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ALPHA SIGMA PHI FRATERNITY
PRESIDENT GUIDEBOOK



ACADEMY SCHEDULE

SOCIETY #1

SETTING THE STAGE & OPERATING IN A PANDEMIC
SATURDAY, JANUARY 16, 2021 // 12 P.M. - 2 P.M. ET

SOCIETY #2

MEMBER ENGAGEMENT
SATURDAY, JANUARY 16, 2021 // 3:30 P.M. - 5 P.M. ET

SOCIETY #3

HEALTH & SAFETY
SUNDAY, JANUARY 17, 2021 // 12 P.M. - 2 P.M. ET

SOCIETY #4

OFFICER ACCOUNTABILITY & BURNOUT
SUNDAY, JANUARY 17, 2021 // 3:30 P.M. - 5 P.M. ET

SOCIETY #5

DIVERSITY, EQUITY & INCLUSION
WEEK OF JANUARY 31, 2021 // TIME VARIES BASED ON SOCIETY

SOCIETY #6

DEALING WITH ADVERSITY
WEEK OF FEBRUARY 28, 2021 // TIME VARIES BASED ON SOCIETY

SOCIETY #7

RELATIONSHIPS & REPUTATION
WEEK OF APRIL 4, 2021 // TIME VARIES BASED ON SOCIETY

SOCIETY #8

SEMESTER DEBRIEF & FALL CALENDAR
WEEK OF MAY 2, 2021 // TIME VARIES BASED ON SOCIETY

SOCIETY #9

HEALTH & SAFETY + BROTHERHOOD DEVELOPMENT
WEEK OF AUGUST 1, 2021 // TIME VARIES BASED ON SOCIETY

SOCIETY #10

ALUMNI INVOLVEMENT
WEEK OF SEPTEMBER 5, 2021 // TIME VARIES BASED ON SOCIETY

SOCIETY #11

CONTINUED RECRUITMENT & INTEGRATING NEW MEMBERS
WEEK OF OCTOBER 3, 2021 // TIME VARIES BASED ON SOCIETY

SOCIETY #12

SEMESTER DEBRIEF & SPRING PLANNING
WEEK OF NOVEMBER 7, 2021 // TIME VARIES BASED ON SOCIETY



EXPECTATIONS

ATTENDANCE

- Attend all societies = Points on the Annual Report for Accreditation. Bring workbook, a pen and paper to all societies.
- Non-attendance = Loss of points on the Annual Report for Accreditation + \$100 charge per society missed (Please note that five minutes late or leaving more than five minutes early is considered a missed society).
- Video should be on during the entirety of the society with name and college/university; officer should be on a laptop/tablet, not on a phone.

ATTIRE

- Wear a collared shirt and badge. Hats are not permitted.

PRE-WORK

- By January 10, 2021, the Vice President of Growth completes Phired Up Certification (Note: All other H-officers should complete to receive the discount as outlined in the billing letter).
- By January 10, 2021, the following officers complete online officer training on MyAlphaSig: President, Vice President of Retention, Vice President of Finance, and Vice President of Ritual and Traditions.



ΑΣΦ
FRATERNITY

FOLLOW ALPHA SIGMA PHI ON SOCIAL MEDIA!



