associations can form when interested alumnae satisfy the requirements established by the *National Constitution and Bylaws*, with approval by the Grand Council. Each association usually has a president, vice president, secretary, and treasurer elected by its membership. Alumnae associations exist to continue the bonds of sisterhood beyond the college years. Members of Chapter Advisory Boards and alumnae advisors are often drawn from the local alumnae association. Observance of Founders' Day, participation in programs of the national Fraternity such as the Theta Phi Alpha Foundation, participation in community service programs, and representation on alumnae Panhellenic associations are often major parts of alumnae activity. All Theta Phi Alpha members are encouraged to remain involved after graduation in order to fulfill their lifetime commitment to Theta Phi Alpha.

Alumnae Clubs

Alumnae Clubs are an avenue for a group of alumnae to begin the requirements for becoming a chartered Association or to help revitalize an older closed yet chartered Association. Alumnae clubs will not receive a vote or official seat at Convention and are not recognized constitutionally; however, they are recognized as a social group within Theta Phi Alpha and may gather under the Theta Phi Alpha name as long as they are following our National Policies. Clubs are not eligible for any national group awards unless the Board of Trustees approves otherwise.

Alumnae Clubs do not have to pay fees, submit bylaws or reports; however, members should be encouraged to remain in good standing by paying their minimum individual National Dues.

Discussion Points:

What are the three types of membership? What do you anticipate it will be like to be an alumna? What would it be like to start a chapter?

Service Lesson: Honors

Objectives:

To grasp the meaning of lifetime commitment through participation and service to Theta Phi Alpha

To learn about individual service awards

Introduction:

The creed of Theta Phi Alpha establishes “a set of fundamental beliefs” which are important to every Theta Phi Alpha sister. We use this to guide the actions present in our everyday lives. In the second paragraph of our creed, it states, “The white rose for its purity, the sapphire blue for loyalty, the compass for its needle sure that holds our course firm and secure. The silver for a precious faith that knows no end not even death.” The word “death” in that sentence conveys lifetime commitment. Theta Phi Alpha sisters take the lifetime commitment to Theta Phi Alpha to heart. Our sisters show this everyday in their commitment to service to the Fraternity itself by their support of Theta Phi Alpha sponsored events, meetings and by holding offices both on the local and the national levels.

Lesson:

Your commitment to Theta Phi Alpha began the day you promised that your ideals and values were the same as those of this organization. Those commitments started the day we opened up our circle to encompass you, and you believed you belonged here. They include your pledge to your fellow sisters and the obligations and responsibilities that come along with it. The commitment made to Theta Phi Alpha by its members is repaid in the form of the sisterhood, friendship, and opportunity that our organization offers to each member.

Theta Phi Alpha provides possibilities to develop further leadership abilities, time management and organizational skills, group experience, and most of all, the friendships that develop when working together for a common goal. Your duties and service as a member of this organization are many. Your attendance at weekly new member meetings, chapter events, and philanthropic events are all part of your service to Theta Phi Alpha.

Time commitments to Theta Phi Alpha do not stop after your days as a new member. This service continues after your Initiation, and only gets stronger. It continues with your attendance at weekly meetings and chapter events, and can grow to include service as an officer for your chapter. Part of Theta Phi Alpha’s service to you is to help you grow as a person and become a better leader.

You may think that your service to the Fraternity ends after your years in college, but it does not end after graduation. Theta Phi Alpha offers opportunities to continue participation through alumnae associations as well as opportunities to serve as an officer on the national and local levels. Alumnae associations are an integral part of the national organization’s lifeline. Your service in the alumnae association includes many things: serving as an officer, attending meetings, events, attendance at alumnae night at Unity

Week, serving as an advisor or chairman on the Advisory Board, and supporting chapters in your area by attending recruitment events.

You can also continue your service by serving the Fraternity on the national level by serving as a National officer. Theta Phi Alpha is managed by a network of alumnae serving as volunteers to the national Fraternity. All of these women serve the Fraternity on a part-time basis from their homes throughout the country. They balance their continuing commitment to Theta Phi Alpha with their career, family, and personal obligations without compensation other than the satisfaction of working together for the betterment of Theta Phi Alpha. Remaining committed to Theta Phi Alpha throughout your life will bring the rewards that Theta Phi Alpha can offer.

Financial support of the Fraternity allows for other new members, collegians and alumnae to continue to receive the benefits of membership, new programming, extension, and other areas of pursuit. Alumnae living their lifetime commitment promptly pay their alumnae dues annually and also give donations to both the Fraternity and the Theta Phi Alpha Foundation.

