

CALENDAR PLANNING RETREAT

SUPPLIES

- Laptop with Wi-Fi access
- Accessible A/V
- Whiteboard or flipchart paper
- Markers
- Calendar Planning Guide (digital)
- Paper for each participant
- Pen for each participant
- Copies of Calendar Planning Checklist for each participant

LOGISTICS

- Retreat should take place at an on-campus location with accessible A/V. There should be a chair and desk/table for each officer. Ideally, the room should be set up boardroom style.
- All Prudential Board officers should be present at the retreat.
- If being paired with Officer Transition Meetings and/or Chapter Planning Retreat, the Calendar Planning Retreat should occur after all meetings/retreats are completed.
- Plan for the retreat to last approximately two hours.
- The retreat should be facilitated by Fraternity staff, a member of the Chapter Council, or a campus professional.

PRE-WORK NEEDED

- President should send out the Calendar Planning Checklist at least two weeks prior to the retreat to allow officers to create a breakdown of what events they want to do and have ideas of when they want the events to occur (an minimum, have a month in mind). This will allow the retreat to move most efficiently.
- President should bring IFC/Greek Council calendar
- Vice President of Communications should bring University calendar, including any holidays, Spring Break/Fall Break, first day of classes, last day of classes, exam week
- Vice President of Communications should bring University sporting events (football, basketball, hockey, etc...), prioritizing home games for planning
- The Vice President of Communications should put in important University dates (first day of classes, last day of classes, exam week, and holidays) before the retreat, as these will be used to ensure we plan our events with those in mind

WELCOME AND INTRODUCTIONS (5 MINUTES)

- Introduce yourself and give background: Name, Chapter, College/University, profession, Fraternity involvement
- Explain your role today is to facilitate and ensure conversation flows and our outcomes are achieved
- Introductions of the officers if needed for facilitator

PURPOSE AND EXPECTATIONS (5 MINUTES)

PURPOSE

- The purpose of today is to plan out the upcoming term/semester's events to ensure our members get excited and are able to prioritize Alpha Sigma Phi and their attendance
- Also going to plan out our summer calendar of both in-person and virtual events, as we want to ensure that Alpha Sigma Phi is an experience our members have year-round
- We have to remember that our members are planning around jobs, family, significant others, classes, hobbies, and other student organizations. The further in advance we can provide these dates to them, the more in advance they can ensure they will be present!

EXPECTATIONS

- I'm asking that you all are engaged for the duration of the retreat
- Let's agree to focus on what is within our control vs. what is NOT within our control (This is a big one!)
- Any others you want to share and hold each other to? (Record on flipchart paper)

CALENDAR PLANNING- REOCCURRING AND FIXED EVENTS (20 MINUTES)

REOCCURRING AND FIXED EVENTS

- It's easiest to start with putting down some of our recurring and fixed events. These include:
 - Chapter meetings once per month
 - Prudential Board meetings weekly
 - IFC/Greek Council meetings weekly
 - Fraternity Fee payments (September 15, October 15, February 15, March 15)
 - Fraternity programs (January Leadership Programs/officer training, Elevate/Grand Chapter)
 - University events (including Fraternity/Sorority life events)
 - Formal recruitment, including Bid Day
- The Vice President of Communications should be filling the calendar in as events are decided upon and scheduled.
- Once done, transition to finalizing growth and ritual activities

CALENDAR PLANNING RETREAT GUIDE

CALENDAR PLANNING- GROWTH AND RITUALS (20 MINUTES)

NOTE: The Vice President of Communications should be filling the calendar in as events are decided upon and scheduled.

Growth- Here are dates to consider:

- Recruitment training and/or retreat
- Informal recruitment events
- Informal recruitment bid date
- Growth Committee meetings
- TBTM scholarship timeline (including when applications are due, interviews, selection, and awarding)
- Summer recruitment activities and/or events (including Orientation)
- Any other events?

Ritual & Traditions- Here are dates to consider:

- Scenes 1 & 2 of Initiation (must be within one week of bid acceptance)
- Scenes 3 & 4 of Initiation (must be within 35 days of Scenes 1 & 2)
- Pinnacle Week (week leading up to Scene 5)
- Scene 5 of Initiation (should be done towards the end of the term/semester with graduating seniors)
- Any additional rituals (exoteric or esoteric)
- Committee meetings
- Any other events?

Once finalized, move to the next section.

CALENDAR PLANNING- MEMBER ENRICHMENT AND RETENTION (25 MINUTES)

NOTE: The Vice President of Communications should be filling the calendar in as events are decided upon and scheduled.

Member Enrichment- Here are dates to consider:

- Membership Orientation meetings
- Committee meetings
- Any other events?

Retention- Here are dates to consider:

- Social events- at least one per month
- Formal/semi-formal
- Brotherhood events
 - Should take place the same day and time as chapter meeting during the weeks chapter does not take place!
 - Large scale brotherhood events
 - Brotherhood retreat
 - Weekly reoccurring lunches or dinners (house or on-campus)
 - Dates for any brotherhood initiatives (Sig Teams, brotherhood pairings, etc...)
- Intramurals (deadlines and games)
- Greek Week (if applicable)
- Committee meetings
- Summer brotherhood events (both in-person and virtual)
- Any other events?

Once finalized, move to the next section.

CALENDAR PLANNING RETREAT GUIDE

CALENDAR PLANNING- SERVICE/PHILANTHROPY AND ALUMNI/FAMILY (25 MINUTES)

NOTE: The Vice President of Communications should be filling the calendar in as events are decided upon and scheduled.

Service and Philanthropy- Here are dates to consider:

- Service events (at least one large event per semester; multiple options per month for brothers to accrue hours)
- Philanthropy events (at least one per semester)
- Committee meetings

Alumni and Family- Here are dates to consider:

- Alumni event/SIG Bust (at least one per year)
- Homecoming activities (if applicable)
- Family event (at least one per year)
 - Can do joint family event or separate and do Mom's Day/Dad's Day

Once finalized, move to the next section.

CALENDAR PLANNING- MISC DATES (15 MINUTES)

NOTE: The Vice President of Communications should be filling the calendar in as events are decided upon and scheduled.

Standards- Here are dates to consider:

- Standards Board training
- Standards Board meetings (biweekly)

Finance- Here are dates to consider:

- Local dues payments
- Fundraising events

Other- Here are dates to consider:

- Prudential Board/Chapter Council retreat
- Fraternity due dates (Annual Report, awards and scholarships, etc...)
Fraternity/Sorority Life due dates

Anything we've forgotten?

WRAPPING UP (5 MINUTES)

Thank you for being here and I'm proud of the work you've done today! I really believe the work you've done can set up your chapter/provisional chapter for a very successful term/semester!

- My challenge to you is to commit to sticking to these dates and doing the necessary planning to ensure it happens. It allows your members to get excited about upcoming events and plan accordingly to prioritize the chapter/provisional chapter if they are aware of when things are happening. If I can help in any way, please let me know!