

# Resource Manual



# PURDUE

FRATERNITY, SORORITY  
& COOPERATIVE LIFE

Name: \_\_\_\_\_

## Table of Contents

Emergency Preparedness Plan.....	p. 2 - 7
Purdue University Policy Against Hazing.....	p. 8
Purdue University Campus Alcohol Policy.....	p. 9
Purdue University Medical Amnesty Policy.....	p. 10
Reporting Information.....	p. 11
Student Organization Registration Information .....	p. 12
Campus and Community Resources.....	p. 13 – 20
University Policies/Guidelines.....	p. 21 – 22
OSRR/FSCL Joint Investigative Conduct Process for Organizations.....	p. 23
General & Membership Terms.....	p. 24
Terms to Consider When Joining an Organization.....	p. 25
Talking Points for Fraternity, Sorority, and Cooperative Life.....	p. 26 - 27
Path Moving Forward Document.....	p. 28- 33
Auxiliary Organizations for Fraternity and Sorority Members.....	p. 34
Semester at a Glance.....	p. 35- 37
StrengthQuest Worksheets.....	p. 38 – 49
CPLA Workbook & Activities .....	p. 50 – 54
Notes.....	p. 55– 57

# Emergency Preparedness Plan

## ***Types of Emergencies:***

- Weather
  - Tornados, Heat , Severe Thunderstorms, High winds
- Safety
  - Fire
  - Power Outages
  - Hazardous material spill or release ○ Building/structure failure
  - Automotive/Transportation
  - Walking late at night
  - Vehicle capacity
  - Missing Person
  - Criminal Behavior
  - Active Shooters
  - Sexual Assault
  - Physical/Domestic Assault/Abuse
- Alcohol and Drugs
  - Drug use and abuse
  - Alcohol poisoning
- Health/Medical
  - Fainting
  - Illness
  - Dietary issues
  - Physical Injury (sprains, strains, cuts, etc.)
- Psychological
  - Depression
  - Anxiety
  - Suicidal Ideation (Thoughts of Suicide)

## ***Medical Emergencies***

1. In chapter houses, be sure your chapter has a complete first aid kit in an accessible place in your chapter room. Take the kit with you at chapter retreats and other out-of-town functions.
2. Call the paramedics and give necessary information regarding the sickness/accident.
3. In the event of a serious illness or injury, do not notify the parents immediately. The medical officials may wish to notify parents and advise them of the situation.

### ***If a Member Attempts Suicide***

In the case of a suicide attempt, with or without serious injury, do not assemble your members or call parents. Call 911.

### ***Member in Distress***

- Sometimes your organization may have a member that is experiencing a mental health crisis or difficulties, or a member that is exhibiting disturbing behaviors.
- In the event of a dangerous member, where safety for self or others is an immediate concern (i.e. verbal or physical threats to harm others or self; active threats of suicide), call 911
- If the member is disruptive or acting in a disturbing manner, where safety is not an immediate concern (i.e. the person is willing to accept help, demonstrates bizarre behavior or communication; disruptive to the living/learning environment), call the Crisis Hotline 765-742-0244. The Lafayette Crisis Center collaborates with Purdue University to offer 24/7 availability for services. If a member is in distress do not assemble the whole organization. Discuss with the campus officials the steps that you should take to handle the situation. Campus officials will also determine if parents need to be contacted. When in doubt contact your FSCL Advisor.

### ***Serious Illness***

There are several procedures and precautions that group members should take in the event one of your fellow members develops what appears to be a serious illness (including substance addiction or eating disorder). An ill member may ignore his or her condition and may not take the initiative to seek proper medical attention. As responsible adults, you must be sensitive to your members' physical and psychological welfare. If you become aware of a member who is suffering from a serious illness, take immediate action by following these guidelines and contacting appropriate people who can help:

- Initially bring your concern to the attention of the member. Tell the member you are aware of his/her condition and that you are concerned.
- Determine what kind of medical attention or psychological counseling the member has sought. What kind of care has been described?
- If the ailing individual continues to ignore his/her physical or psychological condition, contact your chapter advisor.
- Information about the situation should be brought to the advisor's attention, and consult the campus counseling center for guidance on establishing a specific plan of action to help the member.

It is extremely important that members be understanding and sensitive in dealing with cases of serious illness. There may be some cases when an ailing person will not want your assistance and will strongly object to any contact with his parents. It is important to respect the wishes of the person; however, you may find yourself in a situation where respecting a person's wishes may not be medically wise or sound. The realities of the situation should not be ignored.

## ***Death***

1. In the event of a death, do not notify the parents; this will be done by emergency or university officials.
2. Be very careful that the death is not announced until all members of the immediate family have been notified.
3. Do not announce the death until your advisor has arrived to help. You will also want to have a bereavement counselor (the Office of the Dean of Students will arrange this) present when you make the announcement to help your members deal with the shock.
4. If the member lived in the house do not remove any of the deceased student's personal possessions. If the member had a roommate, the roommate should be moved.
5. After the family has been notified, the advisor and/or president may wish to call the family to offer sympathy on behalf of the organization, and ask what their wishes are in regard to the possessions. You may offer to pack them in boxes, but chances are the parents will prefer to do this themselves.
6. Before the family arrives, be sure that all borrowed items are returned to the deceased's room and if possible, lock it. When they do arrive, you may want to have empty boxes available and offer to help. This is an emotional trauma for parents and other family members, so they may want privacy.
7. It is of course proper to send sympathy cards and notes, flowers, etc. If the funeral is nearby, it could mean a great deal to the parents for members to attend. Offer to make a statement on behalf of the fraternity at the memorial service. If the funeral will be out-of-town, you may want to arrange a local memorial service. You can contact the Fraternity, Sorority and Cooperative Life Office or Office of the Dean of Students for assistance in making arrangements.
8. Check to see if your ritual contains a ceremony for memorial services.
9. For some of you members, this may be their first experience in dealing with the death of someone close to them. Keep an eye out for members who appear to be having difficulty coping with the situation and encourage them to talk with a counselor.
10. The Office of the Dean of Students (ODOS) will take care of notifying the deceased student's instructors and other campus offices of the death.
11. When someone close to you dies, it is difficult to accept the loss and you and your members may find yourselves consumed by pain, fear, and grief. Grief is a normal response to losing someone who was important to you. Grief hurts, but it is necessary. When death tears your work apart grieving is the process that puts it back together.
12. Grief runs through stages, although not everyone experiences every stage, and your members will pass through the stages at their own rate. That is why it is important to understand the stages of grief:
  - a. Denial - This response is nature's way of protecting you and insulating you from what happened.
  - b. Anger - You may feel angry toward the doctors and nurses who couldn't save the life of the deceased. You might even feel angry at the deceased for leaving you. These feelings of anger may lead you to feel guilty.

- c. Guilt - You may feel guilty for simply being alive when someone else has died. You might feel guilty about not saying goodbye, or you may remember a fight you had with the deceased.
- d. Depression - Even if you are normally a committed, caring person, you may find that you don't care about anything or anyone. This is a common feeling as are the others.
- e. Acceptance - Hopefully, the grieving process will accept the death eventually. That does not mean you have to forget the deceased. It just means it is time to go on living

***How do we determine and coordinate our response?***

1. Identify and Assess the Issue/Problem
2. Determine the appropriate response to maximize health and safety
3. Communicate your plan
4. Execute your plan

***If a medical emergency is reported:***

- Dial 911 and request an ambulance.
- Provide the following information:
  - Your name
  - Number and location of victim(s)
  - Nature of injury or illness
  - Hazards involved
  - Nearest entrance (emergency access point)

***Response Procedures for Physical Injuries:***

- Only trained responders should provide first aid assistance.
- Do not move the victim unless the victim's location is unsafe.
- Control access to the scene.
- Take "universal precautions" to prevent contact with body fluids and exposure to □ bloodborne pathogens.
- Meet the ambulance at the nearest entrance or emergency access point; direct them to victim(s)

***Response Procedures for Fire:***

- Evacuate building occupants along evacuation routes to primary assembly areas outside.
- Redirect building occupants to stairs and exits away from the fire.
- Prohibit use of elevators.
- Evacuation team to account for all employees and visitors at the assembly area.
- Meet Fire Department Incident Commander (IC). Inform the IC if everyone has been accounted for and if there are any injuries. Provide an update on the nature of the emergency and actions taken. Provide building floor plans, keys and other assistance as requested.
- Assign personnel to verify that fire protection systems are operating normally and to operate building utility and protection systems as directed by the fire department.

***Response Procedures for Shelter in Place:***

- Direct personnel outside to enter the building; then close exterior doors; secure doors if possible
- Shutdown ventilation system and close air intakes
- Move employees to interior spaces above the first floor (if possible)
- Person to monitor news sources for updated emergency instructions
- Assembly Area Monitors (to account for evacuees at the assembly area)

***Be Prepared***

Teach Risk Management and Crisis Management to the membership.

All risk management policies and procedures should be taught during the new member period for members. Review these policies and procedures with the entire membership in the beginning of each semester. The first concern should be the health and safety of each member, and the organization in general. All members must know who is in charge and be prepared to follow instructions.

Identify the leader BEFORE the problem happens.

The President of the organization should take charge in any crisis. The President should consult with advisors, staff, and other members who possess more expertise or insight. The final decision, however, must rest with the President. If the President is absent, the next ranked officer is in charge. All officers should know where to find a copy of the chapter's emergency procedures. It is helpful to distribute a chain of command to the members of the organization.

Ex: Officer's Name: Phone Number

1. President:

2. \_\_\_\_\_

3. \_\_\_\_\_

\*\*If you have a house, be sure that your House Director is aware of these procedures.