Theta Phi Alpha has established major awards it gives to members for their service to the Fraternity on both the collegiate and alumnae level. They are:

- The Senior Service Award
- The Guard of Honor

The Senior Service Award

The Senior Service Award is the highest honor that can be bestowed upon a collegian. It is given annually at Founders' Day observances to a collegiate senior whose academic excellence, leadership, character, and service to the Fraternity and her school have been outstanding.

Applications for this award are sent out to chapters in the fall to be completed and submitted by November of each year.

The Guard of Honor

The Guard of Honor is the highest award the Fraternity can bestow on an individual member. It is presented to alumnae members who have given long and devoted service to the national organization. This award is presented at national convention at the Fraternity Night Banquet.

The Siena Medal

In 1937 at the Silver Jubilee Convention, following a joint recommendation of the Grand Council and the Board of Trustees, Theta Phi Alpha established the Siena Medal. The Medal may be given at convention to an outstanding woman to recognize her for her endurance and great accomplishment. The medal is the only national award given to non-members of the Fraternity.

St. Catherine of Siena... Patroness of Theta Phi Alpha

St. Catherine of Siena is the patroness of Theta Phi Alpha. Her life is an example of what we, who have few of the handicaps endured by the women of her time, can hope to accomplish.

Caterina Benincasa, now known as Catherine of Siena, was born in Siena, Italy in 1347, the daughter of a wool-dyer. She was the greatest of the 14th century Italian mystics. From the age of seven years she experienced visions. At about the age of sixteen, she became a Dominican tertiary, which gave her a half-lay, half-religious status. She rapidly gained wide reputation for holiness and severe asceticism. Her extraordinary charm and strength of mind attracted a following of important and intelligent men and women, many of whom were to remain devoted to her throughout her life.

While trying to establish peace among warring Italian factions, Catherine succeeded in her most daring venture -- persuading the seventh of the Avignon Popes, Gregory XI, to return to Rome. At his request, she went to Florence in 1378 as a peace envoy; she remained there until peace was restored between the Republic of Florence and Pope Urban VI, successor to Gregory, some nine months later.

After a short stay in Siena, Catherine went to Rome, probably at the invitation of Pope Urban VI, whom she helped in reorganizing and reforming the Catholic Church. She then attempted to restore Joanne I of Naples, a supporter of the anti-pope Clement VII, to obedience to Urban. However, her physical energy was exhausted; she died, at the young age of 33, in Rome on April 29, 1380. She was canonized by the Catholic Church in 1461, and declared a patron saint of Italy in 1939.



The impact Catherine had upon governments is matched by her effect upon Italian literature. She did not learn to read or write until she was in her twenties, but the letters she dictated are such models of classical Italian that the Italian Academy accepts any word used by her as a Catherian word for inclusion in the Academy's dictionary. Her best known writing is the *Diologo*, which consists of 380 letters and 26 prayers. They reveal an exceptional political flair, as well as a deep spirituality. The keynote of her teaching is that each person must withdraw into an "inner cell" to come to an understanding of self and God.

Theta Phi Alpha holds Catherine of Siena in such high esteem that her feast day (April 30) is the day we celebrate our founding and we have selected her motto as our own:

“Nothing great is ever achieved without much enduring.”

The Siena Medal is a round gold medal bearing the coat of arms of Theta Phi Alpha and inscribed in Greek with the motto of St. Catherine of Siena, “Nothing great is ever achieved without much enduring.” The recipients of the Siena Medal truly personify the words expressed in Theta Phi Alpha’s motto. The women that Theta Phi Alpha has recognized for their endurance and great accomplishments are:

- 1937 Agnes Regan - first Executive Secretary of the National Council of Catholic Women.
- 1938 Mary Merrick - founder and lifetime director of the National Christ Child Society for the care of underprivileged children.
- 1939 Agnes Repplier - essayist.
- 1940 Jane M. Hoey - social service worker; Director of the Public Assistance Bureau of the Social Security Board.
- 1941 Anne O’Hare McCormick - journalist, editor, world affairs reporter for The New York Times; in 1937, first woman recipient of the Pulitzer Prize in Journalism.
- 1942 Anne Sarachon Hooley - Director of the Women’s Division of the National Catholic Community Service; President of the National Council of Catholic Women; vocational guidance expert; business procedures adviser.
- 1943 Reverend Mother M. Katherine Drexel - founder in 1891 and lifetime superior of the Sisters of the Blessed Sacrament for Indians & Colored People.
- 1944 Helen C. White - Professor of English at the University of Wisconsin; novelist and critical scholar; President of the American Association of University Women; President of the American Association of University Professors.
- 1945 Mrs. Thomas F. Sullivan - mother of five sons lost off Guadalcanal on the U.S.S. Juneau in World War II.
- 1946 Mrs. Frances Parkinson Keys - novelist and biographer.
- 1947 Mary Theresa Norton - 1925-1951 United States Congresswoman from New Jersey; chairman of the House Committee on Labor.
- 1948 Sister M. Madeleva, C.S.C. - educator, author, poet; President of St. Mary’s College, South Bend, Indiana; President of the Catholic Poetry Society of America.
- 1950 Loretta Young - actress.
- 1951 Anne Laughlin - administrator of the National Youth Administration, the U.N. Relief and Rehabilitation Administration, and the U.N. International Children’s Emergency Relief Fund.
- 1952 Elizabeth Salmon - Professor of Philosophy at Fordham University; first woman President of the American Catholic Philosophical Association
- 1954 Sister M. Ignatia, C.S.A. - first to cooperate with the founders of Alcoholics Anonymous in the hospitalization of alcoholics in 1939.
- 1956 Phyllis McGinley - poet and essayist; one of 250 distinguished Americans elected to the National Institute of Arts and Letters; 1961 Pulitzer Prize recipient.
- 1958 Mary Harden Loomis - Chairman, Motion Picture Dept of the International Federation of Catholic Alumnae; executive staff member of the Catholic Office for Motion Pictures.
- 1960 Mary Ellen Kelly - immobilized arthritic who founded the League of Shut-In Sodalists.
- 1962 Maria Augusta Trapp - leader of the Trapp Family Singers.
- 1964 Irene M. Auberlin - Founder and President of World Medical Relief, Inc.

- 1966 Dorothy Julia Willman - Co-founder of the Summer Schools for the Christian Apostolate; Associate Editor of Directions magazine.
- 1968 Rosemary Kilch - outstanding lay-woman who has given continuing service to church and community on a national level; past president of Women in Community Service, Inc.; chosen Churchwoman of the Year in 1967 by the "Religious Heritage of America."
- 1976 Hattie Larlham - Co-founder and Former Administrator of the Hattie Larlham Foundation, a facility for the care of severely and profoundly disabled infants and children.
- 1986 Candy Lightner - Founder of Mothers Against Drunk Driving.
- 1988 Anne M. Burke - Court of Claims Judge for the State of Illinois; Founder and Director of the Special Olympics for the mentally retarded.
- 1990 Helen Thomas - UPI White House Bureau Chief of Staff; first female member & first president of the White House Correspondents Association; first female officer of the National Press Club.
- 1992 Eileen Stevens - Founder of C.H.U.C.K. (Committee to Halt Useless College Killings), an organization which combats hazing and educates members of Greek organizations about its effects.
- 1994 Linda Caldwell Fuller - Co-founder of Habitat for Humanity International, which builds and rehabilitates homes on a non-profit basis with volunteer labor, making them affordable to families with low incomes.
- 1996 Nancy Goodman Brinker - Founder of The Susan G. Komen Breast Cancer Foundation, an organization dedicated to breast cancer education, research, and legislative advocacy.
- 1998 Barbara McKillip - Founder of The Libri Foundation, an organization dedicated to providing children's books to rural libraries.
- 2000 Kaye Redfield Jamison, Ph.D - Expert/advocate in the field of manic depressive illness.
- 2002 Dr. Pamela Martin - Executive Director of Homeward Bound.
- 2004 Susan Davenney Wyner - Acclaimed soprano soloist who became a top conductor in America after a serious accident.
- 2006 Andrea Cooper - Mother who shares the story of her daughter's rape and subsequent suicide with college students.
- 2008 Diane Straub, M.D., M.P.H. - U.S. Paralympic team gold medalist and world record holder (1992, Barcelona; swimming); Associate Professor of Pediatrics, Director of Adolescent Medicine, and Co-Director of The Healthy Weight Clinic at the University of South Florida, Tampa, Florida.
- 2010 Emily Elizabeth Douglas – founder of Grandma's Gifts, Inc. Founded in 1993, at the age of eleven, Emily founded this organization in memory of her grandmother, Norma Ackison.
- 2012 Elizabeth Smart (Gilmour) – Activist for sexual predator legislation and the AMBER Alert system after her own kidnapping
- 2014 Rachel Simmons - Author who works internationally to empower young women to be more authentic assertive and self-aware.

Discussion Points:

Why do you think the founders selected St. Catherine of Siena as the patroness? What does our motto mean to you? What does it take to be recognized with Senior Service? Guard of Honor? Siena Medal? Which awards will you strive for?