STAFF DIRECTORY



317.843.1911



tbtm@alphasig.org

EXECUTIVES

GORDY HEMINGER
PRESIDENT & CEO

MATT HUMBERGER
VICE PRESIDENT & COO

HEALTH & SAFETY

DANNY MILLER
SENIOR DIRECTOR OF PREVENTION & ACCOUNTABILITY

INITIATIVES

TABATHA SARCO
SENIOR DIRECTOR OF STRATEGIC INITIATIVES

MARKETING & COMMUNICATIONS

IAN FRASER
DIRECTOR OF MARKETING & COMMUNICATIONS

BUSINESS OPERATIONS & MEMBER SERVICES

ADAM BROWN
DIRECTOR OF BUSINESS OPERATIONS

BRETT CARLSON
ASSISTANT DIRECTOR OF MEMBER SERVICES

SARAH SNYDER
MEMBER SERVICES SPECIALIST

PROVISIONAL CHAPTER DEVELOPMENT

SAM FRANZOIA
DIRECTOR OF PROVISIONAL CHAPTER DEVELOPMENT

DAVID ERON
ASSISTANT DIRECTOR OF PROVISIONAL CHAPTER DEVELOPMENT

CLVEN HOUSING

NICK MILLER
DIRECTOR OF CLVEN HOUSING

BENNY ARGENTO
ASSISTANT DIRECTOR OF CLVEN HOUSING

STEVEN NORRIS
ASSISTANT DIRECTOR OF CLVEN HOUSING

NICK STEPANIAK
ASSISTANT DIRECTOR OF CLVEN HOUSING

FOUNDATION

SAMIR HAFIZ
DIRECTOR OF FOUNDATION

ALUMNI ENGAGEMENT

JEREMY RIED
SENIOR DIRECTOR OF ALUMNI ENGAGEMENT & CHAPTER OPERATIONS

LOGAN ISHIMINE
DIRECTOR OF SOUTHEAST OPERATIONS

LAYTON PIVER
DIRECTOR OF WEST COAST ENGAGEMENT

ADAM STAHON
DIRECTOR OF MIDWEST OPERATIONS

EXPANSION & GROWTH

ANDREW BREMER
DIRECTOR OF FRATERNITY INITIATIVES

MIKE CARLO
DIRECTOR OF EXPANSION

JACK WHITSITT
ASSISTANT DIRECTOR OF GROWTH

ANTHONY COPES
COORDINATOR OF EXPANSION

ADRIAN CULP
GROWTH COACH

ALEX HILE
COORDINATOR OF EXPANSION

JACOB LENAMOND
GROWTH COACH

MATT LIGHTNER
COORDINATOR OF EXPANSION

MASON PATRICK
GROWTH COACH

ASHER ROGERS
COORDINATOR OF EXPANSION

CHRIS SLATER
GROWTH COACH

DYLAN WOLFORD
GROWTH COACH



AVAILABLE RESOURCES

Alpha Sigma Phi encourages you to use our resources throughout the year to help navigate your position within the chapter and to be as efficient as possible. The Fraternity offers video resources that can be found on our YouTube page, as well as PDF resources that can be found on our website.

Click the icons below to view our available resources.



VIDEO RESOURCES



PDF RESOURCES



Write the name of your facilitator:

Use this space to write down contact information for your society members:

THE JOB DESCRIPTION

Once you've reviewed the job description of the Chapter President, list the three responsibilities you think are the most important to the success of your chapter. Then, list the three responsibilities you think are least important.

MOST IMPORTANT	LEAST IMPORTANT

SETTING THE STAGE

Use the space to the right to take notes on the five areas of the Chapter Success Model. Then, grade your chapter (A,B,C,D,F) on how you think you're doing in each area.



BROTHERHOOD	<input type="checkbox"/>
RECRUITMENT	<input type="checkbox"/>
SHARED VISION	<input type="checkbox"/>
ACCOUNTABILITY	<input type="checkbox"/>
GOOD ADVISOR	<input type="checkbox"/>

REFLECTION

Use the space to the right to reflect on the fall 2020 term. Identify areas you feel your chapter was a victor and areas your chapter was a victim.

VICTORS	VICTIMS

OPERATING IN A PANDEMIC - BROTHERHOOD

Take a few minutes to brainstorm three new virtual brotherhood events.

OPERATING IN A PANDEMIC - RECRUITMENT

Take a few minutes to brainstorm three new recruitment tactics or events.


JUNIOR & SENIOR ENGAGEMENT

Document what you think a first year/sophomore is looking for in their fraternity experience compared to a junior/senior. Then, brainstorm ways to increase engagement from juniors and seniors.

FIRST YEAR/SOPHOMORE	JUNIOR/SENIOR	WAYS TO INCREASE ENGAGEMENT

RETENTION & ROI

Write down what your chapter currently collects in dues for one member. Then, document what your chapter offers that member in return, or what that member's Return on Investment is. And finally, write down five ways to provide more value to new members, sophomores and juniors/seniors.

DUES PER MEMBER 	RETURN ON INVESTMENT	NEW MEMBER	SOPHOMORE	JUNIOR/SENIOR

EXTRA SPACE FOR NOTES



A large, empty white rectangular area with a thin red border, intended for taking notes.

HEALTH & SAFETY GUIDELINES

Take a few moments to read through Alpha Sigma Phi's Health & Safety Guidelines. Document 1-3 guidelines at the bottom of the page that you think your chapter struggles with the most.

The Health and Safety Guidelines of Alpha Sigma Phi Fraternity includes the provisions which follow and shall apply to all fraternity entities and all levels of fraternity membership.

HAZING

No chapter, provisional chapter, student, or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense.

Hazing activities are defined as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following:

- Use of alcohol, including drinking games;
- Paddling in any form;
- Creation of excessive fatigue;
- Physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter house;
- Wearing of public apparel which is conspicuous and not normally in good taste;
- Engaging in public stunts and buffoonery;
- Morally degrading or humiliating games and activities;
- and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy, or the regulations and policies of the educational institution, or applicable state law.

The Membership Orientation Program shall be executed by the Vice President of Membership Enrichment. If the Chapter chooses to have other Brothers participate, the President and Membership Enrichment Advisor must approve all activities. All events shall take place between 10:00 a.m. and 10:00 p.m.

ALCOHOL & DRUGS

In any activity or event sponsored or endorsed by the chapter, including those that occur on or off organizational/chapter premises:

- The chapter, members and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
- Alcoholic beverages must either be:
 - Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
 - Brought by individual members and guests through a bring your own beverage ("BYOB") system.
- Alcoholic beverages that contain greater than 15% alcohol by volume (or 30 proof) are prohibited, including, but not limited to any hard alcohol.
- Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

- Attendance by non-members at any event where alcohol is present must be by invitation only. Events must be limited to a guest-to-member ratio of no more than 3:1 for events with alcohol, provided that no event may exceed fire code. At least 50% of Prudential Board members must be present at any event with alcohol, with required presence by the Chapter President and/or the Vice President of Standards.
- Alcoholic beverages must not be purchased with chapter funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
- Any event or activity related to the new member joining process (e.g., recruitment, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to "bid night," "big/little" events or activities, "family" events or activities, and any ritual or ceremony.
- The chapter, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.
- A chapter must not co-host or co-sponsor, or in any way participate in, an activity or event with an other group or entity that purchases or provides alcohol. A chapter must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, a chapter may rent a bar, restaurant, or other licensed and insured third-party vendor to host a chapter event.
- The chapter, members and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter premises or at any activity or event sponsored or endorsed by the chapter.

SEXUAL ABUSE & HARASSMENT

The Fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities, or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers, or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

FIRE, HEALTH & SAFETY

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

SCENARIOS

Read the scenarios below. Choose three of them to describe what you would do if your chapter was in that situation.

- 1 Members of the Chapter want to plan a small kickback to welcome back the Brothers and a few girlfriends this spring. The schools COVID-19 policy specifically limits attendance to 25 people and states that events must adhere to social distancing guidelines, including 6ft and masks. It's unlikely that will occur but most of the Brothers think what's the harm since they see their girlfriends regularly anyways.
- 2 While you were away this weekend, the chapter/provisional chapter hosted a party at the house. During the chapter meeting on Sunday, you hear that a fight broke out, resulting in a non-member being taken to the hospital due to an injury sustained during the fight.
- 3 Your chapter/provisional chapter hosts a mixer with a sorority and the theme is Cinco de Mayo. A few days later, you are contacted by the student newspaper, who is doing a news story on offensive party themes and wants to interview you regarding the mixer after seeing pictures posted on Facebook.
- 4 Fraternity Headquarters received a call from your fraternity/sorority advisor to express a concern because of hazing allegations that he/she has received regarding your chapter/provisional chapter. The staff from Headquarters calls you to learn more.
- 5 A nearby chapter comes to visit your chapter/provisional chapter for the weekend. While you're all hanging out, members of the visiting chapter start talking down to your new members and quizzing them on the history of the organization. When they get an answer wrong, they are forcing them to do push-ups.
- 6 One of the other fraternities vandalizes the house one weekend. Your brothers "know" which fraternity did it and plan their revenge to do the same to their house.
- 7 Due to not following the health and safety guidelines, the University has put you on social probation, which means that you're not allowed to have any events with alcohol. This coming weekend is Homecoming and the alumni have made it clear that they plan on having a tailgate and inviting the undergraduates.
- 8 The Vice President of Growth wants to host a Bid Night Party to welcome in your new members. Everyone on the Prudential Board thinks it is a good idea. The officers split up the responsibilities for picking up the new members, purchasing the alcohol and arranging the festivities.
- 9 You are sitting in class next to your friend and you ask her how her weekend went. She begins to tell you that it was awful because she was hanging out with one of your brothers and he was very forceful with his sexual contact. She says she doesn't want to talk about it anymore.

