

PLEDGE TRAINER'S HANDBOOK

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ADDITIONAL RESOURCE MATERIALS

National Pledging Standards - Pledge Manual
Alpha Phi Omega Membership Policies - Pledge Manual

INTRODUCTION

An effective pledge program includes a plan to educate Pledges about the Fraternity and develop them as future Brothers. Such a program should be part of a Chapter's comprehensive membership program of recruitment, training, and retention of members. While a Chapter may conduct their pledge program separately from these areas, they should be closely coordinated.

The responsibility of this program is usually handled by establishing a Chapter office of "Pledgemaster" and assigning the pledge training program to this office. Working with the Membership Vice-President, an aggressive and effective program may be developed that will result in the chapter's growth. In smaller Chapters, the duties of pledge trainer may fall to the Membership Vice-President. Some chapters may use different terms for the pledge trainer, such as Pledgemaster or Pledge Vice-President or Pledge Trainer. Some Chapters may even have more than one pledge trainer, such as one male and one female, or different pledge trainers for different groups of pledge classes. For consistency, we will use the term "pledge trainer" in this work.

No manual can provide a complete recipe for your pledge program. You must carefully analyze your Chapter, its programs, and your campus before deciding on the best plan. However, we have tried here to provide some basic guidelines. This guide is intended as a starting point, from which you will be able to build or improve your program. You will also need to be mindful of your school's policies regarding pledge programs as well as the National Fraternity's rules in this area.

It is recommended that during the term of your office you work on creating a supplement to this handbook to assist the future Pledge Trainers of your chapter. This supplement may include:

- Chapter Bylaws
- Contact information for the current Section Chair, Region Director, and Advisory Chair
- Sample quizzes from the past year.
- Pledge requirements as approved by the chapter.
- Sample calendar for the pledge period.
- Schedule of general events throughout the school year.

Throughout your service as Pledge Trainer remember that you have chapter advisors and a Section Chair (and staff) who are willing and able to assist you. Use their talents and experience.

RESPONSIBILITIES

The Pledge Trainer is responsible for the training of Pledges.

More specifically, the position's responsibilities include:

- a) Knowing and upholding Alpha Phi Omega's National Bylaws and Standard Chapter Articles of Association as well as your Chapter's Bylaws.
- b) Knowing and upholding the National Pledge Standards, as adopted by our National Convention.
- c) Establishing and maintaining a working relationship with the Chapter President, other officers, and advisors.
- d) Recruiting and developing a Pledge Training Committee, if so specified in your Chapter's Bylaws.
- e) Developing a program (based on the National Pledge Standards) that educates Pledges about the purpose of the Fraternity, its history, and the Chapter's program of Leadership, Friendship, and Service. Such a program should also adhere to your school's policies in this area, should they exist.
- f) Serving as an active member of the Chapter's Executive Committee.
- g) Making sure that you and your Chapter are following the Membership and Risk Management Policies of the Fraternity as it applies to Pledges, as well as any school policies, should they exist.
- h) Being responsible for any issues relating to the Pledge program, including those relating to the requirements of the program.

THE PLEDGE TRAINING COMMITTEE

Pledge training is a major task, and difficult for one person working alone.

Some Chapters thus feel the need to have a Pledge Training Committee to support and help the pledge trainer(s). If not a separate committee, these duties should fall to the Membership Committee. Ideally, this committee should include past pledge trainers and any others interested in pledge training. The duties of this committee may include assisting the pledge trainer in presenting training sessions, assisting with alternate requirements, assigning of Big Brothers and assisting in the management of the Big/Little program.

THE PLEDGE PROGRAM

Once a student has decided that Alpha Phi Omega is something they want to join, it is your responsibility to offer them a program that provides the opportunity to develop a thorough understanding of the Fraternity and your Chapter. It is during this period that they learn how the Chapter operates and the skills needed to be part of that operation.