Character Lesson: Living Up to the Standards

Objectives:

To be apprised of the function of the chapter Standards Board

To examine the efforts Theta Phi Alpha makes to ensure the safety of its members

Introduction:

Chapters are typically comprised of members who meet their personal obligations and live by the ideals of the Fraternity. At times, a member may begin to miss meetings, not complete job duties, or violate personal standards and/or expectations of the chapter. Measures are taken to correct this problem before it develops into a larger one (e.g., general apathy which can jeopardize the chapter's existence). The chapter Standards Board holds an important role in the area of member discipline.

Lesson:

Standards Board

Most chapters help keep operations running orderly by utilizing a Standards Board. The chapter's bylaws outline the structure, intent, and powers of its Standards Board; they differ from chapter to chapter. A Standards Board is a panel of collegiate members who oversee chapter matters including attendance, scholastics, and disciplinary matters. The Standards Board may establish fines for absences from events determined to be mandatory by chapter vote or bylaws, and serves as an appeal board for those members who have been fined. Both collegiate members and new members can be called to meet with this board.

Risk Management

It is likely that the founders did not discuss the concept of risk management in their weekly meetings. Today, however, it is likely that this is addressed on some level in all chapter operations. The goal of the Fraternity is to minimize personal risk for its members, chapters, associations and the Fraternity itself. Walking in pairs to campus events, utilizing third party transportation for chapter events, e.g., Formal, and complying with the National policies are ways to reduce risk.

Journal Entry: Week Five

1. What is your definition of service?
2. How does Theta Phi Alpha value service?
3. What daily events cause you stress? What large scale concepts cause you stress?
4. How are you coping with these daily stressors? Are you being effective in coping? Why or Why not?
5. How do the National policies impact you? Your chapter?
6. Select a recipient of the Siena Medal and research the woman. What do you learn about her? How does this enhance your experience of the Fraternity?

Week 6

Week 6

Week 6

Week 6

Week 6

Week 6

Week 6

Week 6



History Lesson: Here and Now

Objectives:

To explore Theta Phi Alpha's present and future

Introduction:

You have learned that Theta Phi Alpha has changed and grown in many ways since our founding. The Fraternity continues to evolve and grow and, as we move through our second century of sisterhood .

Lesson:

Loyalty is a quality of character without which the Fraternity would not thrive. It has been the duty of the chapter to develop and nurture this trait through the new member education program. As you have learned about Theta Phi Alpha, you have begun to develop your loyalty to the Fraternity. Additionally, your sisters have developed a sense of loyalty toward you.

Soon you will have opportunities to become more involved in the activities of, and accept positions of responsibility within, your chapter. These activities and positions will help you prepare for your years after college. The skills you acquire in leadership, time management, event planning, risk management, and other areas will serve you well throughout life.

In addition, you will leave college with a lifetime of friendships. The bonds of sisterhood will always be with you, through thick and thin, through good and bad. You sisters will laugh with you and cry with you, share your joys and your heartaches.

Theta Phi Alpha is for life. The bonds of sisterhood grow long after your college days. Becoming an alumna begins a wonderful part of your Theta Phi Alpha experience.

Alumnae serve Theta Phi Alpha in many ways by working with alumnae associations, colonies, chapters, and on the national level. Becoming involved with the Fraternity on a national level can be very rewarding.

If you recall, our Founders were, in majority, alumnae, who wanted to provide opportunities for college-aged women. As an alumna, you too will be in a position to assist women in their personal and fraternal development.

You will be an alumna much longer than you will be a collegian. By being an involved alumna, you will continue to strengthen and expand the bonds of sisterhood, for you and for Theta Phi Alpha.

Week 7

Week 7

Week 7

Week 7

Week 7

Week 7

Week 7

Week 7



Week Seven...

National Examination

This week new members will be taking the National Examination. A passing score of 85% or better is required of all new members in order to be initiated by the Fraternity.

Should you have any learning challenges which may impede your performance on the National Examination, please alert either the Membership Educator or the Chapter Advisor.

End of examination celebration:

The new members and sisters are to share a sisterhood activity

Week 8

Week 8

Week 8

Week 8

Week 8

Week 8

Week 8

Week 8



Unity Week

The week's activities for the new members center on the compass. Until now, the most common symbol of Theta Phi Alpha to the new member is the compass, featured on her new member pin, to guide her course through our program. Each night represents a point on the compass. The last night will be a compilation and explanation of *My Sister, My Friend*. This week will be a very important beginning to her life as a Theta Phi Alpha member. Each night, a different group of sisters will meet with the new members.