***Emergency Information Cards***

Keep on file with the president, an emergency card or page for each member and aspirant/pledge/associate/new member.

Included on the card should be:

- Member's full name and birth date
- Member's local address and telephone number (if other than the house)
- Name, address, telephone numbers and email addresses of parents or guardians. Be sure to get this information for both parents when possible. Include parents' residence, work and cellular telephone numbers.
- Name, address, and telephone numbers of another person to notify in the event the parents cannot be reached (Examples: neighbor of parents, relatives)
- Medical information (allergies, medical conditions, etc.)

- Name and telephone number of the family physician
- Insurance information
  - This information can be extremely helpful to emergency responders. It may not be used often but when you need it you will want to have it available.

### **If a Tragedy Occurs**

If a tragedy has occurred within your house, close the house at once. You cannot give instructions if your members are leaving and strangers are entering. Permit only your members and appropriate officials to enter. Do not stop emergency personnel from entering to assist.

### Emergency Phone Calls to Make

You need to make several phone calls immediately.

1st: Call 911 and request Police, Ambulance etc. If the emergency situation is a fire, your alarms may or may not automatically bring a fire truck; therefore, immediately call the fire department. Do not hesitate to call the campus police regardless of the situation.

- School's Security Emergency Number
- Local Emergency Number: 911
- Fire Department
- Campus Police

2nd: Call the Fraternity, Sorority and Cooperative (FSCL) Advisor. This person will discuss the situation with you and in all serious cases will be at the house or chapter meeting place in a matter of minutes. Always call, day or night, if you are in doubt as to whether a situation is serious or not.

3rd: Call you advisor. For fraternities and sororities, call your inter/national fraternity/sorority's administrative office. Call your housing corporation president. Call your risk management advisor.

### ***Informing Members and Making Public Statements***

Assemble your members in a group. Depending on the situation, out-of-house members may need to be called in. It is important that all members remain calm during the crisis. Explain to them that there is an emergency situation and that the house is closed. Ask them to cooperate in halting outgoing phone calls until the situation is under control. Do not discuss the situation until the FSCL advisor, chapter advisor, or housing corporation president arrives. Instruct your members to make no statements to anyone other than school or your organization officials. As the president, you make any appropriate statements to the media after the situation is under control and you have discussed the content of your statement with school, advisors, and inter/national headquarters staff or representative. Make sure, however, that everyone knows what your statements will be.



## **Purdue University Policy Against Hazing**

*(Administrative Approval, February 11, 1994)*

- A. Certain forms of hazing are criminal offenses in Indiana. All forms of hazing are prohibited by Purdue University both on and off campus.
- B. Hazing means forcing or requiring another person, regardless of that person's consent, to perform an act that:
  - a. Creates a substantial risk of physical harm;
  - b. Substantially or seriously demeans or degrades any person; or
  - c. Interferes with any person's scholastic activities.
- C. Any hazing allegation against a student organization will be investigated by the University. If found guilty in a disciplinary action, the student organization may incur a disciplinary penalty as specified in "Violations of Rules and Regulations." University action occurs whether or not civil or criminal actions take place.
- D. In addition to action taken against a student organization, the University may take action against individual students for hazing when their conduct falls within "Regulations Governing Student Conduct, Disciplinary Proceedings and Appeals," section B-2.
- E. Any person suffering or witnessing a hazing activity is strongly encouraged to report the incident to the staff of the Office of the Dean of Students.
- F. The president of each student organization is responsible for informing pledges, affiliates, initiated members, and guests of this policy.

Links for policies against hazing:

[https://www.purdue.edu/studentregulations/student\\_organizations/hazing.html](https://www.purdue.edu/studentregulations/student_organizations/hazing.html)

Guidelines for Conducting New Member Education/Membership Intake:

<https://www.purdue.edu/fscl/content/Guidelines%20for%20NME%201.17.14.pdf>

## **Purdue University Campus Alcohol Policy**

Members of recognized fraternities, sororities, and cooperative housing organizations shall be subject to the following conditions concerning the possession and consumption of alcoholic beverages on the premises of their houses.

- Under no circumstances may alcoholic beverages be sold. Alcoholic beverages may not be available at any event where an admission fee is charged.
- Alcoholic beverages may not be consumed outside the house.
- Alcoholic beverages and containers for alcoholic beverages may not be displayed outside the house.
- Alcoholic beverages may not be provided or consumed at any open event. (For purposes of these regulations, an event is open if verbal or written invitations are extended en masse to the general public or to an unreasonable large segment of the campus community [i.e., a number of invited guests greater than a host house can reasonably expect to accommodate, which is determined by the Office of the Dean of Students to be no more than three invited guests for each resident of the host house]. An event is closed if only members of the sponsoring organization[s] and their personally invited guests participate. There may be no more than four organizations participating in an event at a host house, regardless of the aforementioned three-to-one policy.)
- All sponsoring organizations are equally responsible for open and closed events and for compliance with University regulations and applicable laws.

Purdue University Alcohol and Other Drugs Guide:

<https://www.purdue.edu/aod/regulations/index.shtml>

Purdue Recreation and Wellness, Purdue Parties Smart:

<https://www.purdue.edu/recwell/programs/wellnessPrograms/alcoholEducation/index.php>

# Indiana Lifeline Law and Purdue University Medical Amnesty



## Purpose of the Lifeline Law and Medical Amnesty

To ensure students and citizens are fulfilling their duty of reporting a medical emergency without fear of arrest or prosecution for certain alcohol-related offenses

### Indiana Lifeline Law

Provides that a person is immune from arrest or prosecution for certain alcohol-related offense if the arrest or prosecution is due to the person:

- 1) is reporting a medical emergency
- 2) being the victim of a sexual offense
- 3) witnessing and reporting what the person believes to be a crime

The Lifeline Law provides immunity for crimes of public intoxication, minor in possession, minor in consumption, the persons who identify themselves to law enforcement

In order to receive immunity, the person must:

- Provide full name and any other relevant information to officers
- Remain on the scene until law enforcement and medical staff dismiss
- Cooperate with all authorities

### Purdue University Medical Amnesty

In cases of intoxication and/or alcohol poisoning that occur on the West Lafayette campus, on the premises of a Recognized Student Organization or sponsored function, the intoxicated student as well as the students seeking medical attention on their behalf will be exempt from Disciplinary Sanctions related to alcohol consumption.

This policy was put into place to:

- Extend that the primary concern of Purdue University is the health and safety of individuals involved
- Recognize that the potential application of Disciplinary Sanctions could deter students from making the responsible decision to seek medical attention
- The university has instituted the Purdue Community Alcohol-Related Emergency Situation

Individuals Affected by this policy:

- All students and Recognized organizations on the West Lafayette Campus

Policy Clarification Contact: Dean of Students  
765-494-1747 / [odosmain@purdue.edu](mailto:odosmain@purdue.edu)

Related Documents, Tools, and Forums:

Regulations and Procedures for Recognized Student Organizations: [www.purdue.edu/univregs/studentorgs/forming.html](http://www.purdue.edu/univregs/studentorgs/forming.html)

University Regulations: [www.purdue.edu/univregs/index.html](http://www.purdue.edu/univregs/index.html)

# Presidents' Guide to: Make the Call and Student of Concern Report



## Make the Call

### Fast Facts:

- Members of recognized organizations that call to report intoxication incidents will be exempt from alcohol related disciplinary sanctions
- If it is found that an intoxicated student is in need of medical attention:
  - CALL 911
  - STAY with the student
  - COOPERATE with medical staff

CALL.

STAY.

COOPERATE.



## Student of Concern Report

### Fast Facts:

- Student of Concern reports are for concerning student behaviors, not emergencies
- In emergency situations, dial 911
- Student of Concern Reports are submitted directly to the Office of the Dean of Students
- An SCR should be submitted in the event that a student's behavior is interfering with their ability to be successful or function well in their environment
- The SCR website lists several warning signs of this behavior
- An SCR can be submitted directly through the website, which can be found by clicking the report icon or going to: <https://bit.ly/2cqgoYI>



