Web Version of the Procedures & Curriculum Manual

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Membership Intake Program

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* The Full T.O.R.C.H. Appendix with Affirmation Ceremony & Induction Ceremony can only be found on the CD version of this manual.
SIGMA GAMMA RHO SORORITY, INC. MISSION STATEMENT

“It is the mission of Sigma Gamma Rho Sorority to enhance the quality of life for women and their families in the U.S. and globally through community service, civil and social action. Our goal is to achieve greater progress in the areas of education, health awareness, and leadership development. Our members, affiliates, staff and community partners work to create and support initiatives that align with our vision.”

What is T.O.R.C.H.?
In March 2002, the Board of Directors of Sigma Gamma Rho Sorority, Inc. met in Chicago, Illinois to make recommendations for a new membership intake program. The goal of the body was to design a program in which training would be received as part of the intake period rather than after the 28-day process (which was the case in the previous process), while still ensuring the safety and dignity of the prospective members. The recommendation from the body was to focus on “Teaching Obligations, Rights, Characteristics and History” or T.O.R.C.H.

At the national convention in 2002, the program was approved as a pilot. Minor changes were incorporated from suggestions and lessons learned during the pilot period.

At the 2004 national convention in Memphis, TN., the membership formally confirmed T.O.R.C.H. as the official membership intake process of Sigma Gamma Rho Sorority, Inc., for all undergraduate and alumnae applicants.
SIGMA GAMMA RHO SORORITY, INCORPORATED

“HAZING IS WRONG, PROHIBITED AND UNAUTHORIZED”

Sigma Gamma Rho Sorority, Inc. prohibits the hazing of persons who aspire to attain membership in the sorority, is a participant in the membership intake program, or who has been inducted as a sorority member.

Hazing is defined as any activity or behavior towards another person that causes or threatens to cause emotional or physical injury or death, or which causes emotional and physical discomfort, embarrassment, harassment, or ridicule. By way of example, such prohibited activities and behaviors include, but are not limited to:

blindfolding; yelling at, berating or bullying an individual for any reason or purpose; personal servitude; requiring the running of errands or performing personal or maid services; activities likely to cause fatigue; physical or psychological challenges; treasure or scavenger hunts; purchase and/or wearing of designated types of apparel or apparel that is conspicuous and not normally in good taste; engaging in stunts, pranks, degrading or humiliating games and activities; late work sessions; physical or emotional assaults; drinking games; sexual activities; diet restrictions; the encouraged, required, suggested or forced consumption of any liquid, alcohol or other disorienting substances; activities that require complete or partial submerging in water; and/or any activity that may or can cause bleeding, bruising or lack of consciousness.

Any such activity is wrongful and violates the Sorority’s policy regardless of whether any person or persons involved in the conduct believes that the participants in the activities are doing so by consent. The Sorority also adopts and incorporates herein the hazing policies established by the National Pan-Hellenic Council.

Any member, affiliate member or prospective member who has knowledge of hazing activities occurring or having occurred in the sorority shall immediately, but no more than 24 hours after acquiring such information, make a report to the Executive Director at 1-888-747-1922. Any member, affiliate member or prospective member who has knowledge of, but does not report that knowledge within 24 hours after acquiring the information shall be considered to have assisted in the incident and shall be subject to disciplinary action, up to and including expulsion.

Any person who engages or participates in, encourages, aids, or assists in hazing violates the sorority’s policy against hazing and will be subject to:

- Disciplinary action by the sorority, including permanent expulsion and loss of member status and privileges;
- Disciplinary action by the college/university, as appropriate, in accordance with applicable campus and student rules of conduct;
- Criminal prosecution in accordance with local, state and federal criminal codes and statutes; and/or
- Civil prosecution, as appropriate in local, state and/or federal court, by the sorority and any party suffering injury as consequence of the hazing behavior and activity.
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In all circumstances, any person who might ever be requested to violate the sorority’s policy against hazing, or who might otherwise be asked to engage in demeaning or dangerous conduct, is required to refuse such a request and immediately make a report to the International Headquarters at 1-888-747-1922 or to their respective Regional Syntaktes within 24 hours after incident.

Any person found guilty of violating this policy shall be subject to disciplinary action, up to and including expulsion. Any reports of violations of this policy can be reported to the International Headquarters at 1-888-747-1922.
SIGMA GAMMA RHO SORORITY, INC.
MEMBERSHIP REQUIREMENTS

Sigma Gamma Rho Sorority, Inc., Bylaws Section 201 and 202 identify the guidelines for accepting undergraduate and alumnae members into the sorority.

Listed below are other categories of membership in situations where a charter has not been approved for a campus:

- **Regional Undergraduate Chapter (Article III, Section 301 C)** – “a regional undergraduate chapter will be established for inducting members on campuses where the institution does not allow for the chartering of Greek lettered organizations on its campus.” The Sorors only section of the international website has the procedural requirements for utilizing this category. Please note that a letter must be secured from the educational institution stating that the chartering of Greek organizations is not allowed. The Regional Syntaktes must review and approve. The sponsoring alumnae chapter, which must be located no more than 30 miles from the undergraduate’s educational institution, must submit a petition signed by 51% of its membership acknowledging their support for management of these undergraduate members. (NOTE: This is the category of membership available to prospective members from online universities; all steps must be taken, however, the distance between the sponsoring alumnae chapter can be more than 30 miles from the online university campus.)

- **Regional Undergraduate Expansion Chapter (Article III, Section 301 (d))** – A regional undergraduate expansion chapter is utilized for inducting members on campuses when the criteria for the establishment of a chapter is not met. This chapter will be under the direct supervision of the region with a sponsoring alumnae chapter, per school. This category may only be utilized for a temporary period of time and such chapter shall be dissolved upon the fulfillment of the requirements for chartering a chapter. It should be used when the advising chapter is working to charter a chapter and either the members drop below five or the rationale is that there must be some visibility on a campus to promote the sorority. Before this process begins, the advising chapter and region must take all the necessary steps for charter. When this category of membership is used the end goal is always to charter.

- **Colony (Article III, Section 302)** – A colony may be organized in special cases where chapters may not be established until the required number of members are attained in keeping with the college or university regulations. (This is done after the college or university President has extended an invitation to the Grand Basileus.) The sorority will utilize this category where there are five members thus meeting the sorority requirements to charter a chapter; however, the educational institution requires more members to charter. In these cases the group is eligible for charter based on Sigma Gamma Rho Sorority, Inc., requirements, but the educational institution requires more but will support a colony at their institution. Colonies are identified in sorority records by the designation “Colony” followed by the name of the educational institution. Colony status shall continue based on the educational institution’s timeline for fulfilling all the requirements for chartering a chapter.
T.O.R.C.H. POLICIES

1. Only sorors who are financial, have valid T.O.R.C.H. certification status, have no pending disciplinary actions and are not serving any current disciplinary sanctions will be allowed to participate in any of the T.O.R.C.H. activities outlined in this manual. T.O.R.C.H. certifications must be renewed every 24 months.

2. Sorors remitting national membership dues that are received after October 1st will be subject to the standard International Corporate Headquarters 30-day processing timeline plus an additional 45-day region review timeline. Regions will submit updates of T.O.R.C.H. Certifications List to be posted on the sorority’s official website not less than twice per year.

3. During the grace period (July 2 – September 30), sorors and chapters whose dues were paid the previous year and who are in good standing have the right to participate in all sorority activities, including T.O.R.C.H. training. However, chapters who wish to submit a T.O.R.C.H. calendar between July 1 and October 1, must pay assessments at the regional and national levels before a T.O.R.C.H. calendar and induction will be approved, even if their dues and assessments were paid the previous year.

4. The activities contained in this manual are the only activities sanctioned by the sorority. Chapters who add activities not listed in this manual or who do not implement the activities within this manual in their membership intake program will be subject to disciplinary action.

5. A full T.O.R.C.H. calendar must be submitted to the Regional Syntaktes, with copies to the Alumnae Advisor and the Undergraduate Chapter Coordinator at least 14 days prior to any informal or formal rush. The calendar may be submitted electronically with an electronic signature. Calendars must be approved by the Syntaktes prior to beginning the T.O.R.C.H. process. Failure to comply will result in T.O.R.C.H. violation sanctions.

6. Any chapter that does not adhere to the timeline as outlined in this manual will be subject to disciplinary action. Any changes that need to occur in the timeline must be approved in writing. Permission requests must be submitted to the Syntaktes for approval from the First Grand Anti-Basileus.

7. All T.O.R.C.H. activities must occur between the hours of 8:00 a.m. and 10:00 p.m. All T.O.R.C.H. activities shall be held in a public facility (i.e. university campus, library, community center, and not in a private residence).

8. No T.O.R.C.H. activities are allowed to occur during any university holiday that lasts longer than 48 hours.

9. T.O.R.C.H. Modules are to be administered by the undergraduate chapter advisor or her designee (in the case of an undergraduate chapter) and chapter Anti-Basileus only. The Anti-Basileus and chapter advisor (if applicable) can invite additional sorors to the educational module for specific instructional activities. However, the additional sorors must be supervised by the Anti-Basileus or advisor (in the event of an undergraduate chapter). Due to issues of organization liability, the number of invited sorors cannot exceed more than three additional sorors. At no time should there be “spectators” coming from the chapter who do not have a specific instructional duty during the educational module. As the ex-officio of all committees of the chapter, the Basileus is an automatic member of the membership committee. Additionally, members from chapters other than the sponsoring Alumnae chapter are not allowed to be a part of the instructional activities, except for when a chapter is being chartered or reactivated, in which case, the Regional Syntaktes must give written permission specifically approving participation by sorors from another chapter.
10. The maximum number of related* chapters engaged in a simultaneous process is limited to four chapters. As an example, the composition of the four chapters may include the supervising graduate chapter and their three sponsoring undergraduate chapters. Undergraduate chapter processes must be administered and managed by the assigned supervising graduate chapter.

The maximum number of sorors allowed to participate in a training module is based on the following scale provided below. The Anti-Basileus, or her designee, is required to be present during all training modules.

(*Related is defined only as a graduate chapter and their sponsored undergraduate chapters.)

<table>
<thead>
<tr>
<th>MODULE ATTENDANCE SLIDING SCALE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Number of Aspirants</strong></td>
</tr>
<tr>
<td>1-4</td>
</tr>
<tr>
<td>5-9</td>
</tr>
<tr>
<td>10-14</td>
</tr>
<tr>
<td>15-19</td>
</tr>
<tr>
<td>20-24</td>
</tr>
<tr>
<td>25 – over</td>
</tr>
</tbody>
</table>

11. Any chapter that proceeds with induction without first receiving written clearance from International Headquarters will be subject to disciplinary action.

12. It is strictly forbidden for any contact to occur between members and candidates after the Formal Tea.

13. Random quality checks will be conducted throughout intake processes held across the country in order to continuously obtain real-time data for analysis and evaluation.

14. Membership intake experience surveys will be distributed to newly inducted sorors and chapter members at the conclusion of all T.O.R.C.H. processes in order to document and measure the effectiveness of our intake program with the outcomes provided annually to the membership.

15. Candidates are required to complete a National Community Service Project within 30 days of their induction date.
T.O.R.C.H. ROLES AND RESPONSIBILITIES

1. Chapter Anti-Basileus
   a. Serves as the Membership Intake Chair, responsible for the implementation of and adherence to the sorority’s T.O.R.C.H. program.
   b. Responsible for keeping the chapter, especially the chapter Basileus, informed of all guidelines in the T.O.R.C.H. process.

2. Chapter Basileus
   b. Should fully support and assist the Anti-Basileus whenever necessary. Chapter Basileus may actively participate in the T.O.R.C.H. process for chapters.

3. Sponsoring Alumnae Chapter
   a. Responsible for serving as an advisory and financial resource to the undergraduate chapter(s). The undergraduate chapter advisor must provide reports and updates to the sponsoring alumnae chapter.

4. The Undergraduate Chapter Advisor has several responsibilities when the chapter she advises has been approved to conduct a T.O.R.C.H. process. Her responsibilities include, but are not limited to:
   a. Must attend all T.O.R.C.H. activities. If she cannot be present she will make sure that another active, T.O.R.C.H. certified member of the sponsoring alumnae chapter attends in her place;
   c. Serve as a liaison between the sponsoring alumnae chapter and the undergraduate chapter, ensuring that the sponsoring alumnae chapter is informed of the activities of the undergraduate chapter;
   d. Responsible for keeping the lines of communication open between the undergraduates and sponsoring alumnae chapter;
   e. Solicit the assistance of the alumnae sorors in her work;
   f. It is important that the undergraduate chapter advisor not only keep the alumnae chapter informed of the successes of the chapter, but also of the challenges/problems of the chapter.
T.O.R.C.H. STAGE I

New members are an integral part of the growth and sustainability of the sorority. Each chapter has a responsibility to increase membership and must be active in recruiting the best and brightest women in our communities who can further the cause of the sorority. During Stage I, interested women are referred to as aspirants as they aspire to become women of Sigma Gamma Rho. Chapters must commit to developing a recruitment plan. “If you fail to plan, then you plan to fail.” So let’s plan to recruit.

First, identify your target audience, which should be your entire campus or community. If the focus is only on African American women, who may already be a small population on your campus or in your community, you are limiting the number of people who may actually learn about your organization. Like the old saying goes, “if you focus on the moon, you may actually reach the stars.”

Second, brand your chapter through an effective marketing plan by understanding the nuances between marketing, promotion and publicity. Simply put: marketing is bringing an event or program to the attention of your audience; promotion is keeping on-going activities and the organization on the minds of your audience; and publicity is being mentioned in the media. These elements have to be well thought out utilizing both print and social media, which must be consistent and constant, and it has to be widespread. Be sure your chapter’s website and/or social media pages are updated with current information. Be sure to utilize your campus or community newspapers for any large events your chapter may host. You can later use the article in your promotion effort.

Third, create a wish list or needs list of the types of characteristics, values, talents and skills that are needed for your chapter’s stability and success. Not everyone must have the same skill sets or personality. One success factor in an organization can be its diverse membership which provides various resources and skills.

Fourth, build relationships with those whom you have identified as potential aspirants. Many members join because of the relationships they build with current member(s) of the organization, which leads to the perception of a strong sisterhood within the organization. Sisterhood is one of the main reasons why women join. Building relationships serves two purposes: 1) they get to know the members of the organization, which can lead to a stronger commitment, and 2) you can determine if the aspirant meets the characteristics your chapter desires. One way to accomplish this is to assign a chapter member to an aspirant to begin building the relationship. Starting one-on-one relationships helps get the entire chapter involved with the recruitment plan, but also makes it easier for the aspirant to feel comfortable. Do not forget to discuss as a chapter what this will look like (i.e. coffee meetings, phone calls, Facebook® friends). Plan opportunities for all aspirants and members to come together to encourage relationship building. Remember to be authentic, genuine and personable.

Lastly, invite an aspirant to join the organization. People feel valued when someone actually recommends them for something. Simply put, people want to be asked. Make your intentions clear if your chapter is interested in a specific person for membership.

Recruitment can be fun, effective and efficient, but it has to be seen as a necessary tool for the growth, stability and success of the sorority. The only way to ensure that we induct the future leaders of our chapters...
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and the sorority is to become more strategic and focused with our recruiting efforts. In doing so, we will demonstrate to our communities that we are not only relevant, but that the best and the brightest find membership in Sigma Gamma Rho desirable.

**Suggested Recruitment Activities**

**INFORMATION SESSIONS**

An information session, also known as an informational, shall inform interested women, or aspirants of the sorority’s dedication to educational issues, service, support and development for women. The information session should be professional but comfortable. Chapters should provide refreshments and information packets to attendees. The presentation should be constructed with the following in mind and should be held in a public facility (i.e. university campus, library, community center, etc. and not in a private residence):

- Sorority purpose and focus
- Recent highlights of the sorority and current chapter activities
- The type of woman who is a “good fit” for the sorority
- Minimum qualifications
- Intake program design and benefits
- Intake program requirements/expectations
- Approximate cost
- Chapter events planned for the semester, or next several months, and how attendance to these programs will be determining factors to selection
- Give date of formal rush, invitation to formal rush will only be extended to women selected by the chapter
- Next steps if selected for membership: Invitation to Formal Rush

**COMMUNITY SERVICE**

Aspirants should be invited to all community service projects sponsored by the chapter. Participation in the chapter’s service projects serves two purposes: 1) an opportunity to learn more about each aspirant and vice versa, and 2) to determine how serious the aspirant is about service. *Please note these events are not mandatory.*

**SOCIAL ACTIVITIES**

Invite aspirants to open public social events sponsored by the chapter to observe an aspirant’s behavior and actions in public and with other people. Additionally, the chapter may consider sponsoring “interest-only” social events, such as a dinner or activities like bowling or attending a play. However, these activities must occur in a public setting. *Please note these events are not mandatory.*
INVITATION TO FORMAL RUSH

At least two weeks prior to the start of the T.O.R.C.H. calendar, the chapter shall decide which aspirants should be extended an invitation to the formal rush. Once the selection is approved, the Anti-Basileus should send the invitation to Formal Rush at least two weeks prior to the event.

If the chapter chooses to conduct interviews on the same day of the Formal Rush, the interview schedule should be determined. The date, time and location must be included in the Formal Rush Letters. Both Formal Rush and Interviews must be conducted between the hours of 8:00 AM and 10:00 PM.
T.O.R.C.H. STAGE II
EDUCATION AND INDUCTION OVERVIEW

Stage II begins the formal process of screening and selecting aspirants, transitioning from aspirants to candidates, and educating candidates so that they can become members. This period of T.O.R.C.H. should be viewed as serious and be given the utmost respect in its execution to ensure that candidates for membership all receive the same type of T.O.R.C.H. program and have similar experiences and outcomes throughout the program. The following must be adhered to in the execution of the T.O.R.C.H. program:

**Formal Rush**
The purpose of the Formal Rush is to inform aspirants that they are being invited to membership and to explain the process of becoming a member. The Formal Rush should NOT be an informational. If an aspirant has not attended an information session or in some way learned about the sorority the chapter should consider not inviting her to the Formal Rush.