On some campuses, nightly meetings may be impractical for new members (e.g., commuter campuses). To allow new members the greatest experience, tailor the time frame to best suit your chapter's needs without altering the process of the events in any way.

Day One of Unity Week (e.g., Sunday) Rededication of Vows

Chapter members (initiated sisters only) will meet for Rededication of Vows. Alumnae may be invited. The attire is dressy. The Ritual Chairman coordinates the ceremony and prepares the room. The President will conduct the ceremony.

Day Two of Unity Week (Monday) West- Welcome

Dress up today for collegians and new members - wear badges and new member pins.

Sophomore sisters - Welcome new members to Unity Week and the beginning of their lives as initiated Theta Phi Alphas.

They should lead a discussion with the new members regarding Theta Phi Alpha's background and explain their personal experiences as new members. They may emphasize to the new members how the various personalities and talents of the different members combine to improve the chapter and produce a sisterhood that is a composite of the various participants. They should also explain to the new members that they are the future of the Fraternity and that they are the chapter's leaders of tomorrow.

- Reemphasize Theta Phi Alpha's history and founding.
- Personal positive experiences related to sorority life.
- Ask the new members about their expectations for the week of Initiation.

Day Three of Unity Week (Tuesday) South - Symbols

Junior Sisters – Symbols of Theta Phi Alpha

(Examples: rose, sapphire, compass, badge, new member pin, letters, creed, ritual)

Begin by asking everyone to stand and recite the creed in unison.

Seat everyone in a circle.

Discuss the importance of the creed and ritual.

Junior sisters share what the creed means in their everyday lives.

Share how we live our ritual and creed.

Share specific promises made during the new member ceremony and discuss the importance of vows taken at Initiation.

Unity Week

Day Four of Unity Week (Wednesday) East- Experiences

Senior Sisters - Experiences of Theta Phi Alpha

Seniors should explain to the new members what Theta Phi Alpha has meant to them and share words of inspiration for the new members who are beginning their commitment to Theta Phi Alpha.

Discuss how Theta Phi Alpha is not only what we say, but how we behave. Discuss how the sorority has helped them in school, how sisters have been there through difficult times, and how much they will miss their sisters when they leave.

Day Five of Unity Week (Thursday) North- Now and Forever

Dress up day for both collegians and new members - wear badges and new member pins.

Alumnae - Now and Forever

Conduct the non-denominational service (Additional Documentation) to focus on the spiritual aspect of Theta Phi Alpha. Seating should be in a comfortable atmosphere. Have a table with candles and something meaningful to alumnae or chapter on the table (example: a picture or a scrapbook). You may want to have a tablecloth. Use music and songs to help bridge the gap of years and establish a connection between the new members and the alumnae. (National office can provide a CD of songs).

The alumnae discuss the third phase of membership, sharing how their college experience in Theta Phi Alpha shaped them into the persons they are today; the lifetime friendships they have gained; and how the Fraternity continues to enhance their lives. The alumnae may review Fraternity history, taking care to point out the cooperation that it takes between collegians and alumnae for growth and positive change to take place.

Host a social with light refreshments, such as desserts and finger food.

Day Six of Unity Week (Friday) - Initiation

All preparations should be complete. The collegians should arrive at the destination first. Then, the new members should arrive no earlier than one hour before the ceremony is to start.

Discuss the size, logistics and lighting of the facility with the Ritual Chairman. The entire chapter should practice the ceremony completely before the ceremony starts.

Make sure you have enough badges for the ceremony and any other necessary items needed, such as ritual equipment, paper, pencils, soft music, radio, etc.

Remember to wear something dressy as you cannot be seen in Initiation attire in front of the new members.

Unity Week

Immediately prior to Initiation, your chapter will participate in a special time called “Unity Week”. This week is a vital part of My Sister, My Friend and is designed to provide a smooth transition from new member to initiate. Although the exact activities may vary slightly from chapter to chapter, the events of the week include a special time with each class (Seniors, Juniors, etc.) represented in the chapter, as well as a special Alumnae Night, during which alumnae share their perspective of Theta Phi Alpha. The chapter prepares for the Initiation of its newest sisters by conducting the Rededication of Initiation Vows ceremony and planning a special week of activities for sisters and new members.

Initiation

Upon successful completion of the new member education period, new members will be initiated as members of Theta Phi Alpha. Initiation into Theta Phi Alpha is a beautiful and meaningful occasion during which the ritual significance of our sisterhood is revealed.

