

# Virtual: Phi Program – Module 1

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## **READY: BEFORE THE MEETING**

This meeting should take place as a part of virtual bid day whenever possible. Hosting a meeting where new members are able to receive information about next steps and spend dedicated time getting to know their SDC, the new member education board and each other is critical to ensuring that communication channels are established, and expectations are set. New member retention is going to be particularly important in a virtual setting. A stable meeting environment is important to model from the beginning.

- Announce:** Transition from the bid day celebration, giving new members a brief break to get settled.
- Online Learning:** *There is no online learning associated with module 1.*
- Invite:** Invite the following officers/members to the meeting and provide them with an overview of what they are responsible for:
  - Chapter Key Advisor
  - Review:** Review the content and concepts introduced in module 1. Gather all chapter specific information that is presented and discussed.

## **SET: HOSTING THE MEETING**

- Get familiar with the interface.** Select and become familiar with the platform you plan to use for your meeting discussions. Practice setting up and using breakout rooms, screen sharing, and chat functions.
- Set the tone.** This module is focused on presenting information in a digestible and measured manner. The day can be very overwhelming. Speak slowly and be sure to breakdown any vocabulary or terms that may not be obvious to a new member.
- Be prepared and consistent.** We want to model professionalism by being prepared. This meeting is an important first impression. If you are flippant or underprepared it may be hard to recover in future meetings.
- Stimulate conversation.** We are suggesting that discussions be formatted to encourage close friendships among the new members, but that won't happen all at once. This module is focused on breaking the ice; trust and relationships will come later. New member classes larger than 20 should have *breakout rooms* for activities. Groups of 8-12 new members are suggested.

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## **GO: ORIENTATION**

### **WELCOME**

*ENCOURAGE CASUAL CONVERSATION AS PEOPLE COME BACK FROM THEIR BREAK*

ATTENDANCE – Ensure that everyone came back from the short break.

*Hint: you can use page 23 in your guidebook*

CREED – The Creed is introduced in later in the module, do not recite at the beginning of the meeting.

### **OPENING**

*Welcome! I am excited and honored to bring all of us together in our first formal meeting as a group. We are going to spend a lot of time together over the next several weeks, and we always want you to feel informed and welcome among us and the chapter as a whole.*

*Today, we will cover many of the logistical questions you may have. We will talk in depth about how to find a balance with the new expectations and opportunities in front of you. Finally, we will wrap up with some activities to help us all get a little more familiar with one another.*

*Today we are asking you to have fun, ask questions and bring great energy as we dip our toe into this program.*

*Let's get started.*

[If present] GUEST PRESENTER: Invite the Chapter Key Advisor (CKA) to introduce herself and welcome the new members for 5 minutes and describe her role as an advisor to the chapter.

*TRANSITION: There are many sisters, active and alumnae, that are here to support you as both a new member and active. You will have the opportunity to meet and get to know our chapters leaders and advisors in both new member discussions and our chapter business meetings.*

*During your Phi Sigma Sigma new member experience, you will be introduced to the meaning of various aspects of our sorority. You will learn about our Founders, history, symbols, motto, The Creed and how we operate on campus and within our sisterhood.*

*Your entire new member experience will be guided by The Creed of Phi Sigma Sigma. Our Creed is an important part of the Phi Sigma Sigma experience. We will spend time each week learning about the key values expressed in our Creed. At the end of your new member experience, you will have a clearer picture as to how Phi Sigma Sigma helps us all to be better women, better sisters, better friends.*

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[Slide – Creed] Recite The Creed as a group. Encourage new members to sit up tall, project their voices and recite at a normal pace.

**Servant Leadership**  
**Friendship & Sisterhood**  
**Advancement of Woman**  
**Perpetuity of the Fraternity**

## **PHI SIGMA SIGMA ONLINE LEARNING**

*Each module of the Phi Program is introduced in an online learning module/lesson. Once you claim your PhiSigmaSigma.org member account you will have access to our online learning platform. Before you attend our scheduled discussion each week you will complete the online learning and come prepared to discuss what was introduced in the lesson.*

## **MEMBERSHIP RESPONSIBILITIES**

*Before we move any further, we want to make sure you are set up to succeed as a member.*

*As a sister in Phi Sigma Sigma, it is important that we understand that our actions are now reflective on our sorority and the fraternity/sorority community. We will discuss why it is important that our actions are congruent with our Phi Sigma Sigma values and ultimately with the promises will make during initiation.*

As the facilitator, you will ask the following questions to get the group involved. Ask the question and allow for several answers. Remember to give them some time to answer as they will not know one another at this point.

**1.** What excites you most about being a sorority woman?

Listen for: friends, connection, learning new skills, activism, giving back to the community, being held accountable, safety, networking, support.

**2.** What words or characteristics do you believe sorority women possess?

Listen for: leaders, kindness, understanding, focus, intelligence, giving, supportive.