1. Send invitations no later than two (2) weeks prior to the Formal Rush. Aspirants should be informed to bring an updated professional resume, either two (2) sealed copies of official college transcripts or a copy of a bachelor’s degree, and two (2) letters of recommendation – one from a community leader and one from a member in good standing.
2. The attire for the Formal Rush is business professional.
3. Distribute an information packet that includes the Application Submission Letter and the Membership Application Packet.
4. Aspirants are to complete the entire application packet and return the completed packet to the Membership Chair prior to departure.
5. Collect from each aspirant her resume, transcript, and letter of recommendation
7. An interview sign-up sheet should be passed around for each aspirant to sign up for an interview.

**Interview**
The purpose of the interview is to confirm the eligibility requirements of each aspirant and to ensure that each aspirant possesses the characteristics of a Sigma Woman.

1. Follow the prescribed interview questions available in the appendix.
2. The chapter’s membership committee will present the chapter with an overview of the application packets.
3. Use the **T.O.R.C.H. Aspirant Evaluation and Interview Guidelines** as a tool to make selection decisions. The guidelines are available in the appendix.

**Selection**
The purpose of the Selection process is to determine whom to recommend for membership by consensus.

1. The chapter shall vote on each aspirant.
Response Letters

The purpose of the Response Letter is to inform an aspirant of the chapter’s final membership recommendation. The Anti-Basileus, and Advisor in the case of an undergraduate chapter, is responsible for managing the response letter process. NOTE: The Response Letter template SHALL NEVER be altered.

1. Use the Response Letter template provided in the Administration Packet or through the “Sorors Only” section of the National website.
2. The letter can be delivered by email, but only if the letter is in a portable document format, or PDF. Response letters are not to be hand delivered.

Application Packets and Recommended Prospective Members Report (RPMR)

The Anti-Basileus, and Advisor in the case of an undergraduate chapter, should prepare all application materials, which are sent directly to National Headquarters and the RPMR, which is sent to the Syntaktes.

1. Each aspirant must make two (2) copies of the complete application packet, including payment. The aspirant should retain one copy, while the original packet and second copy are submitted to the Anti-Basileus.
2. The Anti-Basileus, and Alumnae Advisor for an undergraduate chapter, must review the aspirant’s application packet to ensure that all required materials are in order.
3. Please note that any incomplete application packets sent to National Headquarters will be returned to the chapter and result in a possible delay or complete restart of the T.O.R.C.H. Process.
5. All transcripts, whether for graduate or undergraduate membership, must be included in the application packet in a sealed envelope from the Registrar Office to be accepted by National Headquarters. Note: An alumnae aspirant may submit a copy of her diploma.
6. For undergraduate chapters, aspirants should also include an unofficial transcript from the Registrar’s Office so the chapter can verify that she meets the minimum academic requirements for membership.
7. Transcripts must include two things:
   a. That the aspirant has a cumulative grade point average (GPA) of at least a 2.5 from the current school of enrollment; (Please note: The University’s GPA requirements supersedes that of Sigma Gamma Rho) and
   b. That the aspirant is currently enrolled at the school at which she is seeking membership.
8. If the transcript is found to include only a portion of the required information listed above, the aspirant must be instructed to secure a sealed letter from the Registrar’s Office outlining the information that is missing from the transcript.
9. Send the RPMR to the Regional Syntaktes for approval. The Syntaktes will forward it to National Headquarters.
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Workshops
The workshops are designed to prepare the candidates for sorority membership with a goal to provide training about potential challenges and addressing sorority expectations for the member. The Anti-Hazing Workshop and Conflict Resolution Workshops can occur on Days 11-16. However, the Time Management Workshop must be completed on Day 17. All workshops must be conducted in person, face to face.

1. **Anti-Hazing Workshop** (1 hr.)
2. **Conflict Resolution Practices Workshop** (1 hr.)
3. **Time Management Workshop** (1 hr.)

Membership chairs must provide written documentation confirming successful completion of the aforementioned workshops. The maximum of two (2) workshops can be completed on the same day. If this occurs, the time limitation cannot exceed 2.5 hours.

Educational Method
Sigma Gamma Rho Sorority, Inc. is a sisterhood interested in not just creating members for the moment, but building members for a lifetime. In order to accomplish this, education must be a key component. During the life of an active member of Sigma Gamma Rho Sorority, Inc., members should be constantly educated, and education starts at home in the local chapter. However, education will begin at each sorority activity, whether it’s a chapter meeting, area meeting, regional conference or Boule. The education sessions are designed to provide a foundation to begin building knowledge of the sorority so that sorors can become contributing lifelong members.

1. Each module includes a week of daily assignments that are to be completed.
2. Assignment Day 1 begins the first day AFTER the FORMAL TEA.
3. The assignments are designed to encourage candidates to use time management skills to show how daily action can lead to success.
4. All assignments must be completed in the order listed for candidates to participate in weekly discussions entered into their candidate journal.
5. If a candidate does not have an assignment completed, she should be allowed to work collaboratively with another candidate or with the Anti-Basileus, if there is only one candidate.
6. Empowerment exercises occur during the weekly meeting at the beginning of each educational module.
7. During each weekly meeting, the Anti-Basileus will review the week’s assignments and subsequent questions to be answered by the membership class in a discussion format.
8. Candidates are required to attend all T.O.R.C.H. modules, which are to be no longer than four (4) hours in length. Candidates are encouraged to study with one another, BUT only if they can ALL agree on a time to meet to avoid cliques being created within the membership class. (NOTE: this is not a requirement)
T.O.R.C.H. STAGE II
EDUCATION AND INDUCTION TIMELINE

**DAY 1:**
**FORMAL RUSH**
Aspirants are congratulated for being identified as potential candidates for membership. There are light refreshments and a brief overview of the sorority. The chapter will review in detail the membership packet and the items needed for the interview. Aspirants should bring a resume, an unofficial transcript and letter of recommendation to the interview. If interviews will occur the same day as the Formal Rush, Aspirants should bring two copies of their official transcripts. Aspirants are to be allotted time to complete the entire membership application package during the Formal Rush. The Membership Chair shall retrieve the completed membership application packet from each Aspirant at the conclusion of the Formal Rush. These items should be used in the final selection. Chapters should use the “Interview Sign-up” sheet (See Appendix) for aspirants to sign-up for an interview time, unless those times were assigned prior to the day of Formal Rush. Additionally, aspirants should be given a timeline of the total T.O.R.C.H. program to begin scheduling it into their own calendars.

**DAYS 1-4:**
**INTERVIEW**
Only questions outlined on the “Aspirants Evaluation and Interview Form” (See Appendix) can be used for the interview.

**DAY 5:**
**SELECTION**
The chapter has 24 hours to review interview notes and documents submitted by the aspirants to make a final decision as to who should be recommended for membership.

**DAY 6-8:**
**RESPONSE LETTERS**
A letter of approval or denial for membership should be sent to each aspirant within 72 hours of the Selection meeting. The letter can be sent as an attachment via email, but only if the letter is in a portable document format, or PDF. See “Response Letter” templates in the Appendix. NOTE: The Response Letter templates SHALL NEVER be modified.
DAY 9: APPLICATION PACKET & RECOMMENDED PROSPECTIVE MEMBERS REPORT (RPMR)

a) Application packet includes: application checklist, official membership application, aspirant’s induction fee form, terms and conditions, Policy on Hazing, arbitration agreement and GPA/Degree Verification (Aspirants for alumnae membership can submit a copy of the actual diploma or one sealed copy of their college transcript. Aspirants for undergraduate membership must submit a sealed transcript from the respective school’s Registrar’s Office), $25.00 non-refundable application fee by cashier’s check, money order or credit card. (Please see section on “Important Notes”).

b) Each Aspirant’s application and individual fees are to be sent collectively by the chapter to International Headquarters via overnight, signature mail.

c) The Anti-Basileus completes in full the RPMR and sends it to the Regional Syntaktes.

d) The Regional Syntaktes will review, sign, make a copy of, and submits the form to International Headquarters.

e) For undergraduate T.O.R.C.H., the Alumnae Advisor also signs the RPMR.

f) Note: Aspirant application packets cannot and will not be processed by Headquarters without the receipt of the approved RPMR from the Syntaktes. Fees must be remitted by each Aspirant. Bundled/combined payments are not permitted.

DAY 11-16: WORKSHOPS

The maximum of two (2) workshops can be completed on the same day. If this occurs, the time limitation cannot exceed 2.5 hours.

1. Anti-Hazing Workshop (1 hr.)
2. Conflict Resolution Practices Workshop (1 hr.)

Day 17: WORKSHOPS (CONTINUED)

The Time Management Workshop must be completed on Day 17 in person, face to face.

DAY 19: HEADQUARTERS RESPONSE

Headquarters will contact the Anti-Basileus and/or Advisor for undergraduate chapters with final clearance of aspirants. This clearance allows the chapter to begin conducting education modules (1-4) of the TORCH process. Additional clearance is not required to begin Module 4.
**DAY 20:**
**INDUCTION FEES**
Aspirant induction fees are mailed as a group by the chapter to International Headquarters via signature priority mail. Induction fees cannot be combined. Postal expense is the responsibility of the chapter. Chapters must stress to aspirants that induction fees are non-refundable.

**DAYS 20-36:**
**MODULES 1 – 3**

**Module 1: Formal Rush, and History & Structure**
Traditionally, a formal or afternoon tea was a much-needed pause in the day and/or hectic life of a lady. It was also the preferred manner of catching up with and entertaining friends, as well as showcasing one’s refinement and hospitality. As such, the tea, as ritual, is a befitting way to showcase the sophistication and class of our beloved sorority while setting the standard and tone for the administration of the T.O.R.C.H. process in its entirety.

Candidates will learn about the sorority’s national, regional, and chapter history, as well as pertinent pieces of American history that contributed to the development of the organization. Candidates will also learn about the historical purpose of fraternities and sororities. Lastly, candidates will learn about the sorority’s operational structure and elected officers.

Daily assignments begin the day after the Module 1 meeting.

**Module 2: Greater Service, Greater Progress**
Candidates will learn about the sorority’s national, regional and local programs and how to effectively implement a community service project. Candidates learn the elements to successful marketing strategies. Additionally, candidates will learn the importance of community service, community involvement, and social justice.

Candidates begin daily assignments for Module 2 the day after the Module 2 meeting.

**Module 3: Sigma Image & Member Expectation**
Candidates will learn the importance of image as an individual and a group of women and how those images reflect on the reputation of the sorority. Additionally, candidates will learn the rights and expectations of all members that aid in the sorority’s ability to function. Candidates will learn about sorority symbols that are meaningful to the sorority. Lastly, candidates will learn of the appropriate attire for sorority events, programs and ceremonies.

Candidates begin daily assignments for Module 3 the day after the Module 3 meeting.
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**DAYS 37-41:** **Module 4: Circle of Sisters & Final Presentation Prep**
Candidates will learn about the sorority’s national, regional and local programs and how to effectively implement a community service project. Candidates learn the elements to successful marketing strategies. Additionally, candidates will learn the importance of community service, community involvement, and social justice.

Candidates begin daily assignments for Module 4 the day after the Module 4 meeting.

**DAY 42:** **FINAL PRESENTATION, FINAL EXAM & INDUCTION**
At the end of the week, the candidates will receive membership by being formally inducted into the sorority. The sorority’s Induction Ceremony is one of the most sacred ceremonies and should be a dignified and meaningful event. The Anti-Basileus, Alumnae Advisor (in the case of an undergraduate chapter) and the chapter Basileus conduct the ceremony along with other designees from the chapter. (Note: In the case of a new chapter, the Regional Syntaktes or her designee conducts the Induction Ceremony).

The sorority’s Induction Ceremony is to be private and attended only by sorors who are financial, whose T.O.R.C.H. certifications are up-to-date and who have no pending disciplinary action or are not serving any disciplinary sanctions for the current sorority fiscal year.

The induction ceremony cannot be conducted without the Induction Clearance from the International Headquarters.
T.O.R.C.H. STAGE II
MODULE 1 – FORMAL TEA, HISTORY AND STRUCTURE
PART I - FORMAL TEA

Purpose
Traditionally, a formal or afternoon tea was a much-needed pause in the day and/or hectic life of a lady. It was also the preferred manner of catching up with and entertaining friends, as well as showcasing one’s refinement and hospitality. As such, the tea, as ritual, is a befitting way to showcase the sophistication and class of our beloved sorority while setting the standard and tone for the administration of the T.O.R.C.H. process in its entirety.

Objective
The objectives of the Formal Tea are to:
1. Formally introduce aspirants and their credentials to the chapter;
2. Formally accept the aspirants into the T.O.R.C.H. process through the completion of the Affirmation Ceremony; and
3. Facilitate initial interactions (i.e. exchanging of names, sharing personal information) and bonding between chapter members and aspirants.

Agenda
1. Part I - Formal Tea (No more than 2 hours)
2. Part II – Education on History and Structure (2 hours)

Preparation

INVITATION:
- Aspirants are invited to the Formal Tea signifying that they have met all of the requirements to begin the T.O.R.C.H. process. It is suggested that the Formal Tea occur at a venue that will accommodate the use of at least three (3) rooms in which to receive aspirants, conduct the Affirmation Ceremony and host the Formal Tea.
  - Note: Etiquette dictates that a formal, afternoon tea should occur between 2:00pm and 6:00pm.

ATTIRE:
- Attire for sorority members shall always be a royal blue and/or gold business professional dress or skirt suit (no pants) with flesh tone hosiery.
- Attire for aspirants shall be a business and professional white blouse and black skirt (no pants) with flesh tone hosiery.
TABLE SET-UP:

- Hats are optional and the decision to wear them should be based on chapter consensus. However, it should be complimentary to one’s attire.
- Gloves are optional and the decision to wear them should be based on chapter consensus. Gloves can be satin, net or crochet and should be royal blue, gold or white.

The serving items and refreshments should be set up at least thirty (30) minutes prior to the start of the Sigma Tea in the following manner:

- **Decorations:** The color scheme for the tea table should consist of blue and gold linen tablecloths, napkins and accents. Table should also showcase the appropriate tea and coffee service items. It is suggested that chapters invest in the purchase and proper storage containers for tea service items. Graduate chapters, in their oversight of the undergraduate T.O.R.C.H. process, are encouraged to share tea service items.

- **Tea Table Diagram (Buffet Style)**
  - Place tea service (tea pot) at one end of table. Include a small pitcher for milk or heavy cream, sugar cubes in a sugar bowl with tongs or sugar spoons and a plate of lemons. Arrange cups, saucers, teaspoons and luncheon-sized plates and napkins (nine-inch square) near the teapot.
  - Place a coffee and/or hot chocolate service at the other end of the table.
  - Place chairs at both ends of the table for those designated to pour water for tea and hot chocolate.
  - Use lightly perfumed flowers and unscented candles to allow food to be the dominant aroma in the room.
  - Arrange food to complement the table. Food can be displayed on different platters and stands as well as at different levels to appeal to the eye.
  - Seating arrangements should be provided to allow all in attendance to comfortably eat and socialize.

- **Tea Table Diagram (Traditional Style)**
  - During a traditional style formal afternoon tea, all of the food and service may be placed strategically on the table with the place settings for each attendee formally situated around the table.
  - Place cards designating seating arrangements can be written by an experienced calligrapher or professionally printed.
Menu:

- Finger foods such as sandwiches and sweets should be arranged on platters and stands for tasting throughout the tea.
- A sample menu can include*:
  - Beverage: Blueberry and Lemon Tea
  - Coffee and Hot Chocolate
  - Lemon Wedges
  - Cubed Sugar
  - Heavy (clotted) Cream
  - Sweets: lemon squares, tea biscuits, scones, cookies, cakes, muffins, Éclairs
  - Savories: Jelly for biscuits and scones
  - Sandwiches: Cucumber and Dill & Salmon
  - Chicken Salad

*Note: the formal afternoon tea is always a light meal, thus heavy meats and cheeses would not be appropriate.

Process

- Please refer to the full version of the *T.O.R.C.H. Procedures and Curriculum Manual* for complete details.
T.O.R.C.H. STAGE II
MODULE 1 – FORMAL TEA, HISTORY AND STRUCTURE
PART II - HISTORY AND STRUCTURE

Purpose
Candidates will learn about the sorority’s national, regional, and chapter history, as well as pertinent pieces of American history that contributed to the development of the organization. Candidates will also learn about the historical purpose of fraternities and sororities. Lastly, candidates will learn about the sorority’s operational structure and elected officers.

Learning Outcomes
Candidates will be able to:
1. Explain important historical circumstances that led to the founding of the sorority and chartering of the chapter. (Understanding conceptual knowledge)
2. Explain the purpose of fraternities and sororities in general and those belonging to the National Pan-Hellenic Council (NPHC). (Understanding conceptual knowledge)
3. Identify the founders and each founder’s contribution to the sorority. (Remembering factual knowledge)
4. Identify the most current elected officers at all levels. (Remembering factual knowledge)
5. Identify officer roles and responsibilities at all levels. (Remembering factual knowledge)

Preparation
1. Bring a copy of the sorority’s history book.
2. Create a display board that visually depicts the sorority’s initial development.

Meeting Overview

FORMAL TEA
DURATION: NO MORE THAN 2 HOURS
This time is used to complete the Affirmation Ceremony, to welcome and bond with the candidates, and discuss the structure of T.O.R.C.H. This will allow the remainder of time focused on completion of the agenda items.

EMPOWERMENT EXERCISE – CULTURAL IDENTITY AND AWARENESS ACTIVITY
DURATION: 1 HOUR
The purpose of this exercise is for candidates to understand the importance of cultural identity and how it develops a sense of self and how people relate to one another. Also, candidates will understand the importance of being culturally aware, because of the diversity of women in the organization, as well as the communities in which we serve.
Knowing the Community Objectives:
1. Participants will learn the names of each person in the class, as well as something about each person's background.
2. Participants will have a greater understanding and appreciation for the diversity within the group, while realizing that they have things in common with some of the people from whom they might have felt most distant.

Activity Description:
Participants should sit in a circle for this exercise if possible. The facilitator should hand out a list of items for each participant to share with the group. See Appendix. Items could include name/nicknames, ethnic background, where they are from and where their parents were born, which generation they represent in the U.S. for their family, and one custom or tradition their family practices. Give participants’ time to record some of their initial thoughts on these items.

Before you begin the exercise, instruct the participants to identify one or two people in the group who they do not know and to think about what answers they expect from those people. This part is not to be shared among group members, but can help people realize how they formulate ideas about people based on appearance.

