



WEEK FIVE: YOUR JOURNEY 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 Five: Your Journey in such a format.

Subordinate Ritual

Subordinate rituals are a cornerstone of the associate member education experience. Offering additional opportunities for self-reflection, deepening relationships, and fostering a sense of belonging, these special activities are named by many associate members as their favorite part of the process.

When facilitating subordinate rituals 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.

Week Five Welcome

- 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 the facilitator guide asks you to flip chart responses, consider instead opening a blank Word document and sharing your screen as you take notes to achieve a similar effect. It may instead be helpful to set up a Google Doc so that all associate members can see the notes in real time.

Pi Kappa Phi Today

- Note that a new National Council was elected during the Supreme Chapter Virtual Experience. The new members are listed below for reference:
 - National President William T. Sigmon, Alpha Sigma (Tennessee)
 - National Vice President James M. Smith, Alpha Eta (Samford)
 - National Treasurer Joseph A. Brady III, Epsilon Omicron (Villanova)
 - National Secretary Michael S. Loy, Beta Eta (Florida State)
 - National Historian David T. Corey, Alpha Eta (Samford)
 - National Chancellor Alan P. Duesterhaus, Zeta Epsilon (George Mason)
 - National Chaplain Andrae L. Turner, Eta Rho (Texas State)
- 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.

Alumni Panel

- Work with your Historian to identify and invite alumni to participate in the virtual alumni panel. Be sure they are sent the meeting invitation (including any information needed to join the virtual call) and the time that they should join in for the meeting. If alumni are in different time zones, be sure to specify what time zone you are referring to in the meeting invitation.

Creating Your Journey Map

- Consider using breakout rooms to partner associate members together to discuss their journey map. You may need to adjust the number of breakout rooms to ensure that there are two associate members in every room.

Week Five Wrap-Up

- 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.