The Pledge program must also build a sense of commitment to the Fraternity and begin the process of leadership development (as Pledge officers, committee members, and project chairs). If this is done successfully, the Chapter will have a high degree of retention.

You (along with your committee) should make the development of the Pledge program a priority. The goals of this program should be defined, along with how they should be accomplished. In doing so, you should be sensitive to the importance of Chapter traditions while not being afraid to change things that no longer work.

It is also crucial that while you are creating the Pledge program you keep in mind that everything done as part of the program complies with both the Fraternity's Bylaws and the spirit of Alpha Phi Omega's recognition of the value of each individual. The committee should review the 20 "National Pledge Standards" which have been developed and approved by several National Conventions. You should also find out if your school has any policies that need to be followed in the running of Pledge programs and follow them as well.

NATIONAL PLEDGE STANDARDS

Each Chapter is unique, as is each college and university that has an Alpha Phi Omega Chapter. This makes it hard to establish rigid rules for Pledge programs. Instead the National Convention has adopted a set of 20 National Pledge Standards. This sets down a set of universal standards that all Chapters can use in developing a program that will best fit them and their schools.

HAZING

It cannot be emphasized too much that hazing has no place in Alpha Phi Omega. It is important that all chapter members be made aware of the Membership Policies and Risk Management Policies of Alpha Phi Omega. As pledge trainer, you are the first line of defense in ensuring that these policies are followed in regards to Pledges. Many schools have also set down standards in this area. Most likely Alpha Phi Omega's Membership and Risk Management Policies are more stringent. They clearly set down a large group of practices that are not permitted in Pledge programs. If you are concerned that certain practices may be construed as hazing, err on the side of caution and eliminate them.

RITUALS

The first and last steps in the pledge process are the Fraternity's Induction and Initiation Ceremonies. The ritual team must be thoroughly prepared and each Ritual should be conducted properly. This means the team should have time to read through the ceremony and practice it before the actual ceremony. The entire chapter should be present and the entire presentation must be designed to enhance the solemn and special nature of the ceremony.

Remember also that even after these Rituals are conducted, no one is a Pledge or Brother of Alpha Phi Omega until the National Office has received the appropriate applications, and the necessary fees. So be sure to get those forms and fees mailed in within a week of conducting the ceremonies.

PLEDGE REQUIREMENTS

Each Chapter develops its own set of requirements, taking into consideration its own particular environment. Requirements that work at one school may not work at others. Each chapter should also be mindful of the National Pledge Standards in developing requirements. Pledge requirements should never be more difficult than those for active membership in the chapter. You cannot ask Pledges to do something you are not willing to ask Brothers to do. Most pledge requirements include the following:

- Required number of service hours
- Attendance at pledge class sessions and chapter meetings
- Attendance in chapter fellowship/social events
- Minimum score on pledge quizzes/tests
- Wearing of the pledge pin
- Payment of fees
- Meeting Chapter members and obtaining their signatures
- Completion of a Pledge Class Service Project

Several possible sets of Pledge Requirements are given in the Appendix, which may be used as a basis in developing your own.

Each Chapter should also take into consideration that there might be situations that prevent specific pledges from completing certain requirements, and the chapter should be flexible in defining alternates.

PLEDGE TRAINING SESSIONS

Pledge training should run between six and ten weeks. During this time, pledge training sessions should meet weekly to learn about Alpha Phi Omega and your Chapter. Some suggested schedules are given in the Appendix. The topics that should be covered are as follows:

- History and Traditions of APO
- Purpose of APO (Leadership, Friendship, Service)
- National, Regional, and Sectional organization of APO (including Conventions & Conferences and National Bylaws)
- National Policies and Procedures (Membership, Risk Management, National Bylaws, etc)
- History of your chapter
- Chapter Structure and Operating Procedures (including chapter bylaws and other rules/policies of the chapter if they exist)
- Chapter Service Program
- Parliamentary Procedure
- Scouting Relationship

It is recommended that you get other Brothers involved in the pledge class training sessions. For instance, have the