Now you are ready to begin. It is important to tell the group that each person will be limited to about two minutes in order for everyone's voice to be heard. Once everyone has had an opportunity to share their information, ask the group to discuss what they have learned from the exercise.

Facilitator Notes:
• It is suggested that the facilitator begin this exercise in order to model the kind of information that should be shared.
• This activity can be emotional for certain people. The participants who find this emotional are often those who don't know alot about their heritage, including those who have been adopted. If someone seems to be getting emotional remind them that they only have to reveal what they feel comfortable revealing. If this doesn't come up organically in the conversation, raise it as an example of "privilege"--that the ability to trace one's ancestry is an example of privilege and the inability to do so often is a reflection of repression, oppression, or more systemically, imperialism.
• Certain themes usually emerge:
  • Even members of the same identity "groups" have very different backgrounds.
  • Often members of different "groups" have more similar backgrounds than they had assumed.
  • Diversity transcends "black and white."
  • Many people find out information, which allows them to connect somehow with someone else in the group.
• Ask participants why this is an important activity.
OVERVIEW OF HISTORY AND STRUCTURE
DURATION: 45 MINUTES
The facilitator will lead the group in an activity and discussion using the activity and questions below.

Understanding the Historical Context:
- Have each Candidate review the “Women and African American History: 1920-1929” handout, giving them about 5-10 minutes to review the document. See Appendix.
- Ask the group the following questions for discussion:
  - What events “pop out” to you and why?
  - What are some of the events listed that you did not previously know about?
  - In your opinion, how does the beginning of the sorority fit into the context or narrative of 1920’s?
- The questions are to prompt thoughtful discussion of experiences the founders may be experiencing during the initial development of the sorority.
- Have each Candidate review the “Sigma Gamma Rho Sorority History and Structure” handout, giving them about 5-10 minutes to review the document. See Appendix.
- Review key facts with Candidates.
- To summarize, discuss the progress and growth that has taken place in both the sorority and in the African American community.

JOURNAL REFLECTION
DURATION: 15 MINUTES
Candidates will read the poem “Don’t Quit” and write a journal entry. They should also be asked to reflect on what they anticipate for the T.O.R.C.H. process.

ADJOURNMENT
The facilitator will review supplies needed for the pillow project that the candidates will need to bring to the next class meeting. Supplies include:
- Measuring tape
- Fabric (choice of fabric is determined individually or as a group)
- Straight Pins
- Sewing Machine or needle and thread
- Polyfill
- Fringed trim (i.e. lace) optional
T.O.R.C.H. STAGE II
MODULE 1 – FORMAL TEA, HISTORY AND STRUCTURE
PART II - HISTORY AND STRUCTURE

Daily Assignments

DAY 1 (DAY AFTER FORMAL TEA): “SORORITY HISTORY”
Study the “Sorority’s History” section of your T.O.R.C.H. Study Packet and answer the following questions:
1. What was the social climate in 1922 in Indianapolis?
2. Which organization was based in close proximity to Butler University, and in what ways could their presence impact the surrounding community?
3. List three purposes of fraternities and sororities?
4. What is the intended purpose of Sigma Gamma Rho? Please describe in your own words.

DAY 2 – “THE PEARLS: SIGMA GAMMA RHO’S FOUNDERS”
Study the “Founders” section of your T.O.R.C.H. Study Packet and answer the following questions:
1. Which of the Founders’ best resonates with you and why?
2. In what ways could the social climate in 1922 Indianapolis have impacted the Founders?
3. What was each Founder’s contribution to the sorority?

DAY 3 – “REGIONAL AND CHAPTER HISTORY”
Study the “Regional History” section of your T.O.R.C.H. Study Packet and answer the following questions:
1. How many regions are there? Name each region.
2. Describe the events that led to the creation of the region.
3. Describe the events that led to the creation of the chapter.
4. List the names of the chapter’s charter members.

DAY 4 – “SORORITY STRUCTURE”
Study the “Sorority Structure” of your T.O.R.C.H. Study Packet and answer the following questions:
1. How many elected officers are there at the national, regional and local levels?
2. What is the highest elected office at the national, regional and local levels?

DAY 5 – SCRAPBOOK PROJECT
Develop one to two pages in your scrapbook that represents this week’s study topic: “History and Structure.”

NOTE: All assignments and/or reviews must occur within the mandated timeframe allocated for T.O.R.C.H.
T.O.R.C.H. STAGE II
MODULE 2 - “GREATER SERVICE, GREATER PROGRESS”

Purpose
Candidates will learn about the sorority’s national, regional and local programs and how to effectively implement a community service project. Candidates learn the elements to successful marketing strategies. Additionally, candidates will learn the importance of community service, community involvement, and social justice.

Learning Outcomes
Candidates will able to…
1. Deconstruct the meaning of “Greater Service, Greater Progress” (analyzing conceptual knowledge)
2. Summarize the purpose of the sorority’s programs at all levels (understanding factual knowledge)
3. Implement planning steps for sorority programs (applying conceptual knowledge)
4. Generate a community service project under one of the sorority programs (creating conceptual knowledge)
5. Implement marketing strategies for sorority programs (applying conceptual knowledge)

Preparation/Materials
1. Examples of the community service projects the chapter has implemented for sorority programs at all levels.

Meeting Overview: Agenda
1. Call to order
2. Empowerment Exercise
3. Review & Quiz on Module 1
4. Overview of “Greater Service, Greater Progress”
5. Journal Reflection
6. Group Bonding
7. Adjournment

EMPOWERMENT EXERCISE – GOAL SETTING AND ACTION
DURATION: 75 MINUTES
The purpose of this exercise is for candidates to understand the importance of setting goals in every area of their lives and to execute them not only for personal satisfaction, but also for the benefit of those who depend on them.
Five Goal Setting Activities

Facilitator to group: “The following goal setting activities can expand your horizons and clarify your personal goal setting. The foundation of personal goal setting success is having a clear vision of what you want out of life and taking purposeful steps to achieve your vision. Personal goal setting creates a bridge between today’s vision and tomorrow’s reality. An important part of your vision is bound in the personal values that you hold.

These goal setting activities focus on your personal values and what is important to you. Why? If your personal values do not match up with your long-term goals, then your long-term goals are less meaningful for you. In the parlance of goal setting theory, you lack commitment. Tapping into your commitment is the "white gold" of motivation. With commitment and the right goal setting plan you achieve more than you dreamed of.”

GOAL SETTING ACTIVITY #1: YOUR RETIREMENT DINNER
Imagine it is your retirement dinner.

It is an unusual retirement dinner at which your family, friends and colleagues stand up and describe the type of person that you are to them.

• How would you like to be remembered?
• What do you want your children and friends to say about you?
• How would you like to be described by your colleagues?

By creating a vision of what you would like to be in the future, in different areas of your life, you often reflect the personal values that are most important to you in each of these different areas.

Activity: Write down on a sheet of paper what you would like each person to say about the different areas of your life. At the same time, think about what is important to you and the type of person that you would like to be.

GOAL SETTING ACTIVITY #2: EMULATE SOMEONE YOU ADMIRE
If you have trouble visualizing your retirement dinner in goal setting activity #1, then imagine somebody that you admire and respect.

Often the characteristics that you admire in another can say a lot about the type of person that you would like to be.

Activity: Take a blank piece of paper and write down the qualities of this person in each life domain: career, finance, family, personal relationships, community citizenship and any others that you can think of. Then, write a paragraph on the type of person that you would like to be in each area of your life. Practice 'no limit' thinking.

Don't limit yourself by your fears, lack of money, or a lack of time - clarify a vision of your ideal self.
GOAL SETTING ACTIVITY #3: DEVELOP GOAL SETTING PLANS FOR EACH AREA OF YOUR LIFE

In the above goal setting activities you have provided an ideal vision of the different areas of your life, spanning career, family, and social and personal life.

It is helpful when you are trying to create a vision of the type of person that you want to be to consider your life from these different aspects.

The following goal setting activity makes these personal visions of you more concrete. For this activity, answer the following question to one of the Goal Setting areas (this will be a handout to the candidates):

- Family goal setting. Do you want to spend more quality time with your family? What sort of parent or partner do you want to be? From this page you can download a family goal setting plan.
- Education. Do you want to learn something new or become an expert in a particular area? What new skills do you want to acquire?
- Fitness goal setting. Do you want to lose weight or become fitter? Perhaps you want to improve your game or remain motivated to keep training. Do you want to remain healthy as you get older? What steps do you need to take?
- Setting financial goals. What sort of money do you want to earn? Do you want to achieve financial freedom? If so, then how?
- Setting personal goals. Do you want to maintain a positive mindset? Are there behaviors that you want to improve? Do you want to have more pleasure and happiness in your life?
- Career goal setting. Where do you want to be in your career? What type of job do you want to work in? What skills do you need to learn for your job?

GOAL ACTIVITY #4: PRACTICE SETTING S.M.A.R.T. GOALS

In the above goal setting activities you have clarified your personal vision. You then made these abstract goals more concrete by developing goal setting strategies in goal setting activity #3.

In this goal setting activity you are going to try to develop SMART goals.

SMART goals are proven method of maximizing goal setting success. **S – Specific, M – Measurable, A – Attainable, R – Relevant, T – Timely** (Ask the group if they identify what each letter means).

- **Specific**: What do I want to accomplish? Why – Specific reasons, purpose or benefits of accomplishing the goal. Who – Who is involved? Where – Identify a location. Which – Identify requirements and constraints.
- **Measurable**: How much? How many? How will I know when it is accomplished?
- **Attainable**: How can the goal be accomplished?
- **Relevant**: Does this seem worthwhile? Is this the right time? Does this match my other efforts/needs? Am I the right person?
- **Timely**: When? What can I do 6 months from now? What can I do 6 weeks from now? What can I do today?
Pick one of your goals. Whether you choose a career goal, a fitness goal or a personal goal, try to identify how you can make your goal SMART.

**GOAL ACTIVITY #5: PRIORITIZE YOUR GOALS**

Enthusiasm for goal setting is great - but sometimes enthusiasm needs to be focused into what is important for you. Why? A by-product of enthusiasm can mean that you set too many goals. This can spread you too thin and result in not achieving any of your important goals! Perhaps you want to

- achieve financial success,
- spend more time with your family?
- achieve greater fitness, or
- get that dream job.

While these are great things to aim for, too many goals can be a distraction and take your focus away on what is important to you.

**REVIEW & QUIZ**

**DURATION: 60 MINUTES**

The facilitator should spend approximately 15 minutes reviewing the daily assignment questions before the quiz is administered. See “Module 1 Quiz” in the appendix. The facilitator will act as a proctor for the quiz. The candidates will be given 45 minutes to complete the quiz. At the end of the 45 minutes, the facilitator will instruct the candidates to exchange papers for grading. The facilitator will read the answers aloud and, should any of the candidates miss any of the answers, the facilitator will review and discuss the correct answer(s) for all candidates.

**OVERVIEW OF “GREATER SERVICE, GREATER PROGRESS”**

**DURATION: 45 MINUTES**

The facilitator will lead the group in an activity and discussion using the activity and questions below.

**Defining Civic Engagement:**

Part 1 – Handout copies of the “Defining Civic Involvement” to each candidate. *See Appendix*. Give the group about 10 minutes to write their responses. Take 20 minutes for candidates to share and discuss their responses.

- In summary, share this definition of Active Citizenship – “….the act of contributing to public life and participating in solving public problems.” – as defined by the Center for Democracy & Citizenship

Part 2 – What is the context of volunteer service for Sigma Gamma Rho?

Incoming members need to understand root causes of the social issues faced by the communities Sigma Gamma Rho services, and the impact members can have on these issues. In the final 15 minutes of this section, share the following questions and answers with the group:
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- **Who are our service recipients?** Much of our service work is geared towards, but not exclusively to children due the involvement of our founders in K-12 education.
- **What are the social issues our organization is working to address?** Sigma Gamma Rho works to address social issues that impact education access and preparation, positive development and self-efficacy of young girls, and the major health issues that greatly impact the African-American community.
- **What are the greatest challenges facing our organization?** The issues we attempt to address are multi-faceted and complex. Our organization alone will not solve these social issues.
- **How will the work our members are undertaking impact the organization’s mission?** The National Programs in place are directly tied to the organization’s mission. If we continue to focus on and improve upon these programs, we will continue to be in line with our mission.

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**JOURNAL REFLECTION**
**DURATION: 30 MINUTES**
Candidates will read the poem “Seven Mis’s” and write a journal entry. They should also be asked to reflect on the second study week and what they anticipate.

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**GROUP BONDING**
**DURATION: 30 MINUTES**
The facilitator and sorors in attendance will demonstrate how to construct a craft pillow. Candidates must bring the supplies listed in the T.O.R.C.H. Candidate’s Study Packet for pillows to this class meeting.
**T.O.R.C.H. STAGE II**

**MODULE 2 – “GREATER SERVICE, GREATER PROGRESS”**

**Daily Assignments**

**DAY 1 – (BEGINS THE DAY AFTER THE MODULE 2 MEETING) “GREATER SERVICE, GREATER PROGRESS” PART 1**

Read the following excerpts in the T.O.R.C.H. Study Packet: “Our Creed” by Maude Merriwether and “Preparing Youth for Leadership” by Ruby G. Hall.
1. How do these readings relate to the sorority’s slogan “Greater Service, Greater Progress?”
2. Education and youth are the emphasis of service for Sigma Gamma Rho. Why do you think the Founders chose education as the sorority’s emphasis?

**DAY 2 – “GREATER SERVICE, GREATER PROGRESS” PART 2**

Read “The Challenge of Change” by Annie Neville.
1. In what ways have you or do you promote positive change in your community?
2. From your understanding and viewpoint, what are important areas for change in our world and how do you believe Sigma Gamma Rho can assist in these changes?

**DAY 3 – “SIGMA GAMMA RHO PROGRAMS”**

Read the “Sigma Gamma Rho Programs” section in the T.O.R.C.H. Study Packet.
1. Which national projects or programs interest you most? Why?
2. Which regional and/or local projects or programs most interest you? Why?
3. Select a sorority program, at any level, and generate at least three ideas to execute that program.

**DAY 4 – “PROGRAM & EVENT PLANNING”**

Review the “Community Service Projects” section in the T.O.R.C.H. Study Packet, as well as the “Successful Steps to Event Planning” checklist.
1. What strengths do you bring to a community service/event planning team?
2. Select one of your project ideas from Day 3. Plan this project using the steps you have just studied.
3. How would you market, publicize and promote your project?

**DAY 5 – SCRAPBOOK PROJECT**

Develop one to two pages in your scrapbook that represents this week’s study topic: “Greater Service, Greater Progress.”

**NOTE:** All assignments and/or reviews must occur within the mandated timeframe allocated for T.O.R.C.H.
T.O.R.C.H. STAGE II
MODULE 3 - SIGMA IMAGE AND MEMBER EXPECTATIONS

Purpose
Candidates will learn the importance of image as an individual and a group of women and how those images reflect on the reputation of the sorority. Additionally, candidates will learn the rights and expectations of all members that aid in the sorority’s ability to function. Candidates will learn about sorority symbols that are meaningful to the sorority. Lastly, candidates will learn of the appropriate attire for sorority events, programs and ceremonies.

Learning Outcomes
Candidates will be able to…
1. Identify membership expectations and understand the importance of the expectations (remember factual knowledge & understanding conceptual knowledge)
2. Analyze the concept of image and its significance to the sorority (analyzing conceptual knowledge)
3. Understand which symbols are considered meaningful to the sorority (understanding conceptual knowledge)
4. Exemplify appropriate forms of dress and conduct as a member (understanding conceptual knowledge)

Preparation & Materials
1. Pictures of sorority members that exemplify appropriate attire for sorority events, programs and ceremonies.

Meeting Overview: Agenda
1. Call to order
2. Empowerment Exercise
3. Review & Quiz on Module 2
4. Overview of “Sigma Image”
5. Journal Reflection
6. Group Bonding
7. Adjournment

EMPOWERMENT EXERCISE – SELF IMAGE AND SELF-EFFICACY
DURATION: 60 MINUTES
The purpose of this exercise is for candidates to understand the strengths they bring into the sorority and how their self-image and self-efficacy are advocacy tools for themselves, as well as other women.

Administer Hogan & Champagne’s Personal Styles Inventory which can be found in the Appendix.
Web Version of the Procedures & Curriculum:
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REVIEW & QUIZ MODULE 2
DURATION: 60 MINUTES
The facilitator should spend approximately 15 minutes reviewing the daily assignment questions before the quiz is administered. See “Module 2 Quiz” in the appendix. The facilitator will act as a proctor for the quiz. The candidates will be given 45 minutes to complete the quiz. At the end of the 45 minutes, the facilitator will instruct the candidates to exchange papers for grading. The facilitator will read the answers aloud and, should any of the candidates miss any of the answers, the facilitator will review and discuss the correct answer(s) for all candidates.

OVERVIEW OF “SIGMA IMAGE AND MEMBER EXPECTATIONS”
DURATION: 60 MINUTES
The facilitator will show, discuss and answer questions related to the Sigma Image Candidates Study Presentation.

JOURNAL REFLECTION
DURATION: 15 MINUTES
Candidates will read the poem “11 Things to Remember” and write a journal entry. They should also be asked to reflect on the second study week and what they anticipate.

GROUP BONDING
DURATION: 45 MINUTES
The class will continue to work on the pillow project.

NEOPHYTE PRESENTATION
Candidates may begin to develop and practice for a Neophyte Presentation as a component of this module. The presentation must be approved by the Anti-Basileus and the development is to occur during this module with instructional guidance provided by no more than 3 sorors possessing neophyte presentation expertise.
T.O.R.C.H. STAGE II
MODULE 3 - SIGMA IMAGE AND MEMBER EXPECTATIONS

Daily Assignments

DAY 1 (DAY AFTER MODULE 3 MEETING): “MEMBERSHIP EXPECTATIONS”
Read the “Membership Expectations” section in the T.O.R.C.H. Study Packet
1. Which membership expectation do you feel may be a challenge for you?
2. How important are membership dues to the sorority?
3. Compare the idea of active citizenship to active membership?

DAY 2 – “AT THE HEART OF SIGMA GAMMA RHO”
Read the “Sorority Symbols” section in the T.O.R.C.H. Study Packet.
1. Research on the Internet the characteristics of each symbol.
2. Based on your research, which sorority symbol best resonates with you?
3. Why do you think the sorority identifies symbols as being meaningful to the organization?