*You have a lot to be excited about in your membership and the events to come. You also are given the great privilege of embodying all of the empowering and positive characteristics of a sorority woman and, more specifically, a Phi Sigma Sigma. Through Phi Sigma Sigma you are offered all the privileges of membership from the very beginning. As a new member you will:*

- Participate in chapter committees*
- Attend chapter meetings*
- Use your voice and vote in all matters (election, standards board, constitution changes)*
- Proudly wear and own apparel and other things with Phi Sigma Sigma letters*

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*We extend these privileges on day one because we value who you are today, and we know that your contributions to the chapter will grow and build up our collective efforts. As a part of your new member experience we will explore our personal and social identities and how understanding ourselves is the first step in creating connection and understanding others.*

*With great privilege comes great responsibility. The expectations of membership are important to understand as you are associated with Phi Sigma Sigma at all times.*

For each of the following you have the option to present the details in the way you feel is best suits your meeting schedule. Address the three areas of responsibility that are most relevant in the first few weeks of membership. Allow for time for questions.

## **Responsibility to Self**

Explanation of how a Phi Sigma Sigma carries herself on campus, in the classroom, online and in social engagements.

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## **Financial Responsibility**

Explanation of the financial commitment, how dues work, what is included, how not paying your dues effects the chapter budget, what other expense outside of dues might they incur, are payment plans offered, what are the payment deadlines, how to pay fees online.

- <https://www.onephisigmasigma.org/new-member-dues>
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## **Fraternity Policies**

Explanation of the policies of the international organization, chapter and campus. Provide direction on where they might access these policies and where they should voice concern or seek assistance if they feel the policies are not being upheld.

- <https://www.onephisigmasigma.org/expectations>
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While point systems, fines or attendance expectations and excuse policies are suspended for the time being while events are virtual, it may be important to briefly introduce the importance of engagement in chapter events.

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## **BALANCE**

*With an understanding of the big picture of your membership responsibilities we will look at the calendar provided. As we walk through the events for this term/semester I want to make sure you understand the importance of balance and how Phi Sigma Sigma can help you to achieve a healthy life balance.*

*Balance will remain important while you are an active member, young professional and throughout your life. Taking care of yourself and your needs has to find a way onto your calendar, or you won't be able to serve others in the way you intend. As we spend some time talking through the calendar for the remainder of the semester, I want you to employ some of the techniques we just discussed to maintain balance to ensure you keep from feeling overwhelmed or stretched too thin.*

Screen share a calendar or outline of key events to the new members. Talk through each scheduled event. Remain mindful that new members will need additional explanation to understand what to expect. Include information about time, format, attire and purpose.

*In the next several weeks we will help to make sure you make connections with members and eventually pair you with a big sister and mentor to offer additional support and guidance during this time. Talk through the format and logistics of your chapter's rose buddy/temporary big sister program and internal mixer activities.*

*TRANSITION: The remaining in-person meetings will be based in discussion and will rely on each of you sharing with one another. In the meetings to come, we will start incorporating the things you are learning and exploring in Phi Sigma Sigma. To close our meeting today we will dig a little deeper to explore the ways in which we may have more in common than we have different.*

## **COMMON CLAP**

Ask new members to turn their **video off** and their **audio on**. Instruct them to bow their head and close their eyes. They are to remain closed during the entire activity.

Instruct the group that as you read each of the following statements they are to clap their hands if the statement applies to them. Leave a gap of five seconds between each statement to allow them to hear the claps clearly before moving on.

- Clap your hands if you are a freshman (if your university doesn't allow freshman to join change to sophomore)
- Clap your hands if you are a (insert most popular college or area of study) major
- Clap your hands if you have already forgotten something you learned today
- Clap if you have talked to a parent or family member on the phone today
- Clap if you are a (insert another college or area of study) major
- Clap if you are the oldest sibling in your family

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- Clap if you have ever skipped a class
- Clap if you were an athlete in high school
- Clap if you always wanted to join a sorority
- If you never thought you would join a sorority
- If you want to be president of this organization someday
- If you have thought about changing your major
- If you already have changed your major... more than once
- If you were involved in the arts in high school
- If you are the youngest sibling in your family
- If you are the first member of your immediate family to come to college
- If you are responsible for paying for college yourself
- If you have had roommate issues
- You are an only child
- You consider yourself an introvert
- You consider yourself an extrovert
- You have cried for any reason this week
- You have laughed with one of your new sisters
- You are excited about what is to come in Phi Sigma Sigma

Processing:

- What are your reactions?
- Which statements made you laugh?
- Which of the responses surprised you the most?

It is important to remember that while we may not walk into a room and immediately feel or sense it, we have a common thread to be found somewhere. We all have things going on in our lives. Some that may be challenging to share or understand, but as sister – as family we are committed to learning, growing and supporting one another.

You each have more in common than you might be able to see on the outside.

## **WRAP UP**

We are beyond excited to welcome you as a sister of our chapter. We want you to know that today was the celebration of the beginning of a lifetime of sisterhood that you have been promised.

## **ANNOUNCEMENTS**

Upcoming events, reminders and encouragement. Remember to always include times, links, attire and a breakdown of what that event is.