As a new member, you participated in Fraternity rituals, such as the New Member Ceremony, and the Big Sister and possibly the Founder’s Day Ceremonies. The rituals of Theta Phi Alpha are a reflection of our founding and our heritage. Though modifications have been made throughout the years, our rituals remain a special and important part of our sisterhood. Because of our founding as a Fraternity of Catholic women, our rituals are based on Christian traditions but are not religious or worship oriented. Participation in ritual is a serious and important step in the development of each sister, as it allows for the chapter and each sister to focus on the meaning of our sisterhood and the purpose of our Fraternity activities.

The Ritual of Initiation is conducted by your Chapter President and all members of the chapter. Each candidate for Initiation wears white dress clothes and, of course, it is very important that all new members are in attendance. Your Initiation ends a very important phase in your development. However, as with most endings, this day leads to a beautiful beginning – the beginning of your experience as an initiated member of Theta Phi Alpha.

Within six months of your Initiation, you must purchase your badge, a symbol of your affiliation with Theta Phi Alpha. Your Initials, chapter name, and the date of your Initiation are engraved on the back of your badge. Your badge is a visible symbol of your commitment to Theta Phi Alpha and the sisterhood you share. It is a symbol you should wear proudly and often.

Compass Points

West..... Welcome

As new members, we welcome you to Theta Phi Alpha and to the experience of sisterhood that will remain a part of you... for life. As you begin to look forward to a lifetime commitment it is important for you to reflect on our origins, on the women who worked tirelessly to provide what is so enriching for us today. We join you in the reflection, in the consideration of our Founders, whose actions have allowed us to assemble together.

South..... Symbols

The Fraternity has given us many symbols which exemplify important facets of our values and traditions. Look to the symbols for strength, support, and the link to both our past and our future. The Compass “guides our way, firm and secure,” silver for a precious faith; the white rose for purity. As you walk through life, you will notice symbols in the oddest of places: an airport; a store in the mall; a place of business. The task of discovering the meaning of the symbols will be yours.

East..... Experiences

Through the power of sisterhood, experiences are enhanced. Many years from now, when reflecting on your college days, you will be reminded of the opportunities for growth that helped to cultivate the strong, confident woman that you will have become. You will have numerous opportunities for such experiences; they are yours to cherish.

North..... Now and Forever

Becoming a Theta Phi Alpha means making a commitment to uphold the ideals of the Fraternity and make them your own. Once a Theta Phi Alpha, always a Theta Phi Alpha. Your connections to the Fraternity will be forever present and you will find great peace with the knowledge that you are valued, simply for being.



Week 9

Week 9

Week 9

Week 9

Week 9

Week 9

Week 9

Week 9



Objective:

To become a fully integrated member of the chapter

Introduction:

Whew! You did it! In just eight weeks or less you have made a commitment to living the remainder of your life as a member of Theta Phi Alpha. You have learned about Theta Phi Alpha's history, incorporated Theta Phi Alpha's values as your own, and have made friends that will be there for you during good times, and bad. When you accepted your bid, you became a member, as yet uninitiated. Now, you have become an initiated member - with full rights and privileges of membership.



This week you are going to attend your first business meeting. You will be exposed to rituals that, until now, you have not been able to participate.

You will be receiving from the chapter the materials that you need to be successful as you move forward with your Theta Phi Alpha experience:

- *National Constitution and Bylaws*
- Theta Phi Alpha Handbook
- Chapter Bylaws
- Chapter membership binder (used to keep track of chapter meeting minutes, rosters, and other pertinent information specific to your chapter)

Ways to increase your comfort level as you transition from uninitiated member to initiated member include spending time with your Big Sister and discussing your expectations concerning the upcoming business meeting; utilizing the time management provided in this program to help facilitate continued adherence to the high academic standards while meeting the time obligations of the chapter. If you need help or have questions, please ask.

My Membership

The National Constitution and Bylaws outlines the requirements for membership. Please take the opportunity to read this, and other resources provided to you. Your experience is yours. It is critical to your success to understand as completely as possible the governance of the Fraternity, the National Policies, chapter standards and bylaws as well as any campus requirements for members.

Theta Phi Alpha is pleased to count you as a sister, and as a friend. Know that the National Officers and the Grand Council value your experience and work daily to ensure a bright tomorrow for the Fraternity.

“When I look at Theta Phi, I see you.”