DAY 3 – “IMAGE: WHAT YOU BELIEVE IS WHO YOU ARE”
Read the “Sigma Image” section in the T.O.R.C.H. Study Packet, as well as the section on “Corporate Image”.
1. In what ways do we want the public to view the sorority and its members?
2. How is your personal image congruent and incongruent with the sorority’s image expectation?
3. How can understanding the sorority’s image assist in recruiting new members?

DAY 4 – “IT’S THE OUTFIT”
Read the “Sigma Attire” section of the T.O.R.C.H. Study Packet.
1. Select clothes from your closet that best represent an appropriate outfit for a plenary session, public meeting, banquet, induction, step show and party. Take a picture of each of these outfits and bring the pictures to the next module class meeting.

DAY 5 – SCRAPBOOK PROJECT
Develop one to two pages in your scrapbook that represents this week’s study topic: “Sigma Image and Expectations”.

NOTE: All assignments and/or reviews must occur within the mandated timeframe allocated for T.O.R.C.H.
T.O.R.C.H. STAGE II
MODULE 4 - CIRCLE OF SISTERS

Purpose
Candidates will learn how the sorority defines sisterhood and its importance to the health of the organization. Candidates will also learn the basic principles of professional conduct specifically in sorority business settings. Lastly, candidates will learn the fundamentals to conflict resolution.

Learning Outcomes
Candidates will be able to…
1. Analyze the attributes that define sisterhood (analyzing conceptual knowledge)
2. Understand the importance of developing healthy relationships as women (understanding metacognitive knowledge)
3. Generate event ideas that cultivate sisterhood within the chapter (creating conceptual knowledge)
4. Exemplify professional conduct in sorority business meetings (understanding conceptual knowledge)
5. Understand sorority protocol (understanding procedural knowledge)

Preparation

Meeting Overview: Agenda
1. Call to order
2. Empowerment Exercise
3. Review & Quiz on Module 3
4. Overview of “Circle of Sisters”
5. Journal Reflection
6. Group Bonding
7. Adjournment

EMPOWERMENT EXERCISE – HEALTHY RELATIONSHIPS
DURATION: 75 MINUTES
The purpose of this exercise is for candidates to identify characteristics that define healthy relationship and the importance of developing healthy relationships and the steps in which to do so.
• Distribute the “Characteristics of a Healthy and Enjoyable Friendship or Relationship” handout. See Appendix.
• Ask each candidate to identify a relationship where 100%, 90%, 50%, and 25% of the characteristics apply.
• As a group, discuss why all relationships may not have 100% of the characteristics, as well as which relationships they would like to strive to have 100% of the characteristics.
Reflecting on the conflict resolution workshop earlier in the process, also discuss ways to make some improvement in relationships through resolution of old conflicts.

**REVIEW & QUIZ ON MODULE 3**
**DURATION: 60 MINUTES**
The facilitator should spend approximately 15 minutes to review the daily assignment questions before the quiz is administered. See “Module 3 Quiz” in the appendix. The facilitator will act as a proctor for the quiz. The candidates will be given 45 minutes to complete the quiz. At the end of the 45 minutes, the facilitator will instruct the candidates to exchange papers for grading. The facilitator will read the answers aloud and, should any of the candidates miss any of the answers, the facilitator will review and discuss the correct answer(s) for all candidates.

**OVERVIEW OF “CIRCLE OF SISTERS”**
**DURATION: 60 MINUTES**
The facilitator will lead the group in an activity and discussion using the activity and questions below.

**Building Trust Among Sisters**
This engaging activity aims to create an environment for bonding among the aspirants and opening lines of communication and trust. Handout copies of the “Building Trust Among Sisters” to each candidate. See Appendix. Give the group about 15 minutes to write their responses. Take 45 minutes for candidates to share and discuss their responses.

**JOURNAL REFLECTION**
**DURATION: 15 MINUTES**
Candidates will read the poem “I am my Sisters Keeper” and “To have a Little Patience” and write a journal entry. They should also be asked to reflect on the second study week and what they anticipate.

**GROUP BONDING**
**DURATION: 30 MINUTES**
The facilitators will review parliamentary procedures and sorority protocol with the Candidates. Hand out copies of the “Parliamentary Procedures and Sorority Protocol” to each candidate. See Appendix.
T.O.R.C.H. STAGE II
MODULE 4 - CIRCLE OF SISTERS

During this final week of T.O.R.C.H., the candidates may meet independently as a class to complete the following items:

- Daily Assignments
- Complete scrapbook and pillow project
- Prepare final presentation

This will be an exercise in determining how well the group works together, as well as how they manage their time.

**Scrapbook**

The class is to complete the creation of their individual scrapbooks and identify at least two design elements that are similar to every scrapbook (i.e. same cover, a similar page.) This element must be decided by consensus of the class.

**Final Presentation**

The class must create a presentation that would inform prospective women of the sorority. The presentation should be no more than 12 slides in length and last no more than 22 minutes. The presentation must include at least one slide for each four educational modules. At least one slide should be dedicated to what has been gained by the class collectively. Each class member should have equal amounts of time speaking during the presentation, as well as commit equal amount of work to the development of the presentation. At the end of the presentation, the class will present their scrapbooks.
T.O.R.C.H. STAGE II
MODULE 4 - CIRCLE OF SISTERS

Daily Assignments

DAY 1 (DAY AFTER MODULE 4 MEETING): “DEFINING AND CHARACTERIZING SISTERHOOD”
1. Why is sisterhood important?
2. Should or can we be sisters to older women?
3. How can you establish a sisterhood with someone who doesn’t know what it means to be a sister or who has never had a sister?

DAY 2 – “SISTER-SHARES: THE IMPORTANCE OF TEAM BUILDING”
1. How can principles of corporate team building be applied to the soror?
2. Why is it important for chapters to function as teams?
3. Develop 2-3 activities that would support team building in the chapter.

DAY 3 – “TAKING CARE OF BUSINESS”
1. With which of these elements are you least familiar?
2. What are some good meeting examples that you have experienced?
3. What are some not so good meeting examples you have experienced?

DAY 4 – “SORORITY PROTOCOL”
1. How comfortable are you with adhering to “tradition?”
2. What other organizations do you belong to where there is an element of protocol? Give examples.

DAY 5 – SCRAPBOOK PROJECT
Develop one to two pages in your scrapbook that represents this week’s study topic: “Circle of Sisters.”

NOTE: All assignments and/or reviews must occur within the mandated timeframe allocated for T.O.R.C.H.
T.O.R.C.H. STAGE II
FINAL PRESENTATION, FINAL EXAM AND INDUCTION

Purpose
At the end of the week, the candidates will receive membership by being formally inducted into the sorority. The sorority’s Induction Ceremony is one of the most sacred ceremonies and should be a dignified and meaningful event. The Anti-Basileus, Alumnae Advisor (in the case of an undergraduate chapter) and the chapter Basileus conduct the ceremony along with other designees from the chapter. (Note: In the case of a new chapter, the Regional Syntaktes or her designee conducts the Induction Ceremony).

The sorority’s Induction Ceremony is to be private and attended only by sorors who are financial, whose T.O.R.C.H. certifications are up-to-date and who have no pending disciplinary action or are not serving any disciplinary sanctions for the current sorority fiscal year.

Preparation
Informing all parties
- **T.O.R.C.H. Membership Class**
  As previously written (*See Module I*), the T.O.R.C.H. membership class should be informed of the date and time of their final presentation. However, they should NOT be told that this is the date of their induction. Keeping the induction a secret allows the T.O.R.C.H. membership class to be surprised.

- **Sorors**
  The chapter should be informed of the induction date no later than the chapter meeting closest to the start of Module #1. However, this should not be the first time that the chapter should be informed of the date. The goal is for every chapter member to be in attendance at every induction to fully and properly greet new members into the sorority. Informing chapter members of the date, time and location of the induction in sufficient time will allow members to plan their attendance, including the purchasing or creation of any induction gifts.

Location
The location of the Induction Ceremony should be held in a venue with complete privacy. The ceremony should not be visible from outside the location or accessible through unattended doors by those not invited or not eligible to attend the ceremony.

Attire
**T.O.R.C.H. Membership Class**
At the beginning of Module #1, the T.O.R.C.H. membership class should be informed of the attire needed for their final presentation: All black dresses, or skirt & blouse, or suit. It should be stressed that no pants or pantsuits are permitted.

**Sorors**
Sorors should be reminded to wear only the sorority’s official colors in a dress, or skirt & blouse, or suit. It should be stressed that no pants or pantsuits are permitted.
Supplies  

**Final Presentation**

1. The T.O.R.C.H. class should arrive at least 1.5 hours prior to the start of induction and be placed into a separate room to prepare for their final presentation.
2. No later than one hour before the start of induction the class should begin their final presentation. It is appropriate for the final presentation to occur in the same space as the induction as long as there is no ceremony paraphernalia visible to the candidates.
3. At the completion of the final presentation, the class should be informed that Sorors would review their presentation and deliberate on next steps and return to the holding room.
4. See Appendix for the Induction Ceremony steps.

**Final Exam**

The final training module segment will conclude with a closed book exam on all materials covered. The results of the test will be used as an evaluation tool of the T.O.R.C.H. Process.

**Induction Ceremony Set-up**


**Induction Reception**

A reception should take place after the induction ceremony to serve as a time of fellowship and celebration of the newest members. The reception can be prepared by members of the chapter or held at a local restaurant. No matter the option chosen, what is imperative is that the reception is well planned. All catering should, whether provided by the chapter or a professional caterer, be prepared and in place prior to the start of induction. If the reception will take place at a restaurant do so at a location where a private or semi-private room can be reserved. Regardless of the option, the goal is to carefully plan the reception to ensure it is a dignified event.

All reception decorations should tastefully reflect the sorority’s colors and be carefully selected. Do not wait until the last minute.

Lastly, be sure that the new members are served first. Induction is a new member’s time to be celebrated for becoming a part of our great sisterhood.

**Neophyte Presentation Guidelines**

Neophyte (new member) presentations, alumnae and undergraduate, pose a special opportunity for Sigma to demonstrate her unsurpassed beauty and talent while introducing new members to the community. New members should be trained and encouraged to be willing to represent the sorority with a step show. New members should know the sorority hymn and at the very least three Sigma chants and/or poems. Chants that negatively depict other NPHC sororities shall not be used. Sigma should strive to never give out free publicity in an act such as this, which demean her.
Sorors should strive to have the most precise routines possible while maintaining standards worthy of Sigma Gamma Rho Sorority. No area of the midriff, breasts or buttocks shall be visible in any neophyte presentation costume and steps or dances explicitly depicting sexual acts shall not be used.

The presentations shall not exceed 30 minutes in length. The neophyte presentation must occur within 6 weeks of the date of induction or prior to the end of the semester in which induction takes place. For undergraduate chapters, the educational institution’s rules and regulations supersede those of Sigma Gamma Rho.

The sorority also adopts and incorporates herein the National Pan-Hellenic Council policy on step show conduct as follows:

The National Pan-Hellenic Council recognizes that “step shows” are a creative and unique form of artistic and musical entertainment, especially at the undergraduate level. At most colleges and universities, students who are members of Greek-letter fraternities and sororities participate in such forms of entertainment as a means to promote and enhance the image of their respective fraternal organization and to showcase the talent of their membership. Step shows provide students, parents, faculty members, college and university officials, and the public a forum to better understand the unique culture (e.g., history and traditions) of African American fraternities and sororities.

Such cultural expressions may also have the potential for individuals to form opinions about the values and beliefs of local fraternities and sororities, as language, behavior, and symbols send strong messages. Additionally, it is plausible that step shows help prospective members become more informed about the organization in which they seek membership. Step shows have the potential to be a source of marketing African American fraternities and sororities.

For fraternity and sorority members, many step shows help create an environment conducive to intra and inter-group fellowship. This bonding may be particularly valuable to African American students matriculating at predominantly White institutions, where many of these students feel isolated and perceive a lack of emotional support.

Although step shows enhance the undergraduate experience, they should not involve the degradation and/or belittlement of any other Greek-letter organizations, including fraternities and sororities affiliated with the NPHC, National Association of Latino Fraternal Organizations, National Interfraternity Conference, and the National Panhellenic Conference.

Further, step shows which take the form of dancing, singing, and/or skits should not be performed using lewd, indecent, or obscene behavior. Although freedom of expression is valued by this organization, performances of such reproach are not only inconsistent with the negative stereotyping which often overshadows the positive philanthropic and global projects undertaken by NPHC organizations.
The nine national presidents of the historically African American NPHC fraternities and sororities strongly urge undergraduates to consider positive themes when developing step shows. Such shows can highlight famous African American contributions to society. When skits are performed, they should be developed to convey positive political, social justice, and moral messages. The NPHC invites local councils and affiliated organizations to send creative, alternative step show ideas to the NPHC International headquarters for widespread exchange of artistic and musical expression.

We do not host “probate shows” because such displays do not represent the intake process for Sigma Gamma Rho. The Anti-Basileus and alumnae advisor (in the case of an undergraduate chapter) shall review the entire presentation and provide approval prior to the presentation occurring.
T.O.R.C.H. STAGE III
MEMBERSHIP DEVELOPMENT

The education process does not stop after T.O.R.C.H. and new members need transition time and further training before taking on positions within the organization. The guidelines below will assist in your chapter developing a Membership Development program for new members.

Graduate Membership Development:
- Membership Committee to determine areas of improvement
- Six workshops should be chosen from the Membership Development Resource Guide and implemented within the first six months of membership
- New members should focus on development and service in the first six months
- New members should identify one chapter committee to join within months six through twelve.
- New members should be ready to successfully hold a position after one year

Undergraduate Membership Development:
- Anti-Basileus & Advisor to determine the areas of improvement
- Six workshops should be chosen from the Membership Development Resource Guide to be implemented in the first semester or second quarter of membership
- New members should focus on development and service in the first semester or second quarter of membership
- New members should identify one chapter committee to join during their first year
- New members should be ready to successfully hold a position after one semester or two quarters of membership
## New members can choose workshops from the following areas:

*italics denotes COMING SOON*

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Facilitator’s Appendices

Last Updated: 8/2016

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## T.O.R.C.H. STAGE II

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*Affirmation Ceremony & Induction Ceremony are located in the CD Version of the Facilitator’s Appendices only.*
TIME MANAGEMENT TIPS

Simply stated, time management is the analysis of how working hours are spent and the prioritization of tasks in order to maximize personal efficiency in the workplace. There are a number of tasks which take up much of our day. In fact these tasks must be addressed every day because if we do not, we can be overwhelmed with the volume after a few days. Some of these tasks are:

- **Email** – Email loves to overflow. How do you feel when you can’t get the new e-mails answered in the same day?
- **Voicemail** – How do you feel when friends tell you that your voicemail (home, cell or office) is full?
- **Paperwork** – Your desk seems to be growing. How do you feel when you have piles of paper to manage?

To Manage Tasks Better: What Should You Do First?

1. **Block Time To Catch Up** – Block out time specifically for catching up. This is especially important when you have been away from the task. Schedule a daily time on your calendar where there will be few interruptions.
2. **Stop Adding New Things** – You may need to say NO to adding additional tasks to your list. Try turning off your phone until you have reduced your task list.
3. **Set Regular Times For Cleanup** – Schedule regular time to catch up and clean up-mails and other tasks.
4. **Use Time Wisely** – Sometimes we find ourselves in the middle of a task and waiting for that task to be completed, however we could incorporate another. Bring materials for review while in waiting rooms or at the beauty shop.
5. **Ask For Help** – Don’t let your pride stop you from asking for help when you need it. Ask for assistance before things reach a critical state.
6. **Start Small** – When you are overwhelmed, you often don’t know where to start. Break things down into smaller pieces and start there. Big tasks can successfully be completed by breaking them into smaller tasks.

Now that we have shared these tips, take out the To Do List. What seven tasks should you complete this week? *(NOTE: Do not include any information that you don’t want to share with the group.)*

A. Fill in the seven tasks listing them in order of priority for your goals this week.
B. List the date that this is due. *(If there is no due date set one.)*
C. List the estimated time for completion. Allow time for recording and discussion of the tasks.

Focus discussion on the time estimated for completion. One challenge with managing time is accurately estimating how much time it will take to complete daily tasks.

Allow at least 20 minutes for activity and discussion.
### Time Management To Do List

<table>
<thead>
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<th>Task</th>
<th>Priority Task</th>
<th>Due Date</th>
<th>Time Estimate</th>
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T.O.R.C.H. STAGE II
MODULE 1 – FORMAL TEA & HISTORY AND STRUCTURE
PART I - FORMAL TEA

Affirmation Ceremony

Please see the full version of this document for this ritual activity.

After Affirmation Ceremony

Welcome into the [INSERT CHAPTER NAME, SEASON AND YEAR] Membership Class!

A. At this time the Candidates shall be pinned by their Sigma Mentors and she will explain that the candidates pin is the beginning of the candidate’s journey towards membership in Sigma Gamma Rho Sorority, Inc.

B. The Sigma Mentor is a member of the sorority who has knowledge of the rules, regulations and policies of the sorority. She will make herself available to her assigned new member after the Induction Ceremony, as the new member transitions into learning the roles, responsibilities, and rights of membership with Sigma Gamma Rho Sorority, Inc.

C. Candidates will receive their T.O.R.C.H. Candidate's Study Packet, which will include the information they will be expected to learn as part of Week 1 of the T.O.R.C.H. Educational Modules. During the distribution of the T.O.R.C.H. Candidate's Study Packet, designated chapter members will recess and prepare the room and settings for the Formal Tea. It is suggested that chapter members take shifts to ensure that all can enjoy the festivities.

D. The Candidates Affirmation Ceremony will conclude and the Sigma Mentors will lead the Candidates into the Formal Tea.

At the end of the Formal Tea, designated chapter members will serve on the clean-up committee.
T.O.R.C.H. STAGE II
MODULE 1
PART II - HISTORY AND STRUCTURE

Cultural Identity and Awareness Activity

Things I Want You To Know.....

1. What is your full name?
2. Who selected your name?
3. What is the meaning of your name or who/what does it represent?
4. What is your ethnic background?
5. What culture do you identify with?
6. Where were you born?
7. Where were you raised?
8. Where were your parents born?
9. Where were your paternal grandparents born?
10. Where were you maternal grandparents born?
11. Which generation do you represent in the U.S. for your family?
12. Describe one custom or tradition your family practices for the holidays?
13. Describe one non-holiday custom or tradition your family practices?
14. Which religious denomination do you belong to or practice?
Overview of History and Structure
Women and African American History: 1920-1929

THE 1920’S: FACTS ABOUT THIS DECADE.

- 106,521,537 people in the United States
- 2,132,000 unemployed, Unemployment Rate: 5.2%
- Life expectancy: Male 53.6, Female 54.6
- 343,000 in military (down from 1,172,601 in 1919)
- Average annual earnings $1236; Teacher's salary $970
- Dow Jones High 100 Low 67
- Illiteracy rate reached a new low of 6% of the population.
- Gangland crime included murder, swindles, racketeering
- It took 13 days to reach California from New York. There were 387,000 miles of paved road.

1920

- Harlem Renaissance (during the 1920’s)
- 19th Amendment to the US Constitution became law, but practically this did not give the vote to Southern African American women, who, like African American men, were largely prevented by other legal and extra-legal measures from exercising the vote
- Mamie Smith and Her Jazz Hounds recorded the first blues record, which sold more than 75,000 copies in its first month
- National League on Urban Conditions Among Negroes shortens its name to National Urban League
- Katy Ferguson Home founded, named for 19th century African American educator
- Universal African Black Cross Nurses founded, for public education, by the United Negro Improvement Association (UNIA) led by Marcus Garvey
- Zeta Phi Beta Sorority founded at Howard University, Washington, DC
- (October 12) Alice Childress born (writer)
1921

- Bessie Coleman became the first African American woman to earn a pilot's license
- Alice Paul reversed an invitation to Mary Burnett Talbert of the NAACP to speak to the National Woman's Party, asserting that the NAACP supported racial equality and did not address gender equality
- Three African American women became the first African American women Ph.D.'s
  o Georgiana Simpson, University of Chicago
  o Sadie Tanner Mossell Alexander, University of Pennsylvania
  o Eva Dykes, Radcliffe
- (September 14) Constance Baker Motley born (lawyer, activist)

1922

- Lucy Diggs Slowe became Howard University's Dean of Women
- Anti-lynching bill passes United States House, fails in the United States Senate
- United Negro Improvement Association appointed Henrietta Vinton Davis as Fourth Assistant
- President, responding to criticism by women members of gender discrimination
- (August 14) Rebecca Cole died (second African American woman to graduate from medical school, worked with Elizabeth Blackwell in New York)
- Sigma Gamma Rho Sorority, Inc. was founded on the campus of Butler University.

1923

- Bessie Smith recorded "Down Hearted Blues, signing a contract with Columbia to make "race records," and helping rescue Columbia from imminent failure
- Gertrude "Ma" Rainey recorded her first record
- (September) Cotton Club opened in Harlem - women entertainers were subjected to the "paper bag" test: only those whose skin color was lighter than a brown paper bag were hired
- (October 15) Mary Burnett Talbert died (activist: anti-lynching, civil rights; nurse; NAACP
director, president of the National Association of Colored Women 1916-1921)
- (November 9) Alice Coachman born (first African American woman to win an Olympic gold medal ((London, high jump)), National Track and Field Hall of Fame)
- (November 9) Dorothy Dandridge born (actress, singer, dancer)

1924

- Mary Montgomery Booze became the first African American woman elected to the Republican
  National Committee
- Elizabeth Ross Hayes became the first African American woman board member of the YWCA
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- (March 13) Josephine St. Pierre Ruffin died (journalist, activist, lecturer)
- (March 27) Sarah Vaughan born (singer)
- (May 31) Patricia Roberts Harris born (lawyer, politician, diplomat)
- (August 29) Dinah Washington (Ruth Lee Jones) born (singer)
- (October 27) Ruby Dee born (actress, playwright, activist)
- (November 30) Shirley Chisholm born (social worker, politician; first African American woman to serve in the US Congress)
- (December 7) Willie B. Barrow born (minister, civil rights activist)
- 1924-1928 Mary McLeod Bethune served as president of the National Association of Colored Women's Clubs (NACWC)

1925

- Founding of the Hesperus Club of Harlem, the first women's auxiliary of the Brotherhood of Sleeping Car Porters
- Bessie Smith and Louis Armstrong recorded "St. Louis Blues"
- Josephine Baker performed in Paris at "La Revue Negro"
- (June 4) Mary Murray Washington died (educator, founder of the Tuskegee Woman's Club, wife of Booker T. Washington)

1926

- First Negro History Week promoted by Carter G. Woodson
- YWCA adopted an interracial charter
- African American women were beaten in Birmingham, Alabama, for attempting to register to vote
- Publication of Hallie Brown's Momespun Heroines and Other Women of Distinction, profiles of notable African American women
- Violette N. Anderson became the first African American woman attorney to present a case before the U.S. Supreme Court
- Bessie Coleman died (pilot)

1927

- Minnie Buckingham was appointed to fill her husband's remaining term in the West Virginia state legislature
- Selena Sloan Butler (Sigma Gamma Rho member) founded the National Congress of Colored Parents and Teachers, focusing on segregated "colored" schools in the South (merged with PTA in 1970)
- Mary White Ovington published Portraits in Color, biographies of African American leaders funeral for actress Florence Mills drew more than 150,000 in Harlem
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- Nella Larsen's novel, Quicksand, published
- Josephine Baker played in La Sirene des tropiques
- Tuskegee established a women's track team
- Coretta Scott King born (activist, singer)
- (February 10) Leontyne Price born (singer)
- (April 25) Althea Gibson born (tennis athlete, first African American to play in American Lawn Tennis Association championship, first African American to win at Wimbledon)

1928

- Publication of An Autumn Love Cycle by Georgia Douglas Johnson
- (April 4) Maya Angelou born

1929

- Regina Anderson helped found Harlem's Negro Experimental Theater
- Augusta Savage won Rosenwald grant for Gamin' and used the funds to study in Europe
- Bessie Smith recorded "Nobody Knows You When You're Down and Out"
- (May 16) Betty Carter born (jazz singer)
- (October) stock market crash, a sign of the oncoming Great Depression, where African Americans, including women, were usually the "last hired, first fired"
- (1929-1934) Maggie Lena Walker chaired Consolidated Bank and Trust, which she created by merging several Richmond, Virginia, banks
T.O.R.C.H. STAGE II
MODULE 1 – FORMAL TEA & HISTORY AND STRUCTURE
PART II - HISTORY AND STRUCTURE

Sigma Gamma Rho Sorority History and Structure

ORIGIN OF FRATERNITIES

1st collegiate fraternal organization - Phi Beta Kappa (1776)
1st black Greek-lettered organization - Sigma Pi Phi (The Boule) (1904)

NATIONAL HISTORY

Sigma Gamma Rho Sorority, Inc. was organized on November 12, 1922 in Indianapolis, Indiana by Mary Lou Allison Little and six teachers: Dorothy Hanley Whiteside, Vivian White Marbury, Nannie Mae Gahn Johnson, Hattie Mae Dulin Redford, Bessie M. Downey Martin and Cubena McClure. The group became an incorporated national collegiate sorority on December 30, 1929, when a charter was granted to Alpha Chapter at Butler University.

The first Grand Basileus, Mary Lou Little, wrote the sorority pledge. The pin or official badge was designed by Cubena McClure. The grand basileus pin is a replica of the Sorority’s official badge enriched by a laurel wreath with a gavel for the guard. The slogan, "Greater Service, Greater Progress," was written by Bertha Black Rhoda, a past Grand Basileus. Members of the Delta chapter in Louisville, Kentucky wrote the words of the sorority hymn, which was later set to music by Zenobia Laws Bailey of Chicago. Fannie O’Bannon, the third grand Basileus, designed the sorority coat of arms.

THE PEARLS: OUR SEVEN FOUNDERS

1. Mary Lou Allison Gardner Little
2. Dorothy Hanley Whiteside
3. Vivian Irene White Marbury
4. Nannie Mae Gahn Johnson
5. Hattie Mae Annette Dulin Redford
6. Bessie Mae Downey Martin
7. Cubena McClure
Sorority Structure

GRAND CHAPTER

The official governing voting body of Sigma Gamma Rho as described in the Constitution and Bylaws is known as the Grand Chapter. It is comprised of the Board of Directors, duly elected chapter delegates, members-at-large, life members and past Grand Basilei.

INTERNATIONAL OFFICERS

The elected International Officers of Sigma Gamma Rho Sorority, Inc. are the Grand Basileus, First Grand Anti-Basileus, Second Grand Anti-Basileus, Grand Grammateus, Grand Anti-Grammateus, Grand Tamiochus, Grand Epistoleus, and Editor-in-Chief of The Aurora. The appointed International Officers are the Parliamentarian, Legal Advisor, Rhoer Coordinator, Philo Coordinator, and Sergeant-at-Arms.

The duties of the elected officers are as follows:

- The Grand Basileus administers the affairs of the sorority and renders a full report of her administration.
- The First Grand Anti-Basileus supervises the work of the Regional Syntakti, coordinates the activities of the Undergraduate Chapter Coordinators and assists the Grand Basileus in the administration of the affairs of the sorority.
- The Second Grand Anti-Basileus is responsible for planning and assisting with the undergraduate members at the Boule, as well as performing duties assigned by the Grand Basileus. This position is held by an undergraduate.
- The Grand Grammateus keeps accurate financial records of the sorority and is required to make a complete financial report to the Board of Directors and the Grand Chapter.
- The Grand Tamiochus received and keeps records of all monies received by the sorority.
- The Grand Anti-Grammateus records the business sessions of the Boule and Board of Directors meetings, as well as presents minutes for approval at succeeding sessions.
- The Grand Epistoleus takes cares of publicity for the sorority and keeps the history of the sorority current.
- The Editor-in-Chief of The Aurora edits and publishes The Aurora.

TYPES OF MEMBERSHIPS

Sigma Gamma Rho Sorority has seven types of members: undergraduate, alumnae, member-at-large, life member, honorary, general member, and military.

- Undergraduate – a member who has not yet attained a bachelor’s degree, but is actively pursuing completion of degree requirements
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- Alumnae – a member who has already earned a bachelor’s degree
- Member-at-large – a member who lives more than 30 miles from the nearest chapter. She receives one vote.
- Life Member – a member who has been financial and active for at least ten years in the sorority. She receives one vote. A member must apply and submit a life member fee in order to achieve this status.
- Honorary – a member approved by the Board of Directors who has made a significant contribution to society or is notable in the community. She receives no vote.
- General Member – a member who lives within 30 miles of the nearest alumnae chapter, but chooses not to affiliate with a specific chapter. She receives no vote, unless she is a Life Member.
- Military – Members that rendered service in the United States Military. She receives no vote, unless she is a Life Member.

**TYPES OF MEETINGS**

Sigma Gamma Rho has four types of meetings:

- Local – Meetings that take place on the chapter level where issues affecting the chapter are discussed.
- Area – Meetings that take place in specified areas of a region to bring chapters up-to-date on material and information being conducted on the regional and national level.
- Regional – Annual business meeting of regions. During a Boule year, Regional Officers are elected.
- Boule – Biennial (once every two years) business meeting of the Grand Body. National officers are elected and confirmed.

Special Meeting – NOTE: The Northeastern Region hosts an annual Mid-Winter meeting in January for conducting regional affairs.

**REGIONAL GEOGRAPHIC BOUNDARIES AND STRUCTURE**

Central
Northeastern
Southeastern
Southwestern
Western
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**REGIONAL OFFICERS:**

Each region has its own executive board consisting of the following elected positions: Syntaktes (also referred to as ‘Madame Syntaktes’), Undergraduate Chapter Coordinator (also referred to as the ‘UCC’), Youth Services Coordinator (also referred to as the YSC), Regional Grammateus, Anti-Grammateus, Tamiochus, and Epistoleus. Appointed Regional Officers include the Regional Legal Advisor, Philo Coordinator, Rhoer Coordinator, National Programs Chair, Sergeant-at-Arms, Chaplain, Parliamentarian and Area Coordinators/State Liaisons. There are other officers that can be elected or appointed as deemed necessary and provided for in each region’s policies.

The duties of the top three elected regional officers who also sit on the National Board of Directors are:

- **Regional Syntaktes:** She presides over the region, organizes and supervises chapters and gives the leadership necessary for an effective working unit of the sorority.
- **Undergraduate Chapter Coordinator:** She reports to the Syntaktes and is directly responsible for her region’s matters pertaining to undergraduate chapters.
- **Youth Services Coordinator:** She studies and coordinates the program of National Youth Projects in her region. This is the regional position specifically held by an undergraduate member.

**LOCAL OFFICERS:**

Basileus – President

Anti-Basileus – Vice-President

Grammateus – Financial Secretary

Anti-Grammateus – Recording Secretary

Tamiochus – Treasurer

Epistoleus – Historian/reporter
AFFILIATE ORGANIZATIONS

The Rhosebud Club
The Rhosebud Club is a local affiliate group of Sigma Gamma Rho Sorority, Inc. consisting of a diverse group of girls, ages 8-11 years of age. The idea is to introduce you girls to serving the needs of their community and to provide enlightening experiences for their personal growth and development.

The Rhoer Club
Rhoers are young ladies between the ages of 12-18 who are provided with educational, vocational, civic, social and cultural experiences through their local graduate chapter. Rhoer Clubs have officers and have meetings structured in the same format as official Sigma meetings.

The Philo Affiliate
Philos are women who are friends of Sigma and who function as an auxiliary to the local graduate chapter. Philos also have chapter meetings and elected officers.

NATIONAL PAN-HELLENIC COUNCIL (NPHC)

The stated purpose and mission of the organization is 1930 was “Unanimity of thought and action as far as possible in the conduct of Greek-letter collegiate fraternities and sororities, and to consider problems of mutual interest to its member organizations.” Early in 1937, the organization was incorporated under the laws of the State of Illinois and became known as the National Pan-Hellenic Council, Inc. The National Pan-Hellenic Council, Inc. is currently composed of nine international Greek-letter sororities and fraternities: Alpha Kappa Alpha Sorority, Inc., Alpha Phi Alpha Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Zeta Phi Beta Sorority, Inc., Iota Phi Theta Fraternity, Inc., Kappa Alpha Psi Fraternity, Inc., Sigma Gamma Rho Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Omega Phi Psi Fraternity, Inc. W.E.B. DuBois affectionately referred to the NPHC organizations as the “talented tenth,” referring to the prominence of African American leaders within the ranks of these organizations.

The Council was organized as a national coordinating body on May 10, 1930 at Howard University (Washington, D.C.). Charter members include Kappa Alpha Psi and Omega Psi Phi Fraternities, Alpha Kappa Alpha, Delta Sigma Theta, and Zeta Phi Beta sororities. In 1931, Alpha Phi Alpha and Phi Beta Sigma fraternities joined the council. Sigma Gamma Rho Sorority joined in 1937 and Iota Phi Theta Fraternity completed the list of member organizations in 1996.

Taken from Behind These Doors - A Legacy: The History of Sigma Gamma Rho Sorority, p. 6-8:

"After the Fourth Boule, December 26-30, 1928.....while in attendance at this Boule, representatives of Sigma Gamma Rho, Alpha Kappa Alpha, and Delta Sigma Theta Sororities met with representatives from Kappa Alpha Psi, Alpha Phi Alpha, and Omega Psi Phi Fraternities to establish a Pan-Hellenic Council. By no means were plans finalized; however, Sigma was considered one of the founders of this Council."
"The Sixth Annual Boule convened in Gary, Indiana, December 26 through 28, 1930. Informed of the terms of the constitution drawn up by the National Pan-Hellenic Council, the Grand Chapter of the Boule voluntarily withdrew its membership from the Council because the Sorority could not meet the campus chapter quota. The age of Sigma was another factor."

INTERESTING FACTS ABOUT SIGMA GAMMA RHO SORORITY, INC.

- Sigma Gamma Rho Sorority member, Hattie McDaniel, was the first African American to win an Academy Award (Oscar) for her supporting actress role in Gone with the Wind.
- Sigma Gamma Rho Sorority member, Selena Sloan Butler, founded the National Congress of Colored Parents and Teachers which later merged with the PTA in 1970.
- Sigma Gamma Rho Sorority, Inc. was the first NPHC sorority to enter into a national partnership with The March of Dimes®.
- Sigma Gamma Rho Sorority, Inc. is the only Sorority to be a grant recipient and participant in the Center for Disease Control's Act Against AIDS Leadership Initiative.
- Sigma Gamma Rho Sorority, Inc. is the first national sorority to enter into a partnership with the Girl Scouts of the USA®.
- Sigma Gamma Rho Sorority, Inc. is the first national sorority to enter into a partnership with USA Swimming®, focusing on water safety and education among African Americans.
MODULE 1 QUIZ – HISTORY AND STRUCTURE

Candidate Name: ____________________________

**Historical Context**

1. What was the first collegiate fraternal organization and what year was it founded?
   a. Phi Beta Kappa - 1776
   b. Phi Beta Sigma - 1706
   c. Phi Sigma Sigma - 1906
   d. Phi Delta Theta - 1916

2. What was the first Black Greek-lettered organization?
   a. Sigma Lambda Gamma
   b. Sigma Delta Alpha
   c. Sigma Pi Phi – “The Boule”
   d. Sigma Phi

3. The NPHC is the acronym for
   a. National Panhellenic Council
   b. National Pan-Hellenic Council
   c. National Panhellenic Conference
   d. National Pan-Hellenic Conference

4. Iota Phi Theta became a member of the NPHC in
   a. 1963
   b. 1980
   c. 1991
   d. 1996

5. NPHC organizations are rooted in a specific cultural context but are opened to different cultural backgrounds in terms of membership is an example of being
   a. Traditionally African American
   b. Exclusively African American
   c. Targeting African American
   d. Historically African American
6. People join Greek-lettered organizations for the opportunity to bond and develop close ties with other like-minded individuals. This is commonly known as
   a. Kinship
   b. Inter-fraternalism
   c. Networking
   d. Fraternalism

7. Although Greek-lettered organizations existed on their respective campuses, the founders of Alpha Phi Alpha, Kappa Alpha Psi, and Sigma Gamma Rho, chose to create new organizations because
   a. The existing organizations were too expensive
   b. The founders lived too far from campus to participate
   c. The existing organizations excluded African Americans
   d. The existing organizations did not meet the needs of the founders

8. W.E.B. DuBois has included NPHC organizations in his concept of the “talented tenth,” which is characterized as
   a. A leadership class within the African American community
   b. A bourgeois class within the African American community
   c. A working class within the African American community
   d. A poor class within the African American community

9. Although there are similarities between NPHC organizations and their counterparts, the major difference is that NPHC organizations have a primary focus on
   a. Social activities
   b. Service activities
   c. Political activities
   d. Networking activities

10. NPHC organizations do not accept first semester freshman, because they would prefer that new members have a collegiate GPA upon applying for membership. This is an example of a commitment to
    a. High GPAs
    b. Deferred recruitment
    c. University requirements
    d. Scholarship
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Founders

1. When and where was Sigma Gamma Rho founded?
   a. September 22, 1922 – Notre Dame, IN at Notre Dame University
   b. October 30, 1929 – Bloomington, IN at Purdue University
   c. November 12, 1922 – Indianapolis, IN at Butler University
   d. November 21, 1922 – Indianapolis, IN at Butler University

2. Which organization in Indiana boasted the largest membership number outside of the Southern states in 1922?
   a. NAACP
   b. Ku Klux Klan
   c. Urban League
   d. Baptist Church

3. It is the mission of Sigma Gamma Rho Sorority to enhance the quality of life for women and their families in the U.S. and globally through community service, civil and social action. Our goal is to achieve greater progress in the areas of education, health awareness, and leadership development. Which of the following completes the mission statement?
   a. Our sisterhood, and all those involved, work to create and support initiatives that align with our vision.
   b. Our members, affiliates, staff and community partners work to enhance and duplicate initiatives that align with our vision.
   c. Our members, affiliates, staff and community partners work to create and support initiatives that align with our vision.
   d. Our members, affiliates, staff and community partners are dedicated to the visions and progression for the greater good.

