



WEEK ONE: ORIENTATION TO PI KAPPA PHI VIRTUAL FACILITATION TIPS

SUMMARY

If your chapter is planning to facilitate associate member education virtually, you may need to adjust the delivery method of various activities in the Model Associate Member Education Program to better align with an online format. This resource offers tips & best practices for facilitating Week One: Orientation to Pi Kappa Phi in such a format.

Pre-Initiation Ceremony

The Pre-Initiation Ceremony is the first in a series of shared experiences offered to all new members of Pi Kappa Phi. Culminating in the Pre-Initiation oath which binds associate members to the Fraternity, the ceremony can be seen as a rite of passage; the first step in a lifelong journey.

When facilitating the Pre-Initiation Ceremony in a virtual format, consider these recommendations:

- Set up a video call (e.g. Zoom) with privacy settings that include password protection.
- Instruct all participants to be in a secure and quiet room in their apartment or home.
- Instruct participants to wear headphones so that only they hear the subordinate ritual and following discussions.
- Instruct participants to dim the lights or light candles to create a subordinate ritual atmosphere.
- Consider using breakout rooms for discussions and debriefs. Keep in mind that everyone may not be comfortable speaking up in a large group, while they may be more inclined to in a smaller group.
- Consider recording the subordinate ritual so that associate members who cannot attend can still watch and learn from it.

Welcome to Pi Kappa Phi

- Whenever you ask for participants to respond to a question (e.g. “What do you think they mean in their quote?”) be sure to specify if participants should respond by unmuting themselves or by writing their answers in the chat.
- When associate members introduce themselves, encourage them to unmute themselves and - if they are in a place where they feel comfortable to do so - turn on their video while speaking.
 - If you have a large associate member class, consider using breakout rooms to give associate members a chance to introduce themselves in a timely manner.

Model Program Overview

- If your chapter has not been able to distribute physical copies of *The White Diamond* to associate members yet, demonstrate how they can access an electronic copy. For questions about accessing electronic copies of *The White Diamond*, contact your Chapter Relationship Manager.
- Whenever you review a document with associate members, consider posting the link to it (from the Resource Library, right-click on the file's name for options) in the chat box, opening it on your device, and sharing your screen so that associate members can view it together.
- Quizzes can be offered on Zoom through polls. If your chapter wants to offer them in another format (e.g. Google Forms), be sure to specify that here. Keep in mind that quiz questions are provided as part of the Model Associate Member Education Program.

Creating Shared Expectations

- When creating shared expectations, it may be helpful to create a Word document to record the responses of associate members. If you choose to do this, consider sharing your screen so that associate members can see the lists as they are built.
 - Another option is to share a Google Doc link that has editing privileges on for all users. This way, associate members can add in their own thoughts directly.

The Obligations of Membership

- The Student Creed can also be found on the Pi Kappa Phi website at <https://pikapp.org/about/>. Consider sharing your screen so that associate members can see the creed as they discuss it.

Pi Kappa Phi's Rules & Policies

- All six Statements of Position can be found on the Pi Kappa Phi website at <https://pikapp.org/about/statements-of-position/>.

Week One Wrap-Up

- When encouraging associate members to complete a handout or answer a questionnaire, they may find it helpful to take notes in a Word document instead of printing or editing the PDF. If associate members choose to do this, encourage them to save their responses so that they can come back to it later.
- Be sure to share the information that associate members can use to join into the next meeting. If it is not ready, tell associate members when they can expect to receive that information.