### KNOW YOUR RESOURCES:

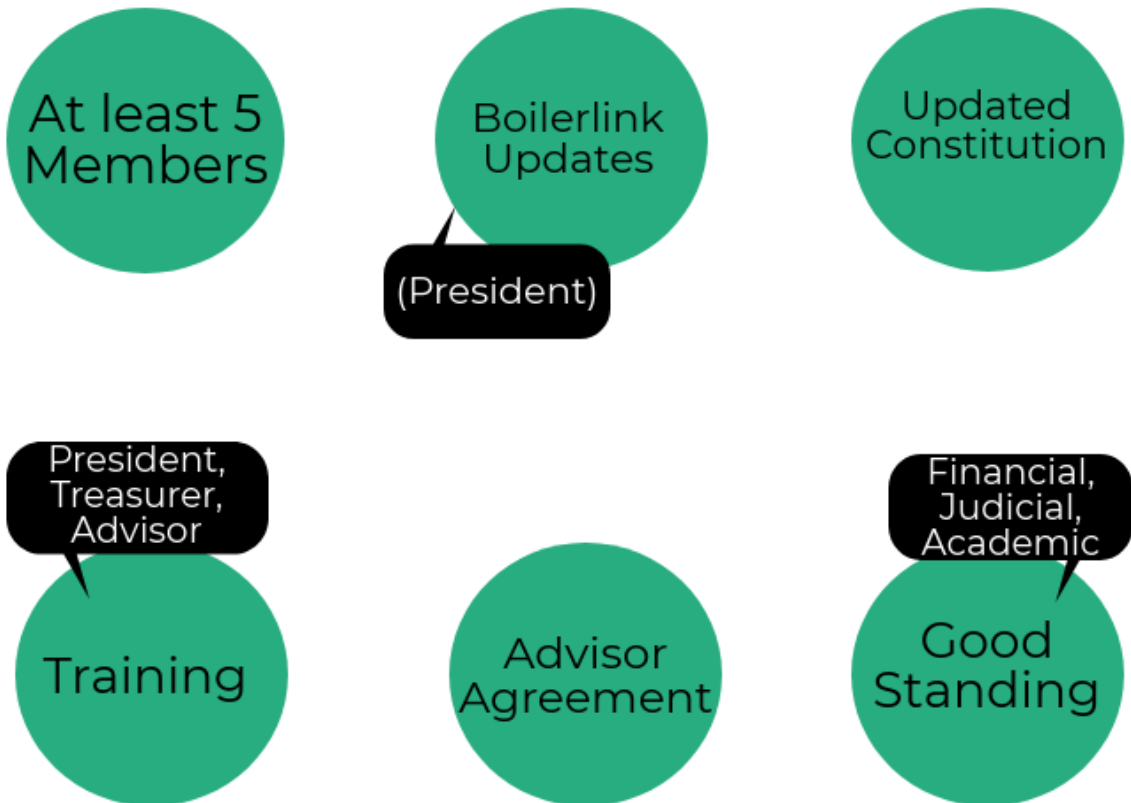
- Emergency: 911
- CARE: 765-495-2273
- CAPS: 765-494-6695
- Lafayette Crisis Center: 765-742-0244
- National Suicide Prevention Lifeline: 800-273-8255

# Student Organization Registration

All requirements must be completed by the end of the registration window to stay in continuous active status

Fall Window: **August 1 - October 15**  
Spring Window: **January 15 - April 1**

## Annual Requirements



## **Campus & Community Resources | Purdue University**

*Last updated 12/18/17*

### **Academic Success and Supplemental Instruction (SI)**

KRCH 4<sup>th</sup> Floor | (765) 494-9328

- Additional Course Materials and Time for Students in Specific Courses
- Conducts Presentations on Study Skills and Academic Success
- Coordinates for Credit Courses in Study Skills, Effective Note Taking, etc.

### **Asian American and Asian Resource and Cultural Center**

915 5<sup>th</sup> Street | (765) 494-1225

- Educational Workshops and Programs
- Collaborative Programming Opportunities
- Promotion of Asian American and Asian Student Organizations

### **Black Cultural Center (BCC)**

1100 Third Street | (765) 494-3092

- Educational Workshops and Programs
- Performing Arts Ensembles
- Social and Community Programming
- Library

### **Black Male Excellence Network**

(765) 494-9374

- Educational Programs for Students of Color
- Support and Collaboration on Programs and Activities
- Trainings for Student Leaders

### **Bursar**

HOVD 130 | (765) 494-7570

- Disperse Aid and Fees
- Process Payments for Tuition and Fees
- Obtain Deposits from Student Organizations who Work with BOSO

### **Business Office for Student Organizations (BOSO)**

KRCH 3<sup>rd</sup> floor | (765) 494-6724

- Unhoused Student Organization Banking
- COOL
- E-Commerce/ Too COOL
- Student Organization Workshops

### **CARE- Center for Advocacy Response and Education**

Duhme Hall Room 143 | (765) 495-2273

- Provides Confidential Advocacy for Survivors of Sexual Violence

- Educational Programming on Sexual Violence Prevention
- Assistance Navigating Legal and Campus Policies Related to Sexual Violence
- 24/7 Crisis Support 765-495-CARE

### **Civic Engagement and Leadership Development (CELD)**

KRCH 3<sup>rd</sup> Floor | (765) 496-2450

- Community Action Days
- Leadership Education
- Service Spring Break
- Coordination of Service Projects
- Boiler Blast
- Project Move Out

### **Counseling and Psychological Services (CAPS)**

Walk-Ins: MF: PSYC 1120/ TWR: PUSH 246 | (765) 494-6995

- General Counseling Services
- Alcohol & Drug Programs
- Group Counseling
- ADHD, LD, ASD Testing
- Trainings for Student Organizations
- Crisis Assistance
- HIPPA Protected

### **Diversity Resource Office MSSE**

386 | (765) 494-7307

- Educational Programs
- DiversiKey
- Transformations Conference
- Intersections Conference
- Scholarships and Awards

### **Elliot Hall of Music Reservations**

(765) 494-3920

- Coordinate Reservations for Elliot Hall of Music
- Coordinate Reservations for Loeb Playhouse
- Coordinate Reservations for Fowler Auditorium

### **Fraternity, Sorority, and Cooperative Life (FSCL)**

KRCH 2<sup>nd</sup> Floor | (765) 494-5990

- Advise Individual Chapters
- Advise Councils
- Advise Auxiliary Organizations
- Collaborate with Inter/national Organizations
- Train and Communicate with Advisors

- Coordinate Educational Programs and Trainings
- Brandon Cutler: Associate Dean of Students/Director of Fraternity, Sorority, and Cooperative Life
- Alicia Gilbert: Assistant Director of Fraternity, Sorority, and Cooperative Life For Risk Management
- Robbie Maples: Assistant Director of Fraternity, Sorority, and Cooperative Life
- Amanda Oller: Assistant Director of Fraternity Sorority, and Coopertive Life

### **Horizons**

KRCH 3<sup>rd</sup> Floor | (765) 494-7094

- Provide Support to Students in Program
- Study Aids and Academic Support

### **International Programs**

YONG 120 | (765) 494-9399

- Purdue International Integration Initiative (P3i)
- Multinational Integration X-Change
- International Friendship Program
- Educational Exchange Program
- Boiler Out! Volunteer Program
- Perspectives
- International Education Week

### **International Students and Scholars**

SCHL 136 | (765) 494-5770

- Assist in Advising International Students on Laws, Policies and Procedures
- Promote International Student Participation in Campus Programs
- Process Paperwork for International Students
- Educate International Students on Culture in the United States

### **Krach Leadership Center Reservations**

KRCH Front Desk | (765) 496-2302

- Reserve Rooms for Student Organizations in Krach Leadership Center and Third Street Suites Conference Room
- Process Technology Requests for KRCH Reservations

### **Latino Cultural Center (LCC)**

600 N. Russell Street | (765) 494-2530

- Spanish Conversation Tables
- Writing Lab
- Lunch Series
- Educational Programs
- Student Leadership Development

### **LGBTQ Cultural Center**

SCHL 230 | (765) 496-6231



- SafeZone Training
- Educational Programs and Workshops
- Lecture Series
- Collaboration and Co-Sponsorship of Programs

### **Learning Communities**

KRCH 4<sup>th</sup> Floor | (765) 494-5785

- Focused Programming and Education to Supplement Course Activities
- Provide Support and Consistency Across Learning Communities at Purdue
- Train Staff on Guidelines and Expectations
- Coordinate Events

### **Mental Health America of Tippecanoe**

<https://www.mhatippecanoe.org/services/crisis-center> | Crisis Line: 765-742-0244

- Mental Health America of Tippecanoe County, Inc. is one of the 340 affiliates of National Mental Health America working to improve the mental health of all Americans, especially the 54 million people with mental disorders, through advocacy, education, research and service.
- Mental Health America of Tippecanoe County, Inc. was founded in 1950 and is our community's largest and oldest not-for-profit organization dedicated to eradicating the stigma of mental illness and advocating for the rights of those facing mental health challenges.
  - Mental Health America of Tippecanoe County, Inc. provides mental health educational programs and supportive services.

### **Native American Education and Cultural Center**

(765) 494-4540

- Coordinates Native American Heritage Month Programming
- Educational Workshops and Programs

### **Orientation Programs (BGR, STAR)**

KRCH 4<sup>th</sup> Floor | (765) 494-9328

- Coordinate STAR Program
- Coordinate Boiler Gold Rush
- Leadership Development
- Education on Campus Resources
- Provide Support in the Transition to Purdue

### **Off-Campus Housing**

SCHL 207 | (765) 496-1831

- Listing of Local Housing Options
- Provides Guidance in Leasing Agreements
- Provides Information Regarding Utilities Services

### **Office of the Dean of Students**

SCHL 207 | (765) 494-1747

- Student Support and Advocacy
- Explain Campus Processes and Procedures
- Notify Instructors of Grief Absences
- ODOS On-Call
- Behavior Intervention Team
- Emergency Loans
- Notary Services
- Academic Withdrawals

### **Office of Student Rights and Responsibilities (OSRR)**

SCHL B50 | (765) 494-1250

- Student Code of Conduct
- Student Bill of Rights
- Adjudicate Student Organization Conduct
- Adjudicate Individual Student Conduct
- Coordinate Community Standards Board (CSB)

### **Outreach and Engagement**

(765) 496-6549 | jimmycox@purdue.edu

- Jimmy Cox: Director of Student-Alumni Programs
- Provides leadership for FSCL alumni engagement initiative
- Liaison between FSCL and Alumni Association
- Collecting donations for organizations
- Anniversary celebrations recognizing alum

### **Parent and Family Connections**

HelpLine: 1-844-228-0449

- Coordinate Programs for Parents and Families
- Coordinate Parent Track at STAR
- Distribute Parent and Family Newsletter

### **Purdue Fire Department**

1250 W. Third St. | (765) 494-6919

- Ensure the Health and Safety for Purdue and the surrounding community
- Health and Safety Inspections
- Courtesy visits to housed organizations
- Assess Capacity of an Event Space
- Educational Trainings and Workshops
- Free Ambulance Services
- EMT Services

### **Purdue Memorial Union Catering and Events**

(765) 494-8900

- Provide Catering Services to Events Hosted in the Purdue Memorial Union and Stewart Center

- Serve as a Resource for Other Catering Needs on Campus

### **Purdue Memorial Union Reservations**

(765) 494-8870

- Process Reservations for PMU and Stewart Center (STEW)

### **Purdue Promise**

KRCH 4<sup>th</sup> Floor | (765) 494-9328

- Provides Academic Support and Coaching to Participating Students

### **Purdue Police Department (Including CIT Officers)**

205 S. Martin Jischke Dr. | Non-Emergency: (765) 494-8221

- Ensure Safety and Security of Purdue and Surrounding Community
- Enforce Laws and Ordinances
- Self-Defense and Safety Education Programs
- Civilian's Police Academy
- Additional Security for Events
- Annual Security Report
- Clery Training and Reporting
- First Responders in Emergency Situations

### **Purdue Student Government (PSG)**

KRCH 2<sup>nd</sup> Floor | (765) 494-7201

- Represent Undergraduate Students
- Host Campus-wide Events
- Co-sponsored Events
- Leadership Development
- SFAB & SOGA Grants

### **Purdue Transportation Services**

Car/Van Rentals: 765-494-2114

Charter Bus: 765-494-6550

After Hours: 800-213-3626

- Provide Cars, Vans, and Buses for Purdue Approved Events

### **Purdue University Student Health (PUSH)**

601 Stadium Mall Dr. | (765) 494-1700

- Allergy and Immunizations
- Extended Care
- Physical Therapy
- Laboratory Testing
- Radiology
- Sports Medicine
- Women's Clinic
- HIPPA Protected

## **Recreational Sports**

Co-Rec | (765) 494-3109

- Intramural Sports
- Club Sports
- Late Night Programming
- Athletic Training
- Aquatics
- Educational Programs and Certifications
- Fitness and Wellness Classes

## **Student Activities and Organizations (SAO)**

KRCH 3<sup>rd</sup> Floor | (765) 496-2452

- Student Organization Workshops
- Event Approval
- Campus Safety Committee
- Advisor Workshops
- BoilerLink
- Student Organization Registration
- SOGA

## **Student Legal Services**

SCHL 207 | (765) 494-7503

- Legal Advice for Undergraduate Students
- Review of Legal Documents to Provide Insight
- Education Students on Rights
- Does NOT Draft Legal Documents or Represent Student in Court

## **Study Abroad**

YONG 105 | (765) 494-2383

- Coordinate International Studies for Credit
- Advising and Training for Students Prior to and After Participating in Programs □  
Peer Advisor Program

## **Sycamore Springs Behavioral Hospital** [www.sycamorespringshealth.com](http://www.sycamorespringshealth.com)

| 765-743-4400

- Sycamore Springs Behavioral Hospital in Lafayette has effective inpatient and outpatient treatment options to help if you or a loved one is struggling with substance abuse, depression, or other mental health issues.
- Sycamore Springs is a 48-bed psychiatric and chemical dependency hospital located on a beautiful campus in the Cascada Business Park in Lafayette, Indiana. We provide inpatient and outpatient treatment services to adults and adolescents suffering from mental illness and/or addiction.

## **University Residences Administrative Offices**

Smalley Center | (765) 494-1000

- Approve Flyers to be Distributed to Residence Halls
- Coordinate Operations of all Residence Life including Contracts

**Wabash Valley Alliance** <http://www.wvhmhc.org>  
| 765-423-2638

- To provide quality behavioral health and addictions care based on the needs of the communities we serve.

### **Wellness Programs**

Co-Rec Wellness Suite | (765) 496-1788

- Alcohol and Other Drug Education
- Eating Disorders
- Sexual Health
- Tobacco Cessation Programs

## **University Guidelines/Policies to Consider**

### **Smalley Center Flyer Distribution Publicity/Posting Guidelines**

- All publicity related to a recognized student organization (RSO) activity including: posting inside buildings, posting outside on kiosks, chalking on sidewalks, and posting on websites, must clearly identify the RSO as the sponsor of the activity.
- Any publicity that includes the advertisement of an agency outside the University must be approved by the Business Office for Student Organizations (BOSO) and the Student Activities and Organizations Office (SAO).
- Publicity is not to be released until an Activity Planning Form has been granted FINAL approval. Activities requiring a travel roster prior to approval, however, are allowed to advertise for participant sign up.
- Posters and signs may be displayed in specified areas within buildings and on the campus, provided that clearance has been obtained from the appropriate people in the following offices:
  - Purdue Memorial Union (PMU) and Stewart Center (STEW): the scheduling office in the Union.
  - Residence halls: Student Orgs will need to bring 1 flyer per hall (21) to Smalley Center for approval and distribution.
  - All other buildings: the building deputy or director whose office is located in that building.
  - Campus grounds: Space Management (Jaylene Nichols, 494-3900)
- Printed material may be distributed in buildings only if permission has been obtained from the building deputy or director. Printed material may be distributed on campus grounds provided that the rights of individuals are not violated, and there is no interference with the flow of traffic and the orderly operation of the University.
- RSOs and/or individuals involved will be held responsible for the improper posting of signs and materials that result in damaging or defacement of property. Furthermore, groups and/or individuals involved will be subject to conduct sanctions (including the issuance of a letter of warning), and will also be required to cover the removal cost of materials, resulting damages, and replacement of property, if applicable.
- Tables are provided in STEW and PMU for promotional projects by RSOs. Such tables may be reserved in the PMU scheduling office. When collections or solicitations of money are to be made, an event form must be initiated through the online BoilerLink system.

## **University Concert Guidelines**

Any concert to take place under the supervision of a registered student organization must be registered via Boilerlink at least 90 days in advance regardless of the artist.

All guidelines set forth by SAO should be followed at all times. These can be found here: <https://www.purdue.edu/sao/documents/purdue-concert-guide.pdf>

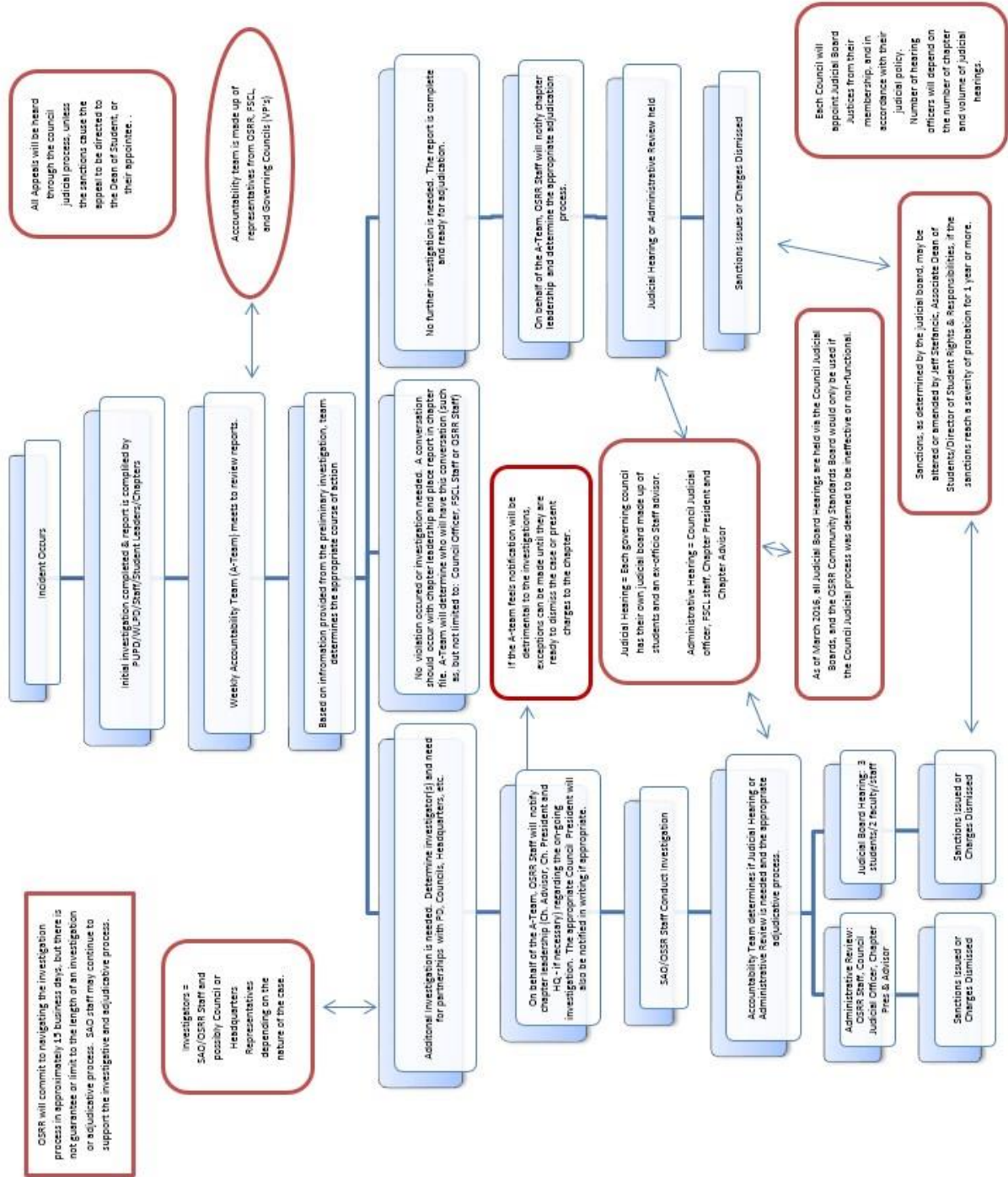
## **Direct Student Email or Data Request**

The policy that guides the Direct Student Email or Data Request process, is a joint policy with the Office of the Registrar and the Student Activities and Organizations Office. Please review the entire Release of Information to Student Organizations document BEFORE submitting a request.

If the activity requires an activity form to be completed, the event must be approved before this request will be processed. Every request takes a minimum of 7 business days to fulfill. Each organization can only request to use this service 1 time per semester. Please note that direct student emails will not be sent out during finals week and when classes are not in session. You cannot use this service for call outs of any kind.

The use of this option by a student organization must be only one part of any marketing plan to share information for your student organization. Your organization must utilize other methods to promote what you are sending to just the selected population

# FSCL and OSRR Collaborative Judicial Model





## General Terms

- **Badge:** An insignia of membership worn by initiated members.
- **Chapter:** The name applied to the local organization of a national fraternity or sorority.
- **Colony:** An approved student organization working toward recognition as a chartered chapter of a fraternal organization.
- **Fraternity/Sorority/Cooperative:** A group of individuals bound together by ritual, common ideals, and a strong bond of friendship and brotherhood or sisterhood.
- **House:** Name applied to cooperative organizations, as they are based on cooperative living agreements where all members live in and maintain the structure.
- **Interfraternity Council (IFC):** The governing body for 39+ fraternities on campus.
- **Multicultural Greek Council (MGC):** The governing body for the 12 multicultural fraternities and sororities on campus.
- **National Pan-Hellenic Council (NPHC):** The governing body for the 9 historically African American fraternities and sororities (known as the Divine Nine) on campus.
- **Panhellenic Association (PHA):** The governing body for the 21+ Panhellenic sororities on campus.
- **Purdue Cooperative Council (PCC):** The governing body for the 12 cooperative houses on Purdue's campus.
- **Philanthropy:** Charitable events to support a specific cause or non-profit organization.
- **Stepping:** A historically Black tradition characterized by synchronized hand/foot movements, along with singing, dancing, chanting, and acting.
- **Stroll:** A coordinated dance done by members of cultural and multicultural Greek organizations.
- **Yard:** A term used to refer to the particular campus or university where a chapter is located.

## Membership Terms

- **Active:** An initiated, dues-paying member who is enrolled in the university.
- **Alumnus/Alumna:** An initiated member of an organization who has graduated from university and is no longer an active undergraduate member (plural forms: Alumni/Alumnae).
- **Frat/Brother:** term used primarily by fraternity members when referring to each other.
- **Initiate:** a man or woman who has recently become an active member of an organization.
- **Legacy:** to be a relative of a relative that is a member of the same fraternal organization of which you are a member.
- **Prophyte:** term used to refer to an older member in your organization.
- **Sands:** the members of different organizations that went through an educational process and joined at the same time (Same Year, Different Semester). Mostly used in MGC and NPHC.
- **Soror/Sister:** term used primarily by sorority members when referring to each other.
- **Neophyte:** A new member of an organization who has completed the new member process, but has not yet been initiated (Interfraternity Council). A new, initiated member of an organization (NPHC/MGC definition).

## Terms to Consider When Joining an Organization

- **Bid:** A formal invitation to join a fraternity, sorority or cooperative.
- **Bid Day:** The last day of Panhellenic sorority formal recruitment, when potential new members receive bids to join chapters and become new members.
- **Continuous Open Bidding (COB):** An opportunity for chapters that do not reach quota during primary recruitment to bid to total and/or quota. The continuous open bidding process is less formal, and not all chapters will participate in continuous open bidding.
- **Crossing:** Initiation from pledge to new member in an NPHC or MGC organization.
- **Dropping Line:** To quit the process of becoming a new member in an NPHC or MGC organization.
- **Formal Recruitment:** The primary selection period of the year for interested students to join a Panhellenic sorority (fall) or Cooperative House (spring).
- **Gamma Chi:** Members of a Panhellenic sorority who assist potential new members going through formal recruitment. It is their job to answer question and provide guidance to PNMs as they choose what sorority is right for them.
- **Informational:** Recruitment event for a culturally-based or multicultural fraternity or sorority.
- **Intake:** the process through which an NPHC organization and some MGC organizations select and educate members.
- **Initiation:** The traditional ritual or formal ceremony, which marks the transition to full membership of an organization.
- **Line Brother/Sister:** Someone who is going through the same intake process for the same organization.
- **Siblinghood:** term adopted to account for diversity of gender identity; much like brother/sisterhood in other Greek organizations, siblinghood refers to the strong lifelong bonds members form while being a part of the organization and thereafter
- **New Member Class/Line/School:** The members of one organization that went through an educational process and joined at the same time.
- **Neophyte Presentation:** A formal presentation of a new line to campus once new members have been initiated.
- **Potential New Member (PNM)/Aspirants/ Applicants/ Interests:** A term used to describe individuals who have not joined a sorority, fraternity, or cooperative but are interested in doing so.
- **Rush:** A term used to describe a recruitment process.

## FSC Talking Points for interested students and their guardians/guests

FSC were founded as organizations that work to better the lives of the members and communities through **leadership development, academic success, service, character development, and lifelong friendships**

Purdue's NPHC recognized as top NPHC in Mid-America in 2015

NPHC organizations reported **three** times the community average service hours totaling **1,719** hours

MGC organizations maintain high diversity and include **Latinx, LGBTQ+, service based,** and **Asian interest** organizations

PCC remains the **most affordable** housing option in addition to holding the **highest average GPA** with **3.27**

9

consecutive semesters FSC members have exceeded the average undergraduate GPA

**F17** FSC: 3.07  
Undergrad: 3.04

**S18** FSC: 3.12  
Undergrad: 3.08

## 2017-2018

FSC orgs reported

\$1.17M charitable donations

96,526 service hours

Members are significantly more likely to report being **emotionally supported** and be **involved in** extracurricular activities

On average, FSC member graduation retention is significantly higher than the undergraduate population at Purdue

4 Year FSC members: **74%**  
Undergrad: **59%**

5 Year FSC members: **89%**  
Undergrad: **77%**

6 Year FSC members: **94%**  
Undergrad: **79%**

FSC member GPA up from **2.96 to 3.12\***  
\*compared to 2013 statistics

2016 Outstanding Change Initiative Award for the RESPECT initiative

**LEADERSHIP**  
Career Networking  
**National Conferences**  
Association of Fraternal Leadership and Values  
**Indiana Greek leadership Conference**  
Council Officer Positions  
**Chapter Officer Positions**

FSC membership up **16.5%\*** since 2013

65

Organizations live in facilities run and owned by alumni

### Health & Safety

Hazing, drug, use, and alcohol abuse are not tolerated  
We work hard to educate our members on avoiding these situations  
Social events must meet safety expectations  
Each chapter facility is inspected by the Fire Department each semester



# Recruitment/Intake and Retention

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## PHA

Panhellenic Association hosts information sessions in Fall and Spring to learn more about Panhellenic life, the recruitment process, and meet the chapters. Sororities host primary recruitment in Fall, which allows women to meet and interact with 18 chapters. Continuous Recruitment occurs in fall and spring, and the number of participating chapters varies.

## NPHC

Each organization has different requirements for memberships such as credit hours, service hours, or alum letter of support. It is best to research an organization, attend their campus programs, or each org's week of events.

## IFC

Every chapter hosts different events, interested members can go to as many/few as they desire, some are invitation only. Chapters recruit year round with larger pledge classes in fall.

FSCCL Organizations historically retain first-year members at a **higher rate** than Purdue University. FSCCL members also graduate within 4-5 years more often than those non-affiliated.

## MGC

Each organization has different requirements for memberships such as credit hours, service hours, or alum letter of support. It is best to research an organization and attend their campus programs, or attend the callout event in Fall called Meet the Multicultural Greeks.

## Cooperatives

Cooperative houses usually promote during fall, hosting callouts and other events, but only take new members during spring semester. Formal Recruitment process takes place during last weekend of January and first weekend of February.

## Path Moving Forward

### Frame of Reference

The Fraternity, Sorority, and Cooperative Life (FSCL) Leadership Team at Purdue University is committed to providing a safe, healthy, and successful environment for our members. The collaborative relationship between our community and the university is mutually beneficial and supportive. In 2017, members within fraternities and sororities across the country were responsible for incidents that caused physical, mental, and emotional harm, including death. These events have ignited a conversation about our current culture and potential changes that must be made. The future of Fraternity, Sorority and Cooperative life is being scrutinized on a more intense level than ever before, and the Purdue community must adjust accordingly in this critical time period.

On campuses across the nation, Greek communities have received mandated action from either their governing councils or their university officials. Many of these universities' Fraternity and Sorority life are similar in structure to our own, such as Florida State University ([FSU Plan](#)), Iowa State University ([ISU Procedures](#)), Louisiana State University ([LSU Plan](#)), University of Michigan ([UM Suspension](#)), and Texas State University ([TSU Plan](#)) among many others. Multiple National / International Fraternities, many of which are on our campus, have created action plans and revised processes, including Alpha Kappa Lambda ([Alpha Kappa Lambda Plan](#)), Beta Theta Pi ([Beta Theta Pi Strategic Plan](#)), Phi Kappa Psi ([Phi Kappa Psi Plan](#)), Sigma Alpha Epsilon ([Sigma Alpha Epsilon Plan](#)), and Sigma Chi ([Sigma Chi Plan](#)). Additionally, multiple states are now considering and discussing strengthened hazing legislation. The North-American Interfraternity Conference (NIC) has developed an initiative to create changes in the fraternity industry and to reframe priorities ([NIC 2.0](#)).

The call for change is apparent in fraternity and sorority communities across the country, Purdue included. Not only do we need to evolve with the national industry and Headquarters expectations, but we need to evolve to ensure the safety of our members. In Purdue's 2017-18 school year thus far, there have been a total of 30 organizations that have been sanctioned for health and safety violations across all 5 councils, and 2 organizations have been suspended. Universities across the country, the Big Ten, and Purdue are discussing the Fraternity, Sorority and Cooperative experience on a more detailed level than ever before. In the spirit of self-governance and with full support from our alumnae, advisers, and the university, the Purdue FSCL community is fully capable of creating long lasting and impactful change.

## Expectations

The rich tradition and history of Fraternity, Sorority, and Cooperative life at Purdue has enriched the lives of students for over a century. Our advisers, alumnae, and the university value our contributions to the community, and consistently help us to create a better developmental experience for our members. In order to remain prosperous and transparent, the following seven points were identified by the FSCL leadership team, chapters, houses, and Purdue University as necessary and beneficial. Moving forward, these must be implemented and enforced for our community to thrive.

- **No person, member, or guest should be harmed physically, mentally, or emotionally**
  - Eliminating the presence of hard alcohol and hazing activities from chapter and house events and / or facilities is critical in protecting our members' safety. The majority of incidents resulting in injury to our members and / or guests are directly related to alcohol abuse or hazing. The wellbeing of our brothers, sisters, siblings, and guests will continue to be the top priority.
  
- **A reduction in high risk events and activities**
  - We will reduce the number of high risk events, as well as the level of risks present at these events. These events present additional hazards, increasing the chances of a guest getting hurt. Events with water slides, flammable substances, and dangerous structures are all examples of risky activities and environments. The examples given are by no means extensive, but are perhaps most common for the Purdue community.
  - The BYOB movement has been established in national and local policies for decades, and is expected to be operationalized in the Fall of 2018 for the Interfraternity Council and Panhellenic Association. The Multicultural Greek Council, National Pan-Hellenic Council, and Purdue Cooperative Council are expected to be working towards adopting similar practices and procedures in the future.
  - All organizations are responsible for communicating expectations of health and safety procedures to members and guests.
  
- **If any person needs help, it should be provided without question or fear**
  - Purdue University offers medical amnesty to students seeking medical attention, for both the students calling and the student receiving help, known locally as "MAKING THE CALL". This applies to individual students and events sponsored by a Recognized Student Organization. The University policy was modeled after the Indiana Lifeline Law to help ensure students' safety ([Purdue Amnesty Policy](#)).

- If a Student Organization is involved in the incident, the willingness to “MAKE THE CALL” will serve as a mitigating circumstance. Therefore, seeking medical help as soon as it is needed will only benefit our FSCL chapters and houses.
- FSCL members and guests should contact emergency medical personnel without hesitation.  
The amnesty policy applies to all organizations in our community. **Never be afraid to “MAKE THE CALL”, wherever you are!**

- **An increase in personal responsibility and accountability**

- Our years here at Purdue are a time for learning and growth, and we believe the FSCL community enhances that opportunity. This does not excuse reckless behavior. When we joined our organizations, we committed to holding ourselves and each other to a higher standard.
- Holding our brothers, sisters, and siblings accountable is no easy task, but it is what we have promised to do. This is what results in some of the greatest learning and personal growth, and it is a disservice to ourselves and each other when we fail to do so.
- Each of the five councils within Purdue FSCL operate under a self-governance model, where peers hold each other accountable at a chapter level. When an individual makes dangerous decisions, it is the responsibility of chapter leadership to hold those individuals accountable. If a member disregards the expectations their organization sets, it is up to the chapter leadership to act accordingly.

- **An increased prioritization of student success and community engagement**

- First and foremost we are here to obtain a valuable education. There will be a renewed emphasis on achieving success in the classroom.
- It is expected that members are civically engaged through service and supporting philanthropic causes. Our community is devoted to bettering each other, Purdue University, and the greater West Lafayette community.

- **An increase in alumni and adviser involvement**

- In order to successfully execute the necessary changes our community needs, chapters must be supported. Engaging and utilizing alumnae and advisers on a local and national level is critical to the success and longevity of these changes.
- Volunteers, alumnae, and advisers should serve as a coach, mentor, and problem solver for chapter leadership. Having a support system that is accessible and able to provide valuable oversight for our student leaders is essential as we move forward.
- Purdue University has dedicated resources towards identifying and providing additional alumni and volunteer support for our organizations.

• **Organizational environment dictates outcome**

- As members of Purdue FSCL, we have a great choice on the environments we create and place ourselves in. We must foster a positive, supportive, and inclusive environment for all members and guests. Differences among each other should be celebrated.
- Having respectful interactions between members and guests in academic and social situations is expected. Organization events should be one of the safest environments on Purdue’s campus for our members and guests.
- Making healthy choices with ongoing consent from all parties involved is essential.

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**Council Plans**

Each of the five councils that make up Purdue FSCL have different challenges. The following points are specific to each council developed by the council’s student leaders. These are meant to help provide each council with the support they need moving forward.

**Interfraternity Council (IFC):**

- Chapters will promote the health and safety of their members and guests through proper risk management procedures. They will implement the operational change of BYOB and increase personal accountability for members and guests.
- IFC will provide a safe and welcoming environment to all new members. All chapters will be expected to submit new member education processes, and increase adviser and volunteer involvement in new member education programs.
- IFC will increase the engagement and communication of Advisers and National/International Headquarters stakeholders.
- IFC will provide training and education to all chapters on operationalizing FIPG expectations.

**Multicultural Greek Council (MGC):**

- MGC will increase connections and utilization of alumnae / alumni resources as advisers and volunteers.
- MGC will educate chapters and their members in greater detail on the Health & Safety Policy.
- MGC will move towards increasing the number of chapters and members per chapter through strategic sustainable growth plans.



**National Pan-Hellenic Council (NPHC):**

- NPHC will implement new recruitment methods to increase membership.
- NPHC will increase involvement with other minority organizations and support their goals.
- NPHC will increase campus involvement and make a greater impact on campus.
- NPHC will increase involvement with other councils and build relationships with other councils.
- NPHC will increase camaraderie within the council to make sure that the council is strong rooted.

**Panhellenic Association (PHA):**

- PHA will implement the operational change of BYOB to increase personal accountability.
- PHA will move towards a more transparent experience, starting with financial information and membership expectations.
- PHA will increase National / International Headquarters stakeholders engagement and communication through regular calls and updates.
- PHA will increase connections and utilization of alumnae / alumni resources provided and assisted by the Purdue Alumni Association.

**Purdue Cooperative Council (PCC):**

- PCC will continue to promote health and safety amongst our members by putting an emphasis on health and safety rather than rules and regulations.
- PCC will work with the entire FSCL staff and student leadership team to ensure each member has everything they need to be successful and well informed.
- PCC will see that communication within the community is strengthened, ensuring that anyone's questions or concerns about anything will be heard and addressed.
- PCC will increase growing the alumni network to bring more people back to support the community to show current members how Cooperative Housing can positively affect someone's future.
- PCC will remain an affordable living option for students who are academically, philanthropy, and community focused.
- PCC will not risk their community by recruiting anyone who does not fit the above standards and qualities.

## Oversight

Our goal is to inform our stakeholders in a proactive way to continue our vibrant and sustainable membership. This Path Forward vision our community has does not require new policies to be written, but requires an operational change. These are changes that will protect the self-governance of our individual chapters/houses and governing councils. We have had great success through past years with our self-governance structure, and we are looking to further build upon it. We realize action needs to be taken to ensure the longevity of our community.

There are endless amount of resources here on our campus to assist in these transitions. We will create informed stakeholders, such as Potential New Members and Headquarters, through more intentional marketing and communication. We can adjust to operational changes by engaging chapter and Purdue FSCL advisers. The University provides us with multiple resources that are at our disposal to promote a positive college experience ([Purdue Resources](#)). We have a beneficial and ongoing partnership between our chapters, houses, and the University. The support we receive

from these stakeholders is vital to the success of our community, and our individual members. We know the changes we need to make, and we have the resources and support needed to make them. The future success of our community is not determined by our words, but by our actions.

Boiler Up, Hammer Down, Go FSCL!



Seth Gutwein  
IFC President



Folabi Oshinubi  
NPHC President



Mark Rosenberger  
PCC President



Samuel Vargas  
MGC President



Kate Adams  
PHA President

## Auxiliary Organizations



### ***Fraternal Values Society***

The Pi Chapter of the Fraternal Values Society of Purdue University is established to promote our collective founding values, develop a greater understanding among all general/social fraternal organizations, to educate the membership of the fraternity/sorority community about individual and organizational values, and to assist each other and the host institution in attaining their educational and cultural objectives. For more information check out the national website.

### ***Gimlet Leadership Honorary***

Gimlet Leadership Honorary was founded in 1922 as a booster club for Purdue varsity sports, comprised of Greek students. Today, Gimlet members are enthusiastic juniors and seniors who are leaders in both the fraternity and sorority community and in campus activities, and Gimlet continues to support Purdue athletics.



### ***Order of Omega – Theta Gamma Chapter***

Order of Omega is a national leadership and academic honor society which recognizes juniors and seniors who have shown high standards in scholarship, leadership, and involvement within their respective organization, the fraternity and sorority community, campus, and local community. Members are chosen based on an application expressing interest and information on their involvement. Three percent of the students affiliated with the fraternity and sorority community can be initiated in Order of Omega. For more information check out the national office's website.

For more information contact the FSCL office at 765-494-5990 or [fscl@purdue.edu](mailto:fscl@purdue.edu)

# Semester at a Glance



Things Every President Should Know



## Before recruitment/intake

Submit your new member/intake plan on Boilerlink

## Attend President/Treasurer Workshops

Training dates can be found on Boilerlink

## Complete Membership Forms

Before beginning new member/intake processes



Ongoing

Feb. 23



## Attend Officer Trainings



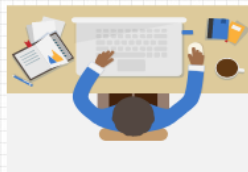
## Save the Date: New Member Orientation

All Neos and New Members are expected to attend.



## Transition Your Knowledge

Share insights with new officers (and their contact info with the office)



## Apply to Advance the Community

Lead by serving on a governing council this November!

## Make the Call

Know and understand what it means to Make the Call



## Reporting Deadline: May 1st/December 1st!

This includes service hours, roster changes, and philanthropic donations

## Student Of Concern Report

Educate yourself and your members about the process of submitting a Student of Concern Report

# Reporting Information

Reporting of philanthropic donations, community service hours, membership forms, and roster corrections should be done by **December 1st or May 1st** (depending on the semester). **There will be no changes or exceptions made on grade reports/semester reports after this date.** You will receive several reminder emails, it is the responsibility of the chapter president to share this information with the appropriate individuals to **ensure forms are submitted properly and before the deadline.**

## To Report Philanthropic Donations:



- Complete the Philanthropy report on Boilerlink: <https://boilerlink.purdue.edu/form/start/34186>
- Donations include funds raised in support of a non-affiliated philanthropy event (Relay for Life, PUDM) or your org's philanthropy event
- **Do not** include funds donated to another org's philanthropy event

## To Access The Membership Form:



- Have new members/aspirants complete Membership form on Boilerlink: <https://boilerlink.purdue.edu/form/start/24702>
- If members have graduated or withdrawn, please send those names to Guyanne Lillpop
- If you would like a list of individuals who have completed the membership form, email Guyanne Lillpop
- **The number of new members on the semester report is determined by the number of Membership Forms on file for your organization**
- **The Membership Form dictates which members' grades appear on your organization's grade report**

**\*\*NOTE: IFC and Panhellenic organizations will be assessed a \$1000 fine and NPHC organizations will not be permitted to compete in the annual Step Show if reporting is not complete per council bylaws.**

## To Report Community Service Hours:



- Complete Organization Community Service Report on Boilerlink: <https://boilerlink.purdue.edu/form/start/66523>
- We will not be looking at service hours on individual orgs for for the Semester Report
- This to report the **TOTAL** number of community service hours completed by your org. Individual submissions do not count towards total
- Participation in PUDM, Relay for Life, BGR, philanthropic 5ks/races or service done as membership in University course will not be counted

## To edit your Organization Roster:

- Login to your organization portal on Boilerlink
- Click "roster" at the top of the page and then "manage roster"
- Verify that all current members have been invited to the page using their Purdue email
- EACH MEMBER must login to Boilerlink, click on "messages" at the top of the page, and accept the invitation to join
- Graduating seniors will not be removed until the beginning of the following semester
- **The number of total members on the semester report is based on the roster**
- **Some councils use this number to determine dues**

# 2019 *at a glance*

## Spring 2019

CPLA

MTGC

Officer Training

Piazza's at Purdue - **Jan. 26th (75% attendance)**

Intake Notification- **Feb. 1st**

Health and Safety Week-  
**Feb. 17-20th**

NMO - **Feb. 23rd**

Community Health and  
Safety Forum

Safer Sex Week

NMEG

Reporting Deadline - **May 1st**

FSCLi - **May 5-9th**  
**(2 member attendance)**

## Fall 2019

MTGC

Officer Training

NMO - **TBD**

Reporting Deadline -  
**Dec. 1st**

Intake Notification -  
**Sept. 16th**

NMEG



# Clifton StrengthsFinder® THEMES

<b>ACHIEVER®</b>	People exceptionally talented in the Achiever theme work hard and possess a great deal of stamina. They take immense satisfaction in being busy and productive.
<b>ACTIVATOR®</b>	People exceptionally talented in the Activator theme can make things happen by turning thoughts into action. They are often impatient.
<b>ADAPTABILITY®</b>	People exceptionally talented in the Adaptability theme prefer to go with the flow. They tend to be “now” people who take things as they come and discover the future one day at a time.
<b>ANALYTICAL®</b>	People exceptionally talented in the Analytical theme search for reasons and causes. They have the ability to think about all the factors that might affect a situation.
<b>ARRANGER®</b>	People exceptionally talented in the Arranger theme can organize, but they also have a flexibility that complements this ability. They like to determine how all of the pieces and resources can be arranged for maximum productivity.
<b>BELIEF®</b>	People exceptionally talented in the Belief theme have certain core values that are unchanging. Out of these values emerges a defined purpose for their lives.
<b>COMMAND®</b>	People exceptionally talented in the Command theme have presence. They can take control of a situation and make decisions.
<b>COMMUNICATION®</b>	People exceptionally talented in the Communication theme generally find it easy to put their thoughts into words. They are good conversationalists and presenters.
<b>COMPETITION®</b>	People exceptionally talented in the Competition theme measure their progress against the performance of others. They strive to win first place and revel in contests.
<b>CONNECTEDNESS®</b>	People exceptionally talented in the Connectedness theme have faith in the links among all things. They believe there are few coincidences and that almost every event has meaning.
<b>CONSISTENCY™</b>	People exceptionally talented in the Consistency theme are keenly aware of the need to treat people the same. They try to treat everyone with equality by setting up clear rules and adhering to them.
<b>CONTEXT®</b>	People exceptionally talented in the Context theme enjoy thinking about the past. They understand the present by researching its history.
<b>DELIBERATIVE™</b>	People exceptionally talented in the Deliberative theme are best described by the serious care they take in making decisions or choices. They anticipate obstacles.
<b>DEVELOPER®</b>	People exceptionally talented in the Developer theme recognize and cultivate the potential in others. They spot the signs of each small improvement and derive satisfaction from evidence of progress.
<b>DISCIPLINE™</b>	People exceptionally talented in the Discipline theme enjoy routine and structure. Their world is best described by the order they create.
<b>EMPATHY™</b>	People exceptionally talented in the Empathy theme can sense other people’s feelings by imagining themselves in others’ lives or situations.
<b>FOCUS™</b>	People exceptionally talented in the Focus theme can take a direction, follow through, and make the corrections necessary to stay on track. They prioritize, then act.

<b>FUTURISTIC®</b>	People exceptionally talented in the Futuristic theme are inspired by the future and what could be. They energize others with their visions of the future.
<b>HARMONY®</b>	People exceptionally talented in the Harmony theme look for consensus. They don't enjoy conflict; rather, they seek areas of agreement.
<b>IDEATION®</b>	People exceptionally talented in the Ideation theme are fascinated by ideas. They are able to find connections between seemingly disparate phenomena.
<b>INCLUDER®</b>	People exceptionally talented in the Includer theme accept others. They show awareness of those who feel left out and make an effort to include them.
<b>INDIVIDUALIZATION®</b>	People exceptionally talented in the Individualization theme are intrigued with the unique qualities of each person. They have a gift for figuring out how different people can work together productively.
<b>INPUT®</b>	People exceptionally talented in the Input theme have a craving to know more. Often they like to collect and archive all kinds of information.
<b>INTELLECTION®</b>	People exceptionally talented in the Intellection theme are characterized by their intellectual activity. They are introspective and appreciate intellectual discussions.
<b>LEARNER®</b>	People exceptionally talented in the Learner theme have a great desire to learn and want to continuously improve. The process of learning, rather than the outcome, excites them.
<b>MAXIMIZER®</b>	People exceptionally talented in the Maximizer theme focus on strengths as a way to stimulate personal and group excellence. They seek to transform something strong into something superb.
<b>POSITIVITY®</b>	People exceptionally talented in the Positivity theme have contagious enthusiasm. They are upbeat and can get others excited about what they are going to do.
<b>RELATOR®</b>	People exceptionally talented in the Relator theme enjoy close relationships with others. They find deep satisfaction in working hard with friends to achieve a goal.
<b>RESPONSIBILITY®</b>	People exceptionally talented in the Responsibility theme take psychological ownership of what they say they will do. They are committed to stable values such as honesty and loyalty.
<b>RESTORATIVE™</b>	People exceptionally talented in the Restorative theme are adept at dealing with problems. They are good at figuring out what is wrong and resolving it.
<b>SELF-ASSURANCE®</b>	People exceptionally talented in the Self-Assurance theme feel confident in their ability to manage their own lives. They possess an inner compass that gives them confidence that their decisions are right.
<b>SIGNIFICANCE™</b>	People exceptionally talented in the Significance theme want to be very important in others' eyes. They are independent and want to be recognized.
<b>STRATEGIC™</b>	People exceptionally talented in the Strategic theme create alternative ways to proceed. Faced with any given scenario, they can quickly spot the relevant patterns and issues.
<b>WOO™</b>	People exceptionally talented in the Woo theme love the challenge of meeting new people and winning them over. They derive satisfaction from breaking the ice and making a connection with someone.



## The Talent Connection

Below, place your five Signature Themes in the first column. Then, think about what those Signature Themes allow you to do. Identify one specific example of when you have recently used each theme. An example is provided for you.

theme	What this theme allows me to do	When/Where I recently used this theme
Example: Restorative	I listen well and can provide suggestions that help others solve their problems.	A friend was having a disagreement with her boyfriend. I was able to understand the situation and give her advice on how she should handle the situation.

*Activity 2.5: The Talent Connection*

## THE STRENGTHS WHEEL

Write your top five themes on the wheel below.

Then, start exploring all of the possible theme combinations on the wheel.



Let's think about how these themes may work together.

1. Do you see immediate connections between any two of these themes?
2. How do these two themes influence each other?
3. How do these two themes together help you? Do these two ever get in your way?
4. What does it sound like or look like when you put these two themes together?
5. How do these two themes connect?

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# LOVE, CRAZY, ENVY

Identify one of your Signature Themes that you LOVE. What is it about this theme that you appreciate?

Identify one of your Signature Themes that can drive you or others CRAZY. Explain.

## STRENGTHS SCAVENGER HUNT

Connect with five to seven of your colleagues. Share and record observations and stories.

NAME	SIGNATURE THEME THIS PERSON LOVES	SIGNATURE THEME THAT TENDS TO DRIVE THIS PERSON OR OTHERS CRAZY

Identify one theme your colleagues shared that you wish was more dominant in you or that you ENVY in others. Be prepared to describe why this theme is valuable to others.

# YOUR PARTNERSHIPS

## WITH WHOM DO YOU PARTNER?

In the space provided below, list three people with whom you work on a regular basis and try to identify the reasons why you work well with them.

WHOM DO YOU SEEK TO BE YOUR PARTNER ON A REGULAR BASIS?	WHAT TALENTS DOES THIS PERSON POSSESS THAT MAKE IT A VALUABLE PARTNERSHIP?
Example: <b>Mike</b>	When it is time to start a new project, I always talk with Mike. I explain the project to him and he helps me put all the steps in the right order.

## WHY DO PEOPLE PARTNER WITH YOU?

Have you ever thought about why people seek you as a complementary partner? What do you contribute? What makes the partnership valuable to you and the team? In the space provided below, list up to three people (if they are from your team, that's all the better) who frequently seek to leverage your talents. Be as specific as possible in describing the talents they seek from you.

WHO FREQUENTLY SEEKS YOU AS A COMPLEMENTARY PARTNER?	FROM WHICH OF YOUR GREATEST TALENTS DOES THIS PERSON BENEFIT?
Example: <b>Julia</b>	When Julia is getting ready to meet with a customer, she explains to me what she wants to accomplish and I help her prepare and organize the information that will best resonate with her client.

# FOUR DOMAINS OF TEAM STRENGTH

EXECUTING	INFLUENCING	RELATIONSHIP BUILDING	STRATEGIC THINKING
<p>Those with dominant themes in the Executing domain know how to make things happen. When the team needs someone to implement a solution, these are the people who will work tirelessly to get it done. Those with a strength to execute have the ability to “catch” an idea and make it a reality.</p>	<p>Those with dominant themes in the Influencing domain help their team reach a much broader audience. These individuals can sell the team’s ideas inside and outside the organization. When the team needs someone to take charge, speak up, and make sure the group is heard, look to someone with the strength to influence.</p>	<p>Those with dominant themes in the Relationship Building domain can provide the essential glue to hold a team together. Without these strengths on a team, in many cases, the group is simply a composite of individuals. In contrast, team members with exceptional Relationship Building strength have the unique ability to help the group become much greater than the sum of its parts.</p>	<p>Those with dominant Strategic Thinking themes are the ones who keep the team focused on what could be. They are constantly absorbing and analyzing information and helping the team make better decisions. People with strength in this domain continually stretch the team’s thinking for the future.</p>
<p><b>Achiever</b> <b>Arranger</b> <b>Belief</b> <b>Consistency</b> <b>Deliberative</b> <b>Discipline</b> <b>Focus</b> <b>Responsibility</b> <b>Restorative</b></p>	<p><b>Activator</b> <b>Command</b> <b>Communication</b> <b>Competition</b> <b>Maximizer</b> <b>Self-Assurance</b> <b>Significance</b> <b>Woo</b></p>	<p><b>Adaptability</b> <b>Connectedness</b> <b>Developer</b> <b>Empathy</b> <b>Harmony</b> <b>Includer</b> <b>Individualization</b> <b>Positivity</b> <b>Relator</b></p>	<p><b>Analytical</b> <b>Context</b> <b>Futuristic</b> <b>Ideation</b> <b>Input</b> <b>Intellection</b> <b>Learner</b> <b>Strategic</b></p>

# YOUR UNIQUE CONTRIBUTION TO THE TEAM

While each Clifton StrengthsFinder theme has its own power and edge, it can be useful to think about how your talents and strengths help you and the team execute, influence others, build relationships, and absorb and think about information. In the table below, circle your top five Signature Themes. Then answer the questions that follow.

EXECUTING	INFLUENCING	RELATIONSHIP BUILDING	STRATEGIC THINKING
<b>Achiever</b> <b>Arranger</b> <b>Belief</b> <b>Consistency</b> <b>Deliberative</b> <b>Discipline</b> <b>Focus</b> <b>Responsibility</b> <b>Restorative</b>	<b>Activator</b> <b>Command</b> <b>Communication</b> <b>Competition</b> <b>Maximizer</b> <b>Self-Assurance</b> <b>Significance</b> <b>Woo</b>	<b>Adaptability</b> <b>Connectedness</b> <b>Developer</b> <b>Empathy</b> <b>Harmony</b> <b>Includer</b> <b>Individualization</b> <b>Positivity</b> <b>Relator</b>	<b>Analytical</b> <b>Context</b> <b>Futuristic</b> <b>Ideation</b> <b>Input</b> <b>Intellection</b> <b>Learner</b> <b>Strategic</b>

1. Which domain is most dominant for you?
2. In which domain are you least dominant?
3. Have you been maximizing your dominant domain? (Are your colleagues aware of your talents and strengths in this domain?)
4. Have you been “blind” to any of your less dominant domains?

# TEAM STRENGTHS GRID

NAME	 Example	EXECUTING								INFLUENCING								RELATIONSHIP BUILDING								STRATEGIC THINKING																												
		Restorative	Responsibility	Focus	Discipline	Deliberative	Consistency	Belief	Arranger	Achiever	Woo	Significance	Self-Assurance	Maximizer	Competition	Communication	Command	Activator	Relator	Positivity	Individualization	Includer	Harmony	Empathy	Developer	Connectedness	Adaptability	Strategic	Learner	Intellection	Input	Ideation	Futuristic	Context	Analytical																			

# Your Role and Your Signature Themes

What is your role? What are your critical activities at work this week? List your Signature Themes and five critical activities you will perform this week. Then, identify the theme or themes that will help you meet this week's critical activities. We are most successful and most engaged when we use who we naturally are to fulfill the requirements of our role.

## Your Signature Themes

- 1.
- 2.
- 3.
- 4.
- 5.

Critical Activities	Signature Theme – How will you use it?
1.	←
2.	←
3.	←
4.	←
5.	←



# THE BEST OF US

YOU GET THE BEST OF ME WHEN ...

YOU GET THE WORST OF ME WHEN ...



YOU CAN COUNT ON ME TO ...

THIS IS WHAT I NEED  
FROM YOU ...

## Apply Your Talents to Become a Better Listener

According to the International Listening Association, listening is “the process of receiving, constructing meaning from, and responding to spoken and/or nonverbal messages.” With this definition in mind, complete the chart below. List your five Signature Themes, and then describe how each theme allows you to be an effective listener. An example is provided for you.

Theme	How This Theme Enables Me to Listen
<i>Example:</i> Focus	Focus allows me to tune out distractions and focus intently on the speaker and receive their message completely.

*Activity 5.1: Apply Your Talents to Become a Better Listener*

## What Do You Have to Offer In Building Community?

<p>These are the three things that I think my chapter/council does really well</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
<p>These are the three things that I think my chapter/council struggles with the most</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
<p>Three things that I can/want to learn from chapters or individuals in other councils.</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

## Plan of Action: Enabling Others to Act

<p>What is it that I need to do in order to enable others to act and empower the leadership skills in my brothers/sisters?</p>	
<p>Who are three people I can invest in as a leader?</p>	<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>
<p>What is it that I can offer each of them?</p>	<ol style="list-style-type: none"><li>1.</li><li>2.</li><li>3.</li></ol>

<p>How can they help me be a more effective leader?</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>
<p>What can I learn from them? How can I apply those lessons?</p>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

# Accountability

**Definition:**

**What does group accountability mean?**

**What are some ways to hold your friends and peers accountable?**

**What are the barriers to actually stepping in?**

# Boilerville

Boilerville is a new community in Indiana. Everyone who is anyone wants to move to this highly anticipated, thriving community.

It is forecasted to be in the Top 25 Nicest Neighborhoods in America. Your job is to build a flourishing neighborhood that will bring in people from around the world.

## Housing

Apartments- \$25,000
Luxury Apartments- \$50,000
Houses- \$150,000 to \$500,000 (Styles include: Country French Style, Colonial Style, Victorian, Craftsman or Bungalow, Cottage-Style, Mediterranean- Style, Contemporary- Style, and Mansions)

## Businesses/Services

Schools- \$15,000 (Pre K-12, Community College, 4 Year Research University)
Chamber of Commerce- \$75,000
Police- \$300,000
Churches- \$2,500
Senior Living (Luxury Condos- \$80,000, Nursing Homes- \$6,000)
Business Establishment- \$5,000
Park/Recreation- \$5,000
Places of Entertainment- \$5,000
Hospitals- \$17,500
Eateries- (Upscale Restaurants- \$4,500, Restaurant Chains- \$4,000, Fast Food Restaurants- \$2,000)