4. Which of the following are the names of the sorority’s seven Founders?
   a. Mary Lou Allison Gardner Little, Dorothy Hanley Whiteside, Nathalie Robins Taylor Long, Nannie Mae Gahn Johnson, Hattie Mae Dulin Redford, Bessie Mae Downey Martin, and Cubena McClure
   b. Mary Lou Allison Gardner Little, Dorothy Hanley Whiteside, Vivian White Marbury, Nannie Mae Gahn Johnson, Hattie Mae Dulin Redford, Bessie Mae Downey Martin, and Cubena McClure
   c. Rosa Mae Lynette Parks, Dorothy Hanley Whiteside, Vivian White Marbury, Nannie Mae Gahn Johnson, Hattie Mae Dulin Redford, Bessie Mae Downey Martin, and Cubena McClure
   d. Mary Lou Allison Gardner Little, Dorothy Hanley Whiteside, Vivian White Marbury, Nannie Mae Gahn Johnson, Hattie Mae Dulin Redford, Bessie Mae Downey Martin, and Coretta King
5. Who is the sorority’s primary Founder who served as Grad Basileus between 1925-1926?
   a. Vivian White Marbury
   b. Dorothy Hanley Whiteside
   c. Mary Lou Allison Gardner Little
   d. Nannie Mae Gahn Johnson

6. What was the profession of the Founders at the inception of the sorority?
   a. Nursing
   b. Secretarial
   c. Seamstress
   d. Teaching

7. Founder Mary Lou Allison Gardner Little contributed the following to the sorority
   a. Design of the official badge
   b. The sorority’s pledge
   c. The sorority’s slogan
   d. Design of the coat of arms

8. Founder Cubena McClure contributed the following to the sorority
   a. Design of the official badge
   b. The sorority’s pledge
   c. The sorority’s slogan
   d. Design of the coat of arms

9. What is the chapter name of the first collegiate chapter of the sorority?
   a. Delta
   b. Gamma
   c. Beta
   d. Alpha

10. The sorority became an incorporated national organization on December 30,
    a. 1929
    b. 1928
    c. 1930
    d. 1931
National Structure

1. The sorority’s national headquarters is located in
   a. Washington D.C.
   b. Indiana
   c. North Carolina
   d. Georgia

2. The execution of the sorority’s day-to-day headquarters responsibilities belongs to the
   a. Grand Basileus
   b. Executive Director
   c. First Grand Anti-Basileus
   d. Legal Advisor

3. The First Grand Anti-Basileus is a(n)
   a. International officer
   b. Officer of the Grand Chapter
   c. Regional Officer
   d. Special Officer

4. Which of the following are affiliates of the sorority?
   a. The Boys and Girls Club
   b. Sigma Gents and Rhomeos
   c. Sigma Pearls and Pretty Poodles
   d. The Rhosebud Club, The Rhoer Club and Philo Affiliate

5. There are how many types of memberships in the sorority?
   a. 4
   b. 5
   c. 6
   d. 7

6. There are how many types of meetings in the sorority?
   a. 4
   b. 5
   c. 6
   d. 7

7. Which of the following is NOT a type of meeting?
   a. Area
   b. Boule
   c. Local
   d. State
8. What is the composition of the “Grand Chapter”?  
   a. Life members, duly elected chapter delegates, and Grand Basileus  
   b. Duly elected chapter delegates, Board of Directors, Members-at-large, Life Members and Past Grand Basilei  
   c. Board of Directors, Life Members, Members-at-large  
   d. Duly elected chapter delegates and Board of Directors

9. What is the voting body of the sorority?  
   a. The Grand Chapter  
   b. Board of Directors  
   c. International and regional officers  
   d. Board of Directors and Life Members

10. When does the Grand Chapter meet?  
    a. Once a year  
    b. Every two years  
    c. Every four years  
    d. Twice a year

11. What are the top three positions on the Board of Directors  
    a. Grand Basileus, First Grand Anti-Basileus, Second Grand Anti-Basileus  
    b. Grand Basileus, First Grand Anti-Basileus, Parliamentarian  
    c. Grand Basileus, Second Grand Anti-Basileus, Grand Anti-Grammateus  
    d. Grand Basileus, Parliamentarian, Legal Advisor

12. Which officers serve as the financial officers?  
    a. Grand Anti-Grammateus and Grand Grammateus  
    b. Grand Tamiochus and Grand Epistoleus  
    c. Grand Grammateus and Grand Tamiochus  
    d. Grand Anti-Grammateus and Grand Tamiochus

13. What is the official publication of the sorority?  
    a. The Poodle  
    b. The T.O.R.C.H.  
    c. The Open Book  
    d. The Aurora

14. Which type of membership requires a Board of Directors vote?  
    a. Honorary Member  
    b. General Member
c. Member-at-large
  d. Life Member

15. What type of membership is for members who live more than 30 miles from the nearest chapter?
   a. Alumni
   b. General member
   c. Member-at-large
   d. Undergraduate

16. How many votes does a life member receive?
   a. 0
   b. 1
   c. 1.5
   d. 2

**Regional Structure**

1. What are the sorority’s regional geographical locations?
   a. Northeastern, Central, Western, and Southern
   b. Southeast, Southwest, Western, Eastern, Southern, and International
   c. Central, Northeastern, Southeastern, Southwestern, and Western
   d. Western, Eastern, Southern, Northern and International

2. A Region elects all of the following officers except:
   a. Parliamentarian
   b. Undergraduate Chapter Coordinator
   c. Epistoleus
   d. Anti-Grammateus

3. Which Regional Officer organizes and supervises chapters?
   a. Undergraduate Chapter Coordinator
   b. Youth Services Coordinator
   c. Syntaktes
   d. Tamiochus

4. The Regional Syntaktes reports to which officer?
   a. No one
   b. Grand Basileus
   c. First Grand Anti-Basileus
   d. Grand Syntaktes
Defining Civic Involvement

1. Take a few minutes to think about civic involvement and active citizenship. What activities do civically engaged people undertake (e.g., voting)?

2. How are civically engaged people different from non-civically engaged people?

3. What characteristics does a civically active person have?

4. Using the ideas you generated above, how do you define civic involvement?
**T.O.R.C.H. STAGE II**

**MODULE 2 – “GREATER SERVICE, GREATER PROGRESS”**

**Successful Steps to Event Planning Checklist**

**BEFORE THE EVENT**

<table>
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<tr>
<th>The Budget</th>
<th>Completion date</th>
<th>Assigned to</th>
<th>Date completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare proposed budget:</td>
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<tr>
<td>Identify funding sources</td>
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<tr>
<td><strong>General</strong></td>
<td>Completion date</td>
<td>Assigned to</td>
<td>Date completed</td>
</tr>
<tr>
<td>Check the Sigma Gamma Rho calendar (if applicable)</td>
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<tr>
<td>Check the university calendar (Undergraduate chapters only)</td>
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<td>Reserve facility</td>
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<td>Prepare and sign contracts (Contracts must first be forwarded to your regional legal advisor 30 days before the event)</td>
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<tr>
<td>Reserve equipment</td>
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<tr>
<td>Coordinate room setup</td>
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<tr>
<td>Arrange for security (if necessary)</td>
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<table>
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<tr>
<td>Alcohol &amp; Drug Use Policy</td>
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<tbody>
<tr>
<td>Decide on the theme</td>
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<tr>
<td>Design</td>
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<tr>
<td>Purchase Materials</td>
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<td>Construct</td>
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<tr>
<td>Contract performer(s)</td>
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<tr>
<td>Process payment(s)</td>
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<tbody>
<tr>
<td>Develop strategy and schedule</td>
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<tr>
<td>Design posters</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Write and distribute press releases</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Requires approval of chapter basileus prior to distribution</td>
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<td></td>
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</tr>
<tr>
<td>• Undergraduate chapters must receive approval of their supervising alumnae chapter basileus</td>
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<tr>
<td>Write and submit newspaper ads</td>
<td></td>
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<tr>
<td>Write and submit radio/TV ads</td>
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</table>
**Catering Committee:**

- **Set menu**
- **Choose caterer**

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**Production Committee:**

- **Arrange for equipment**
- **Arrange for transportation**
- **Arrange for lodging**
- **Arrange for meals**

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<th>Assigned to</th>
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**Tickets Committee:**

- **Determine seating arrangement**
- **Order tickets**
- **Determine sales locations**
- **Notify ticket office**
- **Schedule ushers**
- **Secure cash box**

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**Successful Steps to Event Planning Checklist**

**SEVERAL DAYS PRIOR TO EVENT, CONFIRM**

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<th>Date completed</th>
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</thead>
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<tr>
<td>Facility rental and setup</td>
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<tr>
<td>Equipment use and setup</td>
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<td></td>
</tr>
<tr>
<td>Security (as necessary)</td>
<td></td>
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</tr>
<tr>
<td>Caterer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transportation/lodging</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket sales</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ushers (as necessary)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Decorations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final wave of promotion</td>
<td></td>
<td></td>
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<tr>
<td>Payment for services</td>
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</table>

**ON THE DAY OF THE EVENT**

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</thead>
<tbody>
<tr>
<td>Check setup</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Get cash box</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have Fun!!</td>
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</table>
Successful Steps to Event Planning Checklist

AFTER THE EVENT

<table>
<thead>
<tr>
<th>Task</th>
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</thead>
<tbody>
<tr>
<td>Clean up</td>
<td></td>
<td></td>
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<tr>
<td>Send thank-you notes</td>
<td></td>
<td></td>
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<tr>
<td>Make sure all payments are made</td>
<td></td>
<td></td>
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<tr>
<td>Complete evaluation for files</td>
<td></td>
<td></td>
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</table>
Module 2 Quiz – “Greater Service, Greater Progress”

Candidate Name: ________________________________

1. A graduate chapter hosts a workshop for young girls to discuss concepts about self-esteem. This is an example of which national project?
   a. Youth Symposium
   b. Wee Savers
   c. Program for Africa
   d. Project Reassurance

2. An undergraduate chapter tutors an English class of high school students writing a research paper on the Rwanda genocide. This is an example of which national project?
   a. Youth Symposium
   b. Mwanamugimu Essay Contest
   c. Project Africare
   d. Project Reassurance

3. Among many other organizations, the sorority supports which of the following two organizations?
   a. Black Student Associations
   b. United Negro College Fund
   c. National Mental Health Association
   d. Organized Action Council

4. Where philanthropic activities focus on events that raise money for charities, community service focuses more on
   a. In-kind donations to charities
   b. Participation in United Way campaigns
   c. Personally donating money
   d. Hands-on, in person volunteerism

5. The signature project of the sorority which focuses on the reduction of teen pregnancy through a comprehensive year round program addressing some of the responsible factors is?
   a. Youth Symposium
   b. Mwanamugimu Essay Contest
   c. Project Africare
   d. Project Reassurance
6. The sorority’s Founders wanted an organization that capitalized on its service to people while also advancing the improvement of communities. This best represents the idea of
   a. “Greater Service, Greater Progress”
   b. “On Fire to Serve”
   c. “From Small Acorns Come Mighty Oaks”
   d. “Committed to Education”

7. The chapter’s national programs chair offers feedback on a recently completed national program making recommendations for next year’s implementation. This is an example of what part of the planning process?
   a. Logistics
   b. Evaluation
   c. Assessing resources
   d. Assessing needs and interest

8. What sorority initiative is focused on HIV and AIDS awareness and education?
   a. Operation BigBookBag
   b. A3 4 Life
   c. National Marrow Donor Program
   d. Hattie McDaniel Cancer Awareness and Health Program

9. In your perspective, what is the meaning of “Greater Service, Greater Progress?”
T.O.R.C.H. STAGE II
MODULE 3 - SIGMA IMAGE AND MEMBER EXPECTATIONS

Self Image and Self-Efficacy Activity

PERSONAL STYLE INVENTORY HOW YOU "COME ACROSS" TO OTHERS
DEVELOPED BY R. CRAIG HOGAN AND DAVID W. CHAMPAGNE

Just as every person has differently shaped feet and toes from every other person, so we all have differently "shaped" personalities. Just as no person's foot shape is "right" or "wrong," so is no person's personality shape is right or wrong. The purpose of this inventory is to give you a picture of the shape of your preferences. That shape, while different from the shapes of other persons' personalities, has nothing to do with mental health or mental problems.

The following items are arranged in pairs (a and b), and each member of the pair represents a preference you may or may not hold. Rate your preference for each item by giving it a score of 0 to 5 (0 meaning you really feel negative about it or strongly about the other member of the pair, 5 meaning you strongly prefer it or do not prefer the other member of the pair). The scores for a and b MUST ADD UP TO 5 (0 and 5, 1 and 4, 2 and 3, etc.). Do not use fractions such as 2 1/2.

I prefer:

1a. making decisions after finding out what others think.
1b. making decisions without consulting others.

2a. being called imaginative or intuitive.
2b. being called factual and accurate.

3a. making decisions about people in organizations based on available data and systematic analysis of situations.
3b. making decisions about people in organizations based on empathy, feelings, and understanding of their needs and values.
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4a. allowing commitments to occur if others want to make them.
4b. pushing for definite commitments to ensure that they are made.

5a. quiet, thoughtful time alone.
5b. active, energetic time with people.

6a. using methods I know well that are effective to get the job done
6b. trying to think of new methods of doing tasks when confronted with them.

7a. drawing conclusions based on unemotional logic and careful step-by-step analysis.
7b. drawing conclusions based on what I feel about life and people from past experiences.

8a. avoiding making deadlines.
8b. setting a schedule and sticking to it.

9a. talking awhile and then thinking to myself about the subject.
9b. talking freely for an extended period and thinking to myself at a later time.

10a. thinking about possibilities.
10b. dealing with actualities.

11a. being thought of as a thinking person.
11b. being thought of as a feeling person.

12a. considering every possible angle for a long time before and after making a decision.
12b. Getting the information I need, considering it for a while, and then making fairly quick, firm decisions.

13a. inner thoughts and feeling others cannot see.
13b. activities and occurrences in which others join.
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14a. the abstract or theoretical.
14b. the concrete or real.
15a. helping others explore their feelings.
15b. helping others make logical decisions.
16a. change and keeping options open.
16b. predictability and knowing in advance.
17a. communicating little of my inner thinking and feelings.
17b. communicating freely my inner thinking and feelings.
18a. possible views of the whole.
18b. the factual details available.
19a. using common sense and conviction to make decisions.
19b. using data, analysis, and reason to make decisions.
20a. planning ahead based on projections.
20b. planning as necessities arise, just before carrying out the plans.
21a. meeting new people.
21b. being alone or with one person I know well.
22a. ideas.
22b. facts.
23a. convictions.
23b. verifiable conclusions.
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24a. keeping appointments and notes about commitments in notebooks or in appointment books as much as possible.

24b. using appointment books and notebooks as minimally as possible (although I may use them).

25a. discussing a new, unconsidered issue at length in a group.

25b. puzzling out issues in my mind, then sharing the results with another person.

26a. carrying out carefully laid, detailed plans with precision.

26b. designing plans and structures without necessarily carrying them out.

27a. logical people.

27b. feeling people.

28a. being free to do things on the spur of the moment.

28b. knowing well in advance what I am expected to do.

29a. being the center of attention.

29b. being reserved.

30a. imagining the nonexistent.

30b. examining details of the actual.

31a. experiencing emotional situations, discussions, movies.

31b. using my ability to analyze situations.

32a. starting meetings at a prearranged time.

32b. starting meetings when all are comfortable or ready.
### Personal Style Inventory Scoring Sheet

Instructions: Transfer your scores for each item of each pair to the appropriate blanks. Be careful to check the a and b letters to be sure you are recording scores in the right blank spaces. Then total the scores for each dimension.

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<tr>
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<td>1B.</td>
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<td>17A.</td>
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<td>N Item</td>
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<td>16B.</td>
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<td>20A.</td>
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<td>24B.</td>
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<td>24A.</td>
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<td>28B.</td>
<td></td>
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<tr>
<td>32B.</td>
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<td>32A.</td>
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<tr>
<td>TOTAL</td>
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<td>TOTAL</td>
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Personal Style Inventory Interpretation Sheet

Letters on the score sheet stand for:

I - introversion  E - extroversion  N - intuition  S - sensing
T - thinking        F - feeling        P - perceiving  J - judging

<table>
<thead>
<tr>
<th>If your score is:</th>
<th>the likely interpretation is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>20-21</td>
<td>balance in the strengths of the dimensions</td>
</tr>
<tr>
<td>22-24</td>
<td>some strength in the dimension: some weakness in the other member of the pair</td>
</tr>
<tr>
<td>25-29</td>
<td>definite strength in the dimension: definite weakness in the other member of the pair</td>
</tr>
<tr>
<td>30-40</td>
<td>considerable strength in the dimension; considerable weakness in the other member of the pair</td>
</tr>
</tbody>
</table>

Your typology is those four dimensions for which you had scores of 22 or more, although the relative strengths of all the dimensions actually constitute your typology. Scores of 20 or 21 show relative balance in a pair so that either member could be part of the typology.

DIMENSIONS OF THE TYPOLOGY

The following four pairs of dimensions are present to some degree in all people. It is the extremes that are described here. The strength of a dimension is indicated by the score for that dimension and will determine how closely the strengths and weaknesses described fit the participant's personality.

INTROVERSION-EXTROVERSION

Persons more introverted than extroverted tend to make decisions somewhat independently of constraints and prodding from the situation, culture, people, or things around them. They are quiet, diligent at working alone and socially reserved. They may dislike being interrupted while working and may tend to forget names and faces.
Extroverted persons are attuned to the culture, people, and things around them, endeavoring to make decisions congruent with demands and expectations. The extrovert is outgoing, socially free, interested in variety and in working with people. The extrovert may become impatient with long, slow tasks and does not mind being interrupted by people.

**INTUITION-SENSING**

The intuitive person prefers possibilities, theories, gestalts, the overall, invention, and the new and becomes bored with nitty-gritty details, the concrete and actual, and facts unrelated to concepts. The intuitive person thinks and discusses in spontaneous leaps of intuition that may leave out or neglect details. Problem solving comes easily for this individual, although there may be a tendency to make errors of fact.

The sensing type prefers the concrete, real, factual, structured, tangible here-and-now, becoming impatient with theory and the abstract, mistrusting intuition. The sensing type think in careful, detail-by-detail accuracy, remembering real facts, making few errors of fact, but possibly missing a conception of the overall.

**FEELING-THINKING**

The feeler makes judgments about life, people, occurrences, and things based on empathy, warmth and personal values. As a consequence, feelers are more interested in people and feelings than in impersonal logic, analysis, and things, and in conciliation and harmony more than in being on top or achieving impersonal goals. The feeler gets along well with people in general.

The thinker makes judgments about life, people, occurrences, and things based on logic, analysis, and evidence, avoiding the irrationality of making decisions based on feelings and values. As a result, the thinker is more interested in logic, analysis, and verifiable conclusions than in empathy, values, and personal warmth. The thinker may step on others’ feelings and needs without realizing it, neglecting to take into consideration the values of others.

**PERCEIVING-JUDGING**

The perceiver is a gatherer, always wanting to know more before deciding, holding off decisions and judgments. As a consequence, the perceiver is open, flexible, adaptive, nonjudgmental, able to see and appreciate all sides of issues, always welcoming new perspectives and new information about issues. However, perceivers are also difficult to pin down and may be indecisive and noncommittal, becoming involved in so many tasks that do not reach closure that they may become frustrated at times. Even when they finish tasks, perceivers will tend to look back at them and wonder whether they are satisfactory or could have been done another way.

The perceiver wishes to roll with life rather than change it.
The judger is decisive, firm, and sure, setting goals and sticking to them. The judger wants to close books make decisions and get on to the next project. When a project does not yet have closure, judgers will leave it behind and go on to new tasks and not look back.
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**Strengths and Weaknesses of the Types**

Each person has strengths and weaknesses as a result of these dimensions. Committees and organizations with a preponderance of one type will have the same strengths and weakness.

<table>
<thead>
<tr>
<th>Possible Strengths</th>
<th>Possible Weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introvert</strong></td>
<td></td>
</tr>
<tr>
<td>• independent</td>
<td>• misunderstands the external</td>
</tr>
<tr>
<td>• works alone</td>
<td>• avoids others</td>
</tr>
<tr>
<td>• is diligent</td>
<td>• is secretive</td>
</tr>
<tr>
<td>• reflects</td>
<td>• loses opportunities to act</td>
</tr>
<tr>
<td>• works with ideas</td>
<td>• is misunderstood by others</td>
</tr>
<tr>
<td>• is careful of generalizations</td>
<td>• needs quiet to work</td>
</tr>
<tr>
<td>• is careful before acting</td>
<td>• dislikes being interrupted</td>
</tr>
<tr>
<td><strong>Extrovert</strong></td>
<td></td>
</tr>
<tr>
<td>• understands the external</td>
<td>• has less independence</td>
</tr>
<tr>
<td>• interacts with others</td>
<td>• does nor work without people</td>
</tr>
<tr>
<td>• is open</td>
<td>• needs change, variety</td>
</tr>
<tr>
<td>• acts, does</td>
<td>• is impulsive</td>
</tr>
<tr>
<td>• is well understood</td>
<td>• is impatient with routine</td>
</tr>
<tr>
<td><strong>Intuitor</strong></td>
<td></td>
</tr>
<tr>
<td>• sees possibilities</td>
<td>• is inattentive to detail, precision</td>
</tr>
<tr>
<td>• sees gestalts</td>
<td>• is inattentive to the actual and practical</td>
</tr>
<tr>
<td>• imagines, intuits</td>
<td>• is impatient with the tedious</td>
</tr>
<tr>
<td>• works out new ideas</td>
<td>• leaves things out in leaps of logic</td>
</tr>
<tr>
<td>• works with the complicated</td>
<td>• loses sight of the here-and-now</td>
</tr>
<tr>
<td>• solves novel problems</td>
<td>• jumps to conclusions</td>
</tr>
<tr>
<td><strong>Senser</strong></td>
<td></td>
</tr>
<tr>
<td>• attends to detail</td>
<td>• does not see possibilities</td>
</tr>
<tr>
<td>• is practical</td>
<td>• loses the overall in details</td>
</tr>
<tr>
<td>• has memory for detail, fact</td>
<td>• mistrusts intuition</td>
</tr>
<tr>
<td>• works with tedious detail</td>
<td>• does not work out the new</td>
</tr>
<tr>
<td>• is patient</td>
<td>• is frustrated with the complicated</td>
</tr>
<tr>
<td>• is careful, systematic</td>
<td>• prefers not to imagine future</td>
</tr>
</tbody>
</table>
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<table>
<thead>
<tr>
<th>Possible Strengths</th>
<th>Possible Weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Feeler</strong></td>
<td></td>
</tr>
<tr>
<td>considers others' feelings</td>
<td>is not guided by logic</td>
</tr>
<tr>
<td>understands needs, values</td>
<td>is not objective</td>
</tr>
<tr>
<td>is interested in conciliation</td>
<td>is less organized</td>
</tr>
<tr>
<td>demonstrates feelings</td>
<td>is uncritical, overly accepting</td>
</tr>
<tr>
<td>persuades, arouses</td>
<td>bases justice on feelings</td>
</tr>
<tr>
<td><strong>Thinker</strong></td>
<td></td>
</tr>
<tr>
<td>is logical, analytical</td>
<td>does not notice people's feelings</td>
</tr>
<tr>
<td>is objective</td>
<td>misunderstands others' values</td>
</tr>
<tr>
<td>is organized</td>
<td>is uninterested in conciliation</td>
</tr>
<tr>
<td>has critical ability</td>
<td>does not show feelings</td>
</tr>
<tr>
<td>is just</td>
<td>shows less mercy</td>
</tr>
<tr>
<td>stands firm</td>
<td>is uninterested in persuading</td>
</tr>
<tr>
<td><strong>Perceiver</strong></td>
<td></td>
</tr>
<tr>
<td>compromises</td>
<td>is indecisive</td>
</tr>
<tr>
<td>sees all sides of issues</td>
<td>does not plan</td>
</tr>
<tr>
<td>is flexible, adaptable</td>
<td>has no order</td>
</tr>
<tr>
<td>remains open for changes</td>
<td>does not control circumstances</td>
</tr>
<tr>
<td>decides based on all data</td>
<td>is easily distracted from tasks</td>
</tr>
<tr>
<td>is not judgmental</td>
<td>does not finish projects</td>
</tr>
<tr>
<td><strong>Judger</strong></td>
<td></td>
</tr>
<tr>
<td>decides</td>
<td>is unyielding, stubborn</td>
</tr>
<tr>
<td>plans</td>
<td>is inflexible, unadaptable</td>
</tr>
<tr>
<td>orders</td>
<td>decides with insufficient data</td>
</tr>
<tr>
<td>controls</td>
<td>is judgmental</td>
</tr>
<tr>
<td>makes quick decisions</td>
<td>is controlled by task or plans</td>
</tr>
<tr>
<td>remains with a task</td>
<td>wishes not to interrupt work</td>
</tr>
</tbody>
</table>
GENERALIZATIONS

The following generalizations can be helpful in applying this inventory to individual settings.

1. People who have the same strengths in the dimensions will seem to "click," to arrive at decisions more quickly, to be on the same wave length. Their decisions, however, may suffer because of their weaknesses, exhibiting blind spots and holes that correspond to the list of weaknesses for that type.

2. People who have different strengths in the dimensions will not see eye-to-eye on many things and will have difficulty accepting some views, opinions, and actions of the other. The greater the dimensions in which the two differ, the greater the conflict and misunderstanding of each other. However, decisions resulting from their interaction will benefit from the differing points of view and strengths of each.

3. People may be sensitive about criticisms in their areas of weakness and likely will prefer not to use these dimensions. As a result, conflict may occur when they must do so or when others point out deficiencies in these areas.

4. People will normally gravitate toward others who have similar strengths and weaknesses, although people of differing types are often drawn to one another because the strengths of one are admired and needed by the other.

5. People's values, beliefs, decisions, and actions will be profoundly influenced by all four of the stronger dimensions in their typology.

6. While a person's typology cannot be changed to its opposite, each person can learn to strengthen the weaker dimensions to some extent and to develop personal life strategies to overcome problems that result from the weaknesses.

IMPLICATIONS

The Personal Style Inventory raises several implications to consider.

1. Individuals, groups, and organizations with a preponderance of members whose strengths are in one type should seek out and listen to people of the opposite types when making decisions. Task-oriented groups would often benefit from a mixture of types.

2. People should realize that many differences in beliefs, values, and actions are the result of differences in style rather than of being right or wrong. Rather than be concerned over the differences, we need to understand and accept them and value the perspective they give.

3. When people must, of necessity, interact often with the same people (in teaching business, marriage, etc.), interactions can be more congenial, satisfying and productive if those involved, especially those with the greater power, understand the needs of others based on typology differences and adjust to them.

4. When interacting to accomplish tasks, people should be careful to label their values as values and then proceed to examine the facts and forces involved without defending the value position.
CHARACTERISTICS FREQUENTLY ASSOCIATED WITH EXTROVERT TYPES

ESTP DOER
Matter-of-fact, do not worry or hurry, enjoy whatever comes along. Tend to like mechanical things and sports, with friends on the side. May be a bit blunt or insensitive. Can do math or science when they see the need. Dislike long explanations. Are best with real things that can be worked, handled, taken apart or put together. Hearty and outgoing. Resourceful. Love activity. Good observers. Good negotiators and manipulators.

ESTJ STABILIZER
Practical, realistic, matter-of-fact, with a natural head for business or mechanics. Not interested in subjects for which they see no use, but can apply themselves when necessary. Like to organize and run activities. Responsible and orderly. Loyal and steadfast. May be impatient with others or impetuous. Like to be involved in community activities.

ENFP CLARIFIER

ESFP PERFORMER
Outgoing, easygoing, accepting, friendly. Enjoy everything and make things more fun for others by their enjoyment. Like sports and making things. Know what's going on and join in eagerly. Find remembering facts easier than mastering theories. Are best in situations that need sound commonsense and practical ability with people as well as with things. Charming and open to others. Generous and optimistic. Like company and excitement. Conventional.

ESFJ SOCIALIZER
Warm-hearted, talkative, popular, conscientious, born cooperators, active committee members, need harmony and may be good at creating it. Always doing something nice for someone. Work best with encouragement and praise. Little interest in abstract thinking or technical subjects. Main interest is in things that directly and visibly affect people's lives. Sociable and outgoing. Responsible, attentive and traditional. Loyal and hardworking. Dislike obstructions.

ENTP INNOVATOR
ENFJ ENERGIZER
Responsive and responsible. Generally feel real concern for what others think or want, and try to handle things with due regard for other people's feelings. Can present a proposal or lead a group discussion with ease and tact. Sociable, popular, active, but put time enough into their work to perform well. Natural leaders. Effective in interpersonal relationships and skills. Tolerant trusted and forgiving.

ENTJ TRAILBLAZER
Hearty, frank, able in studies and work. Seek leadership roles. Are usually well-informed and enjoy adding to their fund of knowledge. May sometimes be more positive and confident than their experience in an area warrants. Outgoing and outspoken. Like to organize people and projects. Desire to give structure. Natural leaders. Strive for efficiency and effectiveness.
**CHARACTERISTICS FREQUENTLY ASSOCIATED WITH INTROVERT TYPES**

**ISTJ SYSTEMATIZER**

Serious, quiet, earn success by concentration and thoroughness. Practical, orderly, matter of-fact, logical, realistic and dependable. See to it that everything is well organized. Take responsibility. Make up their own minds as to what should be accomplished and work toward it steadily regardless of protests or distractions. Detail oriented and stable. Patient and sensible. Dislike novelty and frivolity.

**ISFJ PRESERVER**

Quiet, friendly, responsible and conscientious. Work devoutly to meet their obligations and serve their friends and fellow workers. Thorough, painstaking, accurate. May need time to master technical subjects. Patient with details and routine. Loyal, considerate, concerned with how other people feel. Dedicated and service-oriented. Dependable and orderly. Relate well to individual needs. Traditional and procedural.

**ISTP STRATEGIZER**

Cool onlookers. Quiet, reserved, observing and analyzing life with detached curiosity and unexpected flashes of original humor. Usually interested in impersonal principles, cause and effect, how and why mechanical things work. Exert themselves no more than they think necessary because any waste of energy would be inefficient. Action-oriented, precise and tireless. Can be impulsive. Challenged by complex equipment. Somewhat solitary.

**ISFP EXPERIENCER**

Retiring, quietly friendly, sensitive, kind, and modest about their abilities. Shun disagreements; do not force their opinions and values on others. Usually do not care to lead but are often loyal followers. More relaxed about getting things done because they enjoy the present moment and do not want to spoil it by undue haste or exertion. Solitary. Seek simplicity and freedom. Digest experience deeply.

**INFJ HARMONIZER**

Succeed by perseverance, originality and desire to do whatever is needed or wanted. Put their best efforts into their work. Quietly forceful, conscientious, concerned for others. Respected for their firm principles. Likely to be honored and followed for their clear convictions as to how best to serve the common good. Gifted and effective communicators. Imaginative and intuitive. Good interpersonal skills. Excel at problem solving.

**INTJ DESIGNER**

Usually have original minds and great drive for their own ideas and purposes. In fields that appeal to them, they have a fine power to organize a job and carry it through with or without help. Skeptical, critical, independent determined, often stubborn. Must learn to yield less important points in order to win the most important. Builders and designers of both systems and products. Logical, evaluative with positive outlook. Theoretical and somewhat impersonal.
INFP IDEALIZER

Full of enthusiasms and loyalties but seldom talk of it until they know you well. Care about learning, ideas, languages and independent projects of their own. Tend to undertake too much, but somehow get it done. Friendly but often too absorbed in what they are doing to be sociable. Little concern with possessions or physical surroundings. Idealistic and committed. Adaptable. Respond well to the needs of others. Dislike detail.

ENTJ TRAILBLAZER

Hearty, frank, able in studies and work. Seek leadership roles. Are usually well-informed and enjoy adding to their fund of knowledge. May sometimes be more positive and confident than their experience in an area warrants. Outgoing and outspoken. Like to organize people and projects. Desire to give structure. Natural leaders. Strive for efficiency and effectiveness.
SIGMA IMAGE PRESENTATION:

Introduction:

Congratulations! You have made a great decision to join an amazing group of sisters. You are now in the process of becoming a member of Sigma Gamma Rho Sorority, Inc. For your entire lives, you have built a personal image or “brand” if you will. Now, as you become a member of an international sorority, it is important for you to understand that your personal image is now blending into the collective image of Sigma Gamma Rho Sorority, Inc. The following presentation is designed to be a fun look at how we can follow some basic steps and work collectively to portray a positive image of Sigma Gamma Rho Sorority, Inc. in our local communities and on the regional and national levels.

Public Presentation:

Sigma Image is the overall public presentation of Sigma Gamma Rho Sorority, Inc., and its affiliates, to society at large on a local, regional, national and international level. In other words, our Sigma Image is the perception that we create to society at large about our organization through personal interactions, media presence, meeting attendance, social networking, affiliate organizations and our family ad career lives. It is important to remember that once you become a member of the sorority…

What you do… Sigma DOES...

Where you are …Sigma IS…

What you say…Sigma SAYS

How you look…Sigma LOOKS

If you can keep these concepts in mind as you become a Sigma, you are off to a wonderful start in creating your new Sigma image.

Here is a simple reminder. When you are representing Sigma Gamma Rho whether it’s in an official capacity or in your daily life, you should always put forth your best efforts. This means arriving early for any official engagements or publicized events. This means being aware of your audience and providing comments and greetings that place Sigma in its best light.
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Media:

Media Attention can be our best ally or worst adversary depending on how we use it. Our media attention should primarily be focused on Sisterhood, Scholarship and Service. Please ensure that all media communication is approved by the Epistoleus and the Basileus or designated officer. Photos for mass publication should only feature appropriate subject matter. Sorors in photos should be dressed appropriately for the events being highlighted in the article or news story.

Local Image:

Your local chapter meeting is a great place to practice “The Sigma Image.” Here you can arrive early and wear professional business attire in Royal Blue and Gold. When attending community events for other non-profit charities or other NPHC functions, always try to represent Sigma Gamma Rho by wearing your colors or insignia. If you master timeliness, attire, and deadlines at the local level, you will have no problem recreating this behavior when attending regional conferences and the International Boules.

Print Communications:

Print communication is crucial to the operation of the sorority. Please make every effort to ensure that you put forth the best document possible. Make sure to edit, spell and grammar check each document before making public. Use eye-catching and quality graphics because most of our events and information finds its way to most social media outlets. Seek the necessary approval before making any document public that is sponsored by Sigma Gamma Rho Sorority, Inc. What we share with the public is a huge part of the image we project to the world.

Mirror Image:

How you present yourself is critical. You may be the first or only interaction that some people will ever have with Sigma Gamma Rho Sorority, Inc. Let’s make that impression a good one. Remember, from now on, when you leave your home, you are now representing thousands of women all over the world and we want the people you meet to be blown away by Sigma. You can do this by checking to make sure that your work product; attitude, appearance and conversation when presenting yourself to society all represent the goals and mission of the sorority. If what you say and do reflects, “Greater Service, Greater progress, you’re reflecting the image we all strive to display.

Membership Dynamics:

Now, we get to the good part. Life in Sigma is a lot of FUN! No undergraduate experience would be complete without the neophyte presentation and the step shows that take place on college campuses everywhere! Even in our partying, we do it with class and grace. Sigma women come in all shapes, sizes and colors and each Soror should have the opportunity to look nice in the outfit of choice for the shows. Keep
everyone’s body type in mind when selecting the “hot” outfit for the show; the final selection should flatter every participating soror. Never ever disparage another Greek-letter organization in your shows. Always uplift Sigma, leave the rest to someone else.

The same holds true for college parties and other social gatherings. Represent Sigma whenever possible. Never drink alcohol while wearing any Sigma paraphernalia or insignia. If it’s too short, too tight, or too revealing, it is inappropriate for Sigma Gamma Rho. Even if you look like Naomi Campbell in it, it is no longer a part of the Sigma Image that you will soon project. Keep it classy always. Be sure to use etiquette appropriate for the venue and always acknowledge your hosts.

**Public Perception:**

Conference attendance is about to become a natural part of your Sigma lives. So, during your TORCH process is a great time to make you aware of your responsibilities. Sigma Gamma Rho Sorority, Inc. hosts conferences through the United States on an annual and biennial basis. When we visit different states and cities, it is a great opportunity to strengthen the Sigma Image in each of those communities we visit. As you begin to attend regional and national conferences, keep these things in mind:

- Come prepared to participate in some level of community service
- Always pack your Royal Blue and Gold
- Be timely for all events
- Have whatever work product or deliverable completed in the proper format
- Pack a positive attitude
- **HAVE FUN!! ENJOY YOUR SORORS!!**

**Attire:**

Discussion time: Here is a photo of appropriate business attire. Now, let’s discuss. What is right about the outfit?

What do you notice about the woman photographed?

How can you wear the business attire, yet make it your own?

Discussion time: Here is a photo of appropriate step show attire. Now, let’s discuss. What is right about the outfit? What would you change?

What do you notice about the Sorors in the photo?
How can you wear the right stuff and keep it fun and unique?

Discussion time: Here is a photo of appropriate casual attire. Now, let’s discuss. What do you like about this photo?

What do you notice about the women photographed? What do you like?

What principle can you take away?

**Conclusion**

There is no one way or right way to describe Sigma Image however, the purpose of this teaching is to simply reinforce the idea that what we do as individuals now influences the corporate and collective image of Sigma Gamma Rho Sorority, Inc. Thank you so much for your time and attention. Now, here’s to a great journey into Sigma life! Are there any questions?
MODULE 3 QUIZ – SIGMA IMAGE AND MEMBER EXPECTATIONS

Candidate Name: ________________________________

1. The sorority’s gems include pearls and
   a. Diamonds
   b. Rubies
   c. Sapphire
   d. Topaz

2. How many pearls are at the edge of the book on the sorority’s official pin?
   a. 5
   b. 12
   c. 10
   d. 7

3. The sorority’s flower is a
   a. Yellow Rose
   b. Yellow Miniature Rose
   c. Yellow Old Garden Rose
   d. Yellow Tea Rose

4. The sorority principles are
   a. Sisterhood, scholarship and service
   b. Scholarship, service, and serenity
   c. Service, sisterhood, and society
   d. Sisterhood, scholarship, and servitude

5. What is the sorority’s mascot
   a. The French Toy Poodle
   b. The Poodle
   c. The White Poodle
   d. The Mini Poodle
6. What symbols does the official pin display?
   a. Open book, the T.O.R.C.H. with 10 pearls and 2 rubies on the edge of the book
   c. Rubies, diamonds, staff and open book
   d. Open book, gems, sticks, and fire

7. Which symbol is the foundation of the sorority’s official pin?
   a. The open book
   b. The pearls
   c. The Torch
   d. The base

8. What are sorority’s official colors?
   a. Royal Blue and Old Gold
   b. Turquoise Blue and Gold
   c. Royal Blue and Gold
   d. Radiant Blue and Antique Gold

9. National individual assessments are considered late after
   a. July 1st
   b. August 1st
   c. September 1st
   d. September 30th

10. Regional chapter assessments are due on
    a. July 1st
    b. July 31st
    c. August 31st
    d. September 30th

11. The “Sigma Uniform” includes many pieces except for
    a. A plain uninterrupted royal blue dress or suit
    b. A white dress with gold accents
    c. A formal dress in either royal blue or gold
    d. A quality casual shirt
12. The characteristics of the poodle encourages members to be
   a. Classy, sophisticated, and friendly
   b. Sophisticated, friendly, and authentic
   c. Friendly, classy, and polished
   d. Classy, sophisticated, and approachable

13. It is tradition during the singing of the hymn to cross your arms
   a. Over your heart
   b. Around the back of the sorors standing on either side of you
   c. Right over left
   d. In front of you

14. In addition to crossing your arms during the singing of the hymn, sorors should
   a. Sway in unison
   b. Sway to the right first
   c. Sway during to the left first
   d. Not sway

15. The official sorority pin can be worn with all the following except for
   a. Pants
   b. Jackets
   c. A only
   d. A and B

16. In regards to meetings, all sorority members are expected to attend
   a. At least half of all sorority meetings
   b. Most sorority meetings
   c. As many sorority meetings as possible
   d. All sorority meetings
T.O.R.C.H. STAGE II
MODULE 4 – CIRCLE OF SISTERS

Characteristics of a Healthy and Enjoyable Friendship or Relationship

**Honesty & Trust**
- Giving real compliments
- Discussing problems
- Using “I” messages to share feelings
- Asking for what we want, not expecting they owe it to us
- Admitting mistakes
- Asking (not accusing) each other about rumors

**Sharing Activities**
- Hanging out together sometimes
- Doing things each person enjoys
- Encouraging each other’s enjoyment and success
- Learning from each other

**Emotional Respect**
- Disagreeing without put-downs or threats
- Respecting their right to be safe and to control their own body and decisions
- Trying to understand their feelings, even if we disagree with their ideas
- Caring to find out their point-of-view

**Kindness**
- Helping each other (while respecting our own limits)
- Giving gifts sincerely, not to get something back; the thought, not the money that counts
- Showing our care through consistent respect (not abuse followed by apologies)

**Listening**
- Asking what they think and how they feel
- Empathizing by putting ourselves in their shoes; guessing what they feel
- Saying what we think we heard to check for understanding
- Asking what is important to them

**Mutual Affection**
- Telling things that we like and appreciate about each other
- Each decides if, how, and when we want to be touched; checking to insure affection is mutual
- Respecting each other’s values, property, bodies, pace, & limits; stopping if one says, “No”

**Freedom & Encouragement**
- We have the right to our own, and support each other’s rights to have opinions, feelings, space, activities, friends, and dreams
- Expressing fears, instead of claiming ownership, when jealous
- Either person can decide to breakup

**Shared Decision-making**
- Deciding things together, not ordering
- Negotiating differences
- Splitting costs fairly
- Searching for win-win solutions
T.O.R.C.H. STAGE II
MODULE 4 – CIRCLE OF SISTERS

Building Trust Among Sisters

Activity Description: The facilitator starts by explaining that one way to start building trust is to enable group members to share their own personal thoughts and feelings about what they find difficult to talk about in a group setting. In order to initiate this process, the first step is to ask each member to complete a questionnaire regarding how much risk they would feel in certain life situations.

Participants rate their responses on a three-point “risk” scale (1 = Low Risk, 2 = Some Risk, 3 = High Risk). When they have completed the questionnaire they are paired up and process their findings with their partner—how they rated themselves, their reasoning, what they found out about themselves, what they would like to change. The facilitator then reconvenes the full group and asks each pair to report on their findings.

Added thoughts or considerations: This is just an initial exercise. Individual members may set specific goals for themselves to increase their willingness to be open and authentic in a group setting, and create a contract with another member of the group to provide on-going feedback and support, to help achieve the developmental goals.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Low Risk (1)</th>
<th>Some Risk (2)</th>
<th>High Risk (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asking for help from others</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asking for feedback from peers regarding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>something I have done</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Making a statement that might anger your</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>peers</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Expressing a difference of opinion or conflict</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I have with a peer</td>
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<td>Giving a peer critical feedback</td>
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<td>Being hesitant about being the center of</td>
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<td>attention of your peers</td>
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<td>Expressing confusion or uncertainty in front</td>
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<td>of your peers</td>
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<td>Expressing dissatisfaction with a leader or</td>
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<td>supervisor</td>
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<td>Admitting I was wrong about something I said</td>
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<td>Admitting to my peers I was wrong about an</td>
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<td>idea I had or an initiative I promoted</td>
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T.O.R.C.H. STAGE II
MODULE 4 – CIRCLE OF SISTERS

Parliamentary Procedures and Sorority Protocol

EFFECTIVE BUSINESS MEETINGS

Effective meetings take time, support from everyone and, most of all, careful planning. You will need to be on your toes and ready to “roll with the punches.” Prior planning will allow you to conduct an orderly and productive meeting. Here are some important pointers:

- Always have an agenda
- The agenda must be approved by the body after the meeting is called to order.
- Instruct members to turn off cell phones or put them on vibrate and refrain from use of all cell phones and other electronic calling/paging devices during meetings
- Keep the meeting moving, but do not force the group to make hasty decisions
- Keep control, but do not stifle free comment

AGENDA

Although the format of meetings will vary depending on the needs of the group, general format is usually the same. An example of an agenda is below:

Sigma Gamma Rho Sorority, Inc. Chapter Agenda
Date

I. Sorority Pledge
II. Approval of the minutes
III. Officers’ reports
IV. Committee reports
V. Unfinished business
VI. New business
VII. Good of the order
VIII. Adjournment
IX. Sorority Hymn

*(The call to order is NOT part of the agenda)
AGENDA EXPLANATION

To commence a meeting, the chairwoman, normally the chapter Basileus or presiding officer, will simply request, “Will the meeting come to order?” At the start of each meeting, the Sorority pledge will be recited. The body must adopt the agenda before business is discussed. Once the agenda is adopted, the agenda can only be changed by either common consent of 2/3 vote of the chapter. If the minutes have been previously distributed to everybody, the reading of the minutes can be omitted. The Chair will ask if there are corrections to the minutes. If there are none, the chair states that the minutes stand approved as read or corrected.

After the minutes are approved, the chair moves to the next item on the agenda. During the course of the meeting, a member may wish to address the chair or the body. The rules for obtaining the floor for speaking are:

- Address the chair as Madame Basileus, Madame Syntaktes, etc.
- Wait to be recognized by the chair, which gives you permission to speak
- Present well organized statements
- Keep the presentation short and to the point

STEPS TO HANDLING A MOTION – PARLIAMENTARY PROCEDURE

The purpose of Parliamentary Procedure is to make it easier for groups to work together effectively to meet their goals. Rules of procedure are intended to assist a meeting not inhibit it. A meeting can deal with only one matter at a time. The greatest burden for assuring the orderly transaction of an organization’s business rests with the presiding officer, but the chair can’t do it alone. All members share in the responsibility for maintaining an orderly procedure. As a general rule, the more difficult the meeting, the more closely the rules of Parliamentary Procedure should be followed.

All members have equal rights, privileges and obligations. It is the chairperson’s responsibility to use the authority of the chair to ensure that all meeting attendees are treated equally. For most motions, a majority vote decides an issue, but all members have the right to be heard and to support or oppose an issue. A member always has the right to request information on any motion that is not thoroughly understood.

The meeting will proceed until each agenda item is completed or the end of the specified timeframe. To end the meeting, the chair may simply declare, “The hours fixed for adjournment have been reached. If there is no objection, the meeting is now adjourned.” Or she may call for a motion to adjourn.

Business is accomplished in meetings by means of debating motions. The word “motion” refers to a formal proposal by two members, the mover and the seconder, that the group take a certain action. A group should not consider a matter unless it has been placed before the body in the form of a motion.
1. A member rises and addresses the chair by her official title when no one else has the floor and if there are no other motions pending.
2. The chair recognizes the member by name or visual acknowledgement.
3. The member makes a motion using the words “I move that.” Never say “I so move” or “I motion” or “I make a motion.” Keep the motion clear and concise (e.g. I move that we hold our Sigma Youth Symposium at the local high school).
4. Another will rise to second the motion without recognition from the chair. Seconds can be made by saying “I second it” “I second the motion” or simply “Second.” If there is no second, even after the chair asks for one, then the motion is not brought before the body.
5. If the motion is seconded, the chair re-states the motion to the assembly and asks if there is any debate.
6. The body will debate the pros and cons of the motion. The maker of the motion is allowed to speak first. Members must address the chair and be recognized before speaking. All debate must relate to the motion under discussion.
7. Once debate is completed, the chair will call for the vote by asking “Are you ready for the question.”
8. If there is unreadiness, the member must rise and wait to be acknowledged by the Chair and then state "unreadiness".
9. The chair will determine if any debate shall continue.
10. The chair calls for the affirmative vote by announcing, “All in favor, say aye.” The chair pauses for responses. After the response the chair states “All those opposed, say nay” and pauses for the response.
11. The chair announces the outcome of the vote: whether the motion is adopted or lost, the effect of the vote and the next action of the assembly.
12. If the motion receives a tie vote, the chair can vote to break the tie.
13. Under most circumstances, the presiding officer never participates in debate or offers an opinion on a pending motion. In that rare circumstance where the presiding officer believes she must offer an opinion, she must vacate the chair, and cannot resume presiding over the meeting until the motion in question has been finally decided.

SORORITY PROTOCOL

Rules of protocol are made to ensure that members of the organization are treated with the respect that is due by right of title or membership. Members are addressed at each level in the following ways:

**Grand Chapter**

- Grand Basileus – She is always addressed as “Madame Grand Basileus” or by adding her last name (e.g. “Madam Grand Basileus Smith”)
- Stand whenever the Grand Basileus is presented or enters the room. Always provide necessary accommodations unless otherwise specified. When the Grand Basileus visits your area, it is customary to present her with a gift or some other form of hospitality.
- When the National Officers enter an assembly as a group, the membership will stand and remain standing until the officers have been seated.
Web Version of the Procedures & Curriculum:
This Manual contains information proprietary to Sigma Gamma Rho Sorority, Inc., and shall not be shared or distributed to any non-members of Sigma Gamma Rho Sorority or any non-financial members of Sigma Gamma Rho Sorority, Inc. Failure to adhere may result in disciplinary action.

- Always address officers as soror and their last name. Provide necessary accommodations unless otherwise specified.

Regional Level

- When the Regional Officers enter the assembly as a group, stand and remain standing until the officers have been seated.
- Always address officers as soror and their last name. Provide necessary accommodations unless otherwise specified.

Local Level

- Always address officers as soror and their last name

Refer to the Sigma Gamma Rho Sorority Inc. Protocol Manual for additional information.
T.O.R.C.H. STAGE II
FINAL PRESENTATION, FINAL EXAM AND INDUCTION

Final Exam
(This is a closed book exercise.)

Name:

Chapter:

Date:

1. The sorority was founded at

2. The sorority became an incorporated national collegiate sorority on

3. The sorority pledge was written by

4. The sorority colors are

5. What is the name of the sorority's official publication?

6. Who designed the official badge?

7. The Grand Basileus' pin is enriched by ___________________ with a ___________________ for the guard.

8. Name the four types of sorority meetings:

   1.

   2.

   3.

   4.

9. Describe the sorority's official badge.
10. Name the Basileus of the Chapter in which you are seeking membership.

11. How is Sigma Gamma Rho Sorority, Inc. different from the other three NPHC female Greek letter organizations?

12. The purpose of the sorority is expressed in its slogan.

13. The Sorority’s flower is

14. Name the Sorority's Founders:
   1.
   2.
   3.
   4.
   5.
   6.
   7.

15. What are the sorority's national projects? (Name five)
   1.
   2.
   3.
   4.
   5.

16. What is the Philo Affiliate? What is its purpose?
17. What is the Rhoer Club?

18. Name three organizations in which the Grand Chapter maintains membership.
   1.
   2.
   3.

19. National Fees are due on

20. What is the composition of the Grand Chapter?

21. When does the Grand Chapter meet?

22. How many regions comprise the Sorority? (Name them)

23. What region is this chapter a member of?

24. When was this Chapter chartered?

25. Who is the Syntaktes of this region?
26. What are the duties of the following officers?

1. Syntaktes

2. Undergraduate Chapter Coordinator

3. Youth Services Coordinator

27. What are the duties of the following Grand Officers of Sigma Gamma Rho Sorority, Inc. and who currently holds each position?

1. Grand Basileus

2. First Grand Anti-Basileus

3. Second Grand Anti-Basileus
4. Grand Grammateus

5. Grand Anti-Grammateus

6. Grand Tamiochus

7. Grand Epistoleus

8. Editor-in-Chief of the AURORA

28. Name at least four officers appointed to the National Board of Directors.

1.
2.
3.
4.
29. Where is the National Headquarters located?

30. Who is the Executive Director?

31. What is the Blanche Edwards Award?

32. Why are honesty and integrity critical to the success and survival of Sigma Gamma Rho Sorority, Inc.? Give five reasons.

1. 

2. 

3. 

4. 

5. 

33. What is the proper way to address a member during an official sorority meeting?
34. What is an appropriate response when the chair asks if there is any unreadiness?

35. Name the 5 key items that should be in your Sigma Uniform?

1.

2.

3.

4.

5.

36. The top officer of the sorority should properly be addressed as

a. Soror Grand Basileus
b. Grand Basileus Madam
c. Madame Grand Basileus
d. Supreme Grand Basileus
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37. Addressing a member of the sorority as soror and her last name represents

   a. Sisterhood
   b. Professionalism
   c. Decorum
   d. Respect

38. List the Greek Alphabet (include symbols)
T.O.R.C.H. STAGE II
FINAL PRESENTATION, FINAL EXAM AND INDUCTION

Induction Ceremony

Please see the full version of this document for this ritual activity.