EXTRA SPACE FOR NOTES

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OFFICER ACCOUNTABILITY & DELEGATION

Brainstorm five effective ways to hold your officers accountable.

BURNOUT

Read the 10 Signs You're Burning Out, take notes and discuss.

- EXHAUSTION
- LACK OF MOTIVATION
- FRUSTRATION/CYNICISM
- COGNITIVE PROBLEMS
- SLIPPING PERFORMANCE
- INTERPERSONAL PROBLEMS
- NOT TAKING CARE OF YOURSELF
- BEING PRE-OCCUPIED
- DECREASED SATISFACTION
- HEALTH PROBLEMS

RECOGNIZING MENTAL HEALTH ISSUES

Fill in the V-A-R- acronym and a description for each.

V	

A	

R	

EXTRA SPACE FOR NOTES

REMINDER REGARDING OUR NEXT SOCIETY:

EXTRA SPACE FOR NOTES

DEI - DEFINE IT, AND WHY IT'S IMPORTANT

Define Diversity, Equity and Inclusion. Then, identify what you currently do in your chapter that is counteractive in accomplishing DEI.

In the space below, brainstorm ideas to improve on your chapter's Diversity, Equity and Inclusion. Use the counteractivities as a starting point.

DIVERSITY	COUNTERACTIVITIES	WAYS TO IMPROVE
EQUITY		
INCLUSION		

EXTRA SPACE FOR NOTES

REMINDER REGARDING OUR NEXT SOCIETY:

RESILIENCY THROUGH ADVERSITY

Define 'resiliency.' Then, read through the Five Ways to Build Resiliency on the right.

RESILIENCY IS...



MAKE CONNECTIONS

This is about having people to go to that serve as resources and can assist you.

AVOID SEEING CRISES AS INSURMOUNTABLE PROBLEMS

You can't change the fact that something happened, but you can change how you respond.

MOVE TOWARDS YOUR GOALS

Make smaller goals that work towards the bigger picture and do not let one thing derail you!

TAKE DECISIVE ACTIONS

Detaching and trying to ignore the problem does not rid you of the problem!

KEEP THINGS IN PERSPECTIVE

Don't blow the event out of proportion. Consider the broader context even when dealing with a stressful situation.

EXTRA SPACE FOR NOTES



In the space below, come up with an example scenario for a type of adversity you have or could face in the chapter. Then, describe how you'd like to respond to that scenario's adversity. Finally, describe how you'd avoid that scenario from happening again. Consider how you'd use the Five Ways to Build Resiliency.

EXAMPLE SCENARIO**RESPONSE TO SCENARIO/ADVERSITY****HOW TO AVOID FROM HAPPENING AGAIN****EXTRA SPACE FOR NOTES****REMINDER REGARDING OUR NEXT SOCIETY:**

EXTRA SPACE FOR NOTES

RELATIONSHIPS WITH STUDENT ORGANIZATIONS

List some prominent issues that you think impact men on college campuses. Then, pick another organization on campus you'd like to partner with to run an event. Decide what type of event you'd host and why you think it's important toward achieving our goal.

WHICH ORGANIZATION DO YOU
WANT TO PARTNER WITH?