Appendix A

National Constitution, Bylaws, Policies, and Procedures (National website under Chapter Officers and Chairmen resources)

Appendix B National Roster (National website under Chapter Officers and Chairmen)

Appendix C

Calendar of Due Dates (National website under Chapter Officers and Chairmen)

Appendix D

New Member and Collegiate Rosters (National website under Chapter Officers and Chairmen)

Appendix E

University and Chapter Calendar (University website and National website under Chapter Officers and Chairmen)

Appendix F

Alternate Timeline for *My Sister, My Friend*

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Theta Phi Alpha Big Sister Contract

**Appendix L Glossary
of Terms**

Appendix F Alternate Timeline for *My Sister, My Friend*

For those chapters on a 6 week shortened program, you will follow the following timeline:

- Week 1: Same as outlined
- Week 2: Same as outlined
- Week 3: Same as outlined
- Week 4: traditional week 4 as well as the New Member Retreat to cover Weeks 5 and 6. This means that you must have the New Member Retreat at the end of the fourth week. Conduct the Big Sister/Little Sister Ceremony in the first or second week. Advisory Board Interviews should take place during this week as well.
- Week 5: New Member examination
- Week 6: Unity Week and Initiation
- Week 7: Links

Appendix G Theta Phi Alpha Non-Hazing Policy/Contract

****This document is vital to the furtherance of your education in this organization; therefore, you are asked to read it carefully. In order to continue My Sister, My Friend you must sign this contract. The original document will be kept on file at Theta Phi Alpha's National Office.**

An effective way to live Theta Phi Alpha's Mission is through participation in a comprehensive education program that teaches the history of Theta Phi Alpha as well as the educational, social, spiritual, service and moral standards for achievement in the college years and beyond. Theta Phi Alpha members are encouraged to respect themselves and their sisters through participation in activities that promote positive development. Negative activities discourage new members and draw criticism from the college campus, community, parents and potential members.

Hazing is a series of negative activities commonly associated with the men and women of Greek-lettered organizations. Although hazing activities are not restricted to fraternities and sororities, hazing has eroded the image of these organizations on campuses nationwide. These senseless acts of hazing create liability risks for the chapters and individuals involved, and they hinder the ability to build strong, lasting friendships based on trust and sisterhood.

Hazing is not only defined by Theta Phi Alpha and the National Panhellenic Conference (NPC), but also by numerous states, colleges, and universities. Hazing can have legal ramifications for both chapters and individuals, as hazing is illegal in most states. Individuals involved in hazing incidents could serve time in jail or face judgments from civil lawsuits. Chapters involved in hazing can be suspended from the college or university campus and/or have their charter suspended from the national organization. Hazing is a serious concern in the Fraternity and sorority community and it is important to remember to respect all persons both physically and psychologically. Although hazing is often associated with actions directed towards new members, hazing can be damaging to any participant, whether a new member or initiated member. The importance of treating every person with respect and dignity is critical in the development of sisterhood and trust.

The National Panhellenic Conference (NPC) and Theta Phi Alpha define hazing 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 or situations include creation of excessive fatigue; physical and psychological shocks; wearing in public apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with academic activity, and any other activities which are inconsistent with the rituals of the Fraternity or regulations and policies of the educational institution."

Theta Phi Alpha wants each new member and member to have the best experience possible, in a safe and welcoming environment. Some activities are unacceptable actions at any time by a chapter or member of Theta Phi Alpha because these activities place the chapter and Theta Phi Alpha at risk due to the inherent danger of the activity. **The following is a list of activities considered to be hazing and subject to the disciplinary procedures of the National Policy on Membership Education, regardless of whether any new members participated in the activity:**

- Scavenger or treasure hunts
- Kidnapping or confinement
- Stranding an individual
- Road rallies
- Required calisthenics or other exercise
- Paddling
- Forced or encouraged excessive consumption of food or beverages (including alcohol)
- Deprivation of food or water
- Full or partial nudity at any Theta Phi Alpha event (other than changing clothes under appropriate conditions)
- Lineups
- Interrogations
- Blindfolding
- Prohibiting personal hygiene practices

The activities listed above are always considered hazing and have no place in Theta Phi Alpha. Other activities may also be considered hazing under our policy on Membership Education, as this list is not meant to be a complete list of hazing activities.

Three Main Types of Hazing	Definition	Examples
Subtle	Subtle hazing goes against accepted Fraternity standards of conduct, behavior, and good taste.	Activities or attitudes directed toward a new member that ridicule, humiliate or embarrass.
Harassment	Harassment hazing causes mental anguish or physical discomfort to the new member. It is an activity directed toward a new member that confuses, frustrates, or causes stress.	Singing embarrassing songs, lineups, interrogations or being yelled at.
Dangerous	Any activity that endangers someone's life, physical health or mental health.	Forced consumption of alcohol, physical stunts, or physical abuse.

I, _____, of _____ chapter, have read the above stated information in this contract and I pledge to abide by all that it states. I will not engage in any activities listed above, or in other activities which I believe to be hazing. I will not allow myself to be hazed.

I, _____, of _____ chapter, promise to contact the proper channels of communication if I ever have knowledge of any hazing activity going on in my chapter or my Fraternity.

Signature: _____ Date: _____

Appendix H

Depledging and Repledging

No matter how carefully a Fraternity may select a new member, sometimes the relationship is not beneficial to both parties. The membership education period allows the new member to become acquainted with chapter members as well as to understand the obligations and responsibilities of membership.

A chapter may find that it no longer is able to accept a new member as a member of the group for scholastic or other serious reasons. If, after discussion of the matter by the collegiate members in the chapter meetings, approval of the chapter Advisory Board, and finally, after a chapter vote, the chapter decides to break the pledge, the proper chapter officers will tell the new member of the decision frankly, kindly, and on a timely basis.

A new member may find that for personal reasons, she no longer wants to become part of the Fraternity. Then, in the best interests of all concerned, she should surrender her pledge. When making such a decision she must be made aware of the agreement followed by the member groups of the National Panhellenic Conference: for a period of one year from the date she makes her pledge, no other member group of the National Panhellenic Conference is permitted to offer her membership.

No new member should make the decision to withdraw from the Fraternity without discussing her reasons honestly with the Membership Educator and/or the Advisory Board.

The suggested length of a pledging period is between six and ten weeks, with eight weeks being the recommended length. In a few cases, the requirements for Initiation may not be met during this time. With the approval of the chapter's Advisory Board, it is sometimes possible for the chapter to extend the pledging period for certain individuals. The pledge that a woman makes to Theta Phi Alpha is binding for a one year period, which is the maximum allowed by the National Panhellenic Conference. If the requirements for Initiation are not met by the expiration of this pledging period, a woman may be repledged only for extraordinary reasons.

The chapter is obligated by the *National Constitution and Bylaws* to meet to discuss the continued fit of the new members into the chapter and is permitted to vote on each new member prior to Initiation. A unanimous vote is required for Initiation.

Appendix I

Prepared Statement on the National Examination

The national exam is a requirement of all new members. In order to be granted permission to initiate, a new member must attain a score of 85% or better. The national exam is a tool by which the Fraternity measures the knowledge shared by the Membership Educator. It is believed that all members of the Fraternity understand and appreciate the history of our founding and the processes by which the Fraternity governs, among other valuable information.

The national exam is to be conducted by open book. Should you have any learning challenges which will impede your possibility of success on the examination, please alert either the Membership Educator or Chapter Advisor.

APPENDIX J1

Big Sister Application

Name: _____

Age: _____

Major: _____

Hobbies: _____

Interests: _____

Hometown: _____

Favorite Movies: _____

Favorite TV Shows: _____

Favorite Music: _____

Favorite Color(s): _____

Siblings: _____

Pets: _____

Likes: _____

Dislikes: _____

Local Address: _____

Phone Numbers:

Home: _____ Cell: _____

List any sisters you have already:

If you could pick your little sister, list 3 people you might choose:

Name	Why would you choose this person?

APPENDIX J2 Little Sister Application

Name: _____

Age: _____

Major: _____

Hobbies: _____

Interests: _____

Hometown: _____

Favorite Movies: _____

Favorite TV Shows: _____

Favorite Music: _____

Favorite Color(s): _____

Siblings: _____

Pets: _____

Likes: _____

Dislikes: _____

Local Address: _____

Phone Numbers:

Home: _____ Cell: _____

If you could pick your big sister, list 3 people you might choose:

Name	Why would you choose this person?

Appendix K

Theta Phi Alpha Big Sister Contract

One person will play a significant role in each new member's development in Theta Phi Alpha. That person is her Big Sister. As a Big Sister, you are there to celebrate accomplishments, answer questions, serve as a role model, and most importantly, share in the journey to Initiation and beyond.

The following are the responsibilities of a Big Sister:

- Display a personal interest in your Little Sister.
- Maintain a stable grade point average.
- Demonstrate financial responsibility to the chapter by paying dues and fees on time.
- Make sufficient time to devote to developing a relationship with your Little Sister.
- Introduce your Little Sister to other sisters in the chapter and other people on campus.
- Follow your Little Sister's scholastic progress and help her when needed.
- Serve as an example of a good Theta Phi Alpha by attending meetings and activities, discouraging unhealthy behaviors, and playing an active role in the Fraternity.
- Meet with your Little Sister at least weekly to discuss Theta Phi Alpha and your personal lives.

I understand that this relationship will require teamwork. I promise to do all I can to fulfill the obligations of a Big Sister.

Signature: _____ Date:

