

International Fraternity of Delta Sigma Pi

COVID-19 Best Practices Guide to Member Education & Development

OVERVIEW

Ongoing member education is essential to the successful continuation of our chapters (and colonies, as well). Additionally, due to sudden changes in spring 2020, many of our brothers have not yet completed a full academic semester or year in “normal” campus circumstances. Chapters should provide extra outreach and support to our newest brothers to help them acclimate to chapter operations and become fully engaged in our brotherhood. This guide outlines some recommendations and ideas for your chapter to continue through the 2020-21 academic year and beyond.

BEST PRACTICES

Main priorities:

- Discuss member education & development with your Executive Committee to determine your chapter’s top priorities and essential values.
- Whether your chapter is meeting in person, virtually, or both, it’s important that – as brothers – we are supportive of other brothers’ comfort level in attending events. Even if the chapter is fully remote, some brothers may choose to gather in small groups (dinner, etc.) As long as brothers are operating within the guidelines set by the college/university and any local/state governing body, we should support each other’s wishes with understanding and empathy.
- Foster open communication between brothers and the Executive Committee so the chapter can communicate their needs with the local leadership.
- Standard CDC guideline/university procedures involving personal protective equipment (PPE)/social distancing for in-person.
- Making events/meetings virtual-friendly for those not willing/able to attend in-person.

Chapter Meetings:

- Time limit: 1.5 hours
- Frequency: no more than once a week, no less than one a month
- Agendas: sent to all attendees 48 hours prior to meeting time
 - Members can formulate their thoughts and ask questions prior to meeting. Questions that are communicated ahead of time can be answered directly or addressed in the meeting report.
 - Ex: The fundraising chair wants to sell Yankee Candles online. A member wants to know how this works - they text/call the Fundraising Chair member prior to the meeting to get this knowledge. Fundraising Chair can then provide this information in their report, knowing others may have the same question.
 - Polls should be sent out when possible, to limit unnecessary discussion.
 - Ex: Members can vote in an informal poll for which faculty should be initiated. Then meeting discussion can be between the top two candidates.
- Guidelines for Chancellor on effective meeting management:
 - Set a time limit beforehand for topics; if a discussion runs long on one topic, pause it, save it for the end and go back to it if there’s time.
 - Create a speakers list to track who has raised their hand.

- It's ok to skip people who've already talked in order to hear from someone that hasn't said anything yet.
 - Designate someone else to manage the online platform (let people in from the waiting room, answer questions in the chat, etc.) so Chancellor can run the meeting.
- Encourage (require, if feasible) members to have their video/screens on for accountability purposes. For fun, you can encourage brothers with themes for each meeting, such as wearing letters, school spirit attire, funny hats, beach attire, etc.
- Have members mute themselves unless they're talking to limit background distractions.
- Rely on committees / task groups! Have people passionate about that topic discuss it, then bring back their main points to the whole chapter for discussion. This will help brothers get involved in something and limit full-chapter discussion.
- Allow for a virtual option, even if meeting in person, to satisfy all individual comfort levels.
- Send a Robert's Rules of Order virtual format to all members and ensure it's linked in the Chancellor's transition documents.
 - <https://robertsrules.com>
 - [Sample Rules for Electronic Meetings](#)
 - [Pandemic-Related Official Interpretations](#) (2020-1, 2020-2, 2020-3)
- Use [MemberPlanet](#) tutorials ([YouTube channel w/ plenty of videos](#))
- Consider ending meetings with a brief "brotherhood session" where attendees are broken into randomly-assigned small groups to chat informally or answer networking questions, such as "how was your weekend?" or "if you could be any animal, what would you be and why?"

Executive Committee Meetings:

- Time: 1 hour
- Frequency limit: no more than once a week, no less than once a month; may be possible to meet less frequently if other committees are meeting regularly.
- President to still follow Robert's Rules of Order, even in virtual meetings (links above).

Officer Transitions:

- Set up a generic officer email for each position, such as ThetaThetaSVP@gmail.com. The Chapter President and Vice President-Chapter Operations should have passwords to these accounts so no email account is ever "lost." (Please note this email address should not be linked to a person's profile provided to the National Fraternity. Do not update any officer's email address to this generic email account.) Email presenters, potential pledges, etc. from this email and use it as an archive.
 - Find a centralized file storage such as the Hub Document Library with helpful tools and links for the future officers in this position.
 - Review past form submissions of events in the Hub Forms Module. This will provide future officers with information on what worked, what didn't, and how it could be improved.
- Schedule a formal call/meeting between all old and new officers
 - Discuss what each officer position is responsible for, to avoid overlap and to remind people of their responsibilities.
 - Discuss the overarching responsibilities of all officers: role models, go to events, attend executive committee meetings, former officers continuing to help transition new officers.

- Split off into smaller one-on-ones to go into deeper depth of what each position does. Have old officer, new officer, and President or VPCO join each meeting.

ADDITIONAL IDEAS

Virtual Event Ideas:

- Utilize social media to share ideas with other chapters
 - Delta Sigma Pi Facebook Page: <https://www.facebook.com/DeltaSigmaPi/>
 - Delta Sigma Pi LinkedIn Group: <https://www.linkedin.com/groups/1224387/>
- Brotherhood Events
 - Virtual social hour
 - Netflix watch party
 - Jackbox / Houseparty Games
 - Mental Health check-ins (small group conversations to get brothers and pledges interacting together with people they may not know well)
 - Brotherhood one-on-ones
 - Trivia night
- Professional Events
 - Ask brothers to submit topic or career path ideas
 - Use LinkedIn and alumni networks to identify speakers on specific topics
 - Contact local alumni chapters for potential speakers
 - Faculty brothers or dean of business
 - Your university career services
 - Partner with school of business faculty to host external speakers on topics of interest to faculty for other students
- Community Service
 - List of charities/organizations and brothers could seek (or make) donations
 - Sending wish list items to Ronald McDonald House
 - Park or highway clean-up (with social distancing)
 - Donation drives where things are dropped off, sanitized, then donated
 - Hospitals have online cards you can send to kids on holidays
 - Letters/pen pals with elderly in care centers
 - Collect and mail in pop tabs to Ronald McDonald House
 - Letters/care packages for soldiers overseas
- Deltasig Faculty Events
 - Create cards/emails/videos to send to faculty
 - Order treats/flowers online to send to them
 - Do an outside, social distancing flash mob with signs for them
- Fundraising Events
 - Host a trivia night for school of business, charge each team and offer a prize to the winner.
 - Collect donations from local businesses (gift cards, merchandise, etc.) to create gift baskets; host online silent auction for faculty to bid on baskets.

- Host a virtual 5K Fun Run where participants run on their own (during a specific timeframe) and register to receive a T-shirt and race medal; T-shirt can be sponsored by multiple local businesses whose sponsorship pays for a logo on the shirt.
- Host a TED Talk style event with alumni and faculty presenting, charge attendees a registration fee to attend.
- Plan a virtual talent show for fellow students to showcase musical and other performance skills.
- Create a corporate partnership program for companies to sponsor the chapter at various levels of giving and receiving various benefits. Start by asking brothers to contact family, friends, places where parents work, and their own work places. Example benefits:
 - Gold: Company logo on website, two social media posts in 2020-21 tagging company with logo
 - Platinum: Company logo on website, company logo on T-shirt distributed to 60 students, three social media posts in 2020-21 tagging company with logo, and PDF packet of resumes for 40 students currently seeking internships or nearing graduation
 - Diamond: All Platinum benefits plus social media video promotion of company and one 30-minute presentation to at least 50 members about your organization
- Host an online watch party and sell “tickets” in advance; mail popcorn and candy packages to ticket holders.
- Coordinate a virtual speaking engagement with a local celebrity, athlete, motivational speaker, or expert and ask them to provide a virtual speaking engagement that will be of interest to the overall student body; charge a small fee.

Efficient Event Ideas:

- Seek opportunities for events that meet several goals – for example:
 - Host a professional speaker who is an Executive Director for the local food pantry; host a fundraising (or grocery donation campaign) for that food pantry for the following week.
 - In lieu of professional dress for a chapter meeting, have brothers do community service on their own to earn a casual theme dress instead (“Send Letters to Wear Letters” – if chapter sends 100 letters to Senior Care Center, everyone can wear letters next week).
- Consider collaborating with other organizations on your campus or other chapters in your region.