WHAT TYPE OF EVENT WOULD
YOU HOST WITH THIS
ORGANIZATION?

WHY IS THIS EVENT IMPORTANT
IN REACHING OUR GOAL?

EXTRA SPACE FOR NOTES

REMINDER REGARDING OUR NEXT SOCIETY:

EXTRA SPACE FOR NOTES

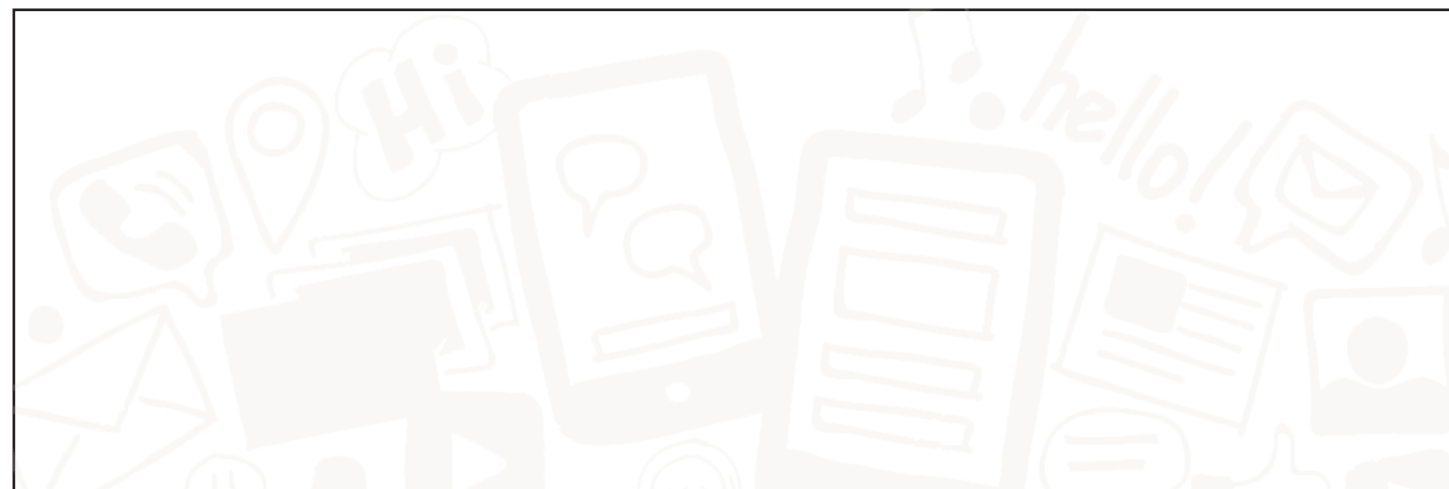
SEMESTER DEBRIEF

Use the space below to identify 5-10 wins your chapter had this semester. Then, identify 5-10 challenges your chapter faced this semester.

WINS	CHALLENGES

STAYING CONNECTED

Think of and document as many ways to stay connected over the summer as you can.



FALL CALENDAR PLANNING

Take a few moments to read through Alpha Sigma Phi's Fall Calendar Planning Checklist. Use the extra space to take notes.

FALL SEMESTER/TERM

- Prudential Board Retreat
- Recruitment Training
- All Recruitment Events (both formal and informal)
- Local Dues Payment Dates
- Pinnacle Week
- Scenes 1 & 2 of Initiation (within 1 week of bid acceptance)
- Scenes 3 & 4 of Initiation (within 35 days of Scenes 1 & 2)
- Scene 5 of Initiation
- Chapter Meetings
- Prudential Board Meetings
- Committee Meetings
- New Member Meetings
- Fall Break (if applicable)
- Brotherhood Events (in-person and virtual)
- Overnight Brotherhood Event
- Philanthropy Events (at least 1 per semester/term)
- Service Events (at least 2 per semester/term)
- Social Events (at least 1 per month)
- Greek Week (if applicable)
- Parents/Family Event (at least 1 per year)
- Sig Bust/Alumni Event (at least 1 per year)
- Homecoming
- Fundraising Events (at least 1 per month)
- Standards Board Meetings
- Intramurals
- Elections
- Officer Installation Ceremony
- Officer Transitions Program
- Black Lantern Processional
- Founders Day Event
- Exam Week

EXTRA SPACE FOR NOTES

REMINDER REGARDING OUR NEXT SOCIETY:

BROTHERHOOD RETREATS

*Review the following key components of a brotherhood development plan.
Then, use the allotted space to develop your brotherhood development plan.*

- IT INVOLVES ALL MEMBERS – FROM NEW MEMBERS TO SENIORS
- SMALL GROUP AND LARGE GROUP ACTIVITIES ARE INCLUDED
- NON-ALCOHOLIC EVENTS SHOULD BE INCLUDED
- ACTIVITIES ARE INCLUDED THAT CREATE SPACE FOR CONNECTION AND VULNERABILITY
- MENTORING PROGRAM IS INCLUDED

DEVELOP YOUR BROTHERHOOD RETREAT AGENDA

REMINDER REGARDING OUR NEXT SOCIETY:

DEVELOP YOUR BROTHERHOOD RETREAT AGENDA

ALUMNI EVENTS - SIG BUST & FOUNDERS DAY

Describe what a 'Sig Bust' is. Then, develop your version of the perfect Sig Bust or Founders Day event.

A SIG BUST IS...

WHEN THINKING ABOUT WHAT TO COMMUNICATE WITH ALUMNI, WHAT DO YOU BELIEVE THEY CARE ABOUT? WHAT DO THEY WANT TO HEAR ABOUT?

WHAT ARE THINGS YOU DO NOT BELIEVE THEY CARE ABOUT?

HOW DO YOU ALLOW THEM TO ENGAGE AND INTERACT WITH ONE ANOTHER?

FOR THOSE OF YOU THAT SUCCESSFULLY CONNECT WITH ALUMNI VIA SOCIAL MEDIA, WHAT ARE BEST PRACTICES?

FORMULATE YOUR SIG BUST OR FOUNDERS DAY EVENT

REMINDER REGARDING OUR NEXT SOCIETY:

FORMULATE YOUR SIG BUST OR FOUNDERS DAY EVENT

INTEGRATING NEW MEMBERS

Write down 10 actions your chapter takes to integrate new members into the brotherhood. Then, grade your chapter (A, B, C, D, E) on how well it executes those actions.

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CONTINUED RECRUITMENT

Use the space below to describe what continued recruitment looks like for you and your chapter. Consider how to involve new members and how to utilize newly initiated members.

EXTRA SPACE FOR NOTES

REMINDER REGARDING OUR NEXT SOCIETY:

EXTRA SPACE FOR NOTES

SEMESTER DEBRIEF

Use the space below to identify 5-10 wins your chapter had this semester. Then, identify 5-10 challenges your chapter faced this semester.

WINS	CHALLENGES

TAKEAWAYS

Use the space below to document your biggest takeaways from the fall 2021 term.

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SPRING CALENDAR PLANNING

Take a few moments to read through Alpha Sigma Phi's Spring Calendar Planning Checklist. Use the extra space to take notes.

SPRING SEMESTER/TERM

January Leadership Programs

Recruitment Training

All Recruitment Events (both formal and informal)

Local Dues Payment Dates

Prudential Board Meetings

Scenes 1 & 2 of Initiation (within 1 week of bid acceptance)

Scenes 3 & 4 of Initiation (within 35 days of Scenes 1 & 2)

Scene 5 of Initiation

Pinnacle Week

Chapter Meetings

New Member Meetings

Spring Break (if applicable)

Committee Meetings

Brotherhood Events (in-person and virtual)

Philanthropy Events (at least 1 per semester/term)

Service Events (at least 2 per semester/term)

Social Events (at least 1 per month)

Greek Week (if applicable)

Parents/Family Event (at least 1 per year)

Sig Bust/Alumni Event (at least 1 per year)

Fundraising Events (at least 1 per month)

Standards Board Meetings

Elevate/Grand Chapter

Black Lantern Processional

Intramurals

Exam Week

EXTRA SPACE FOR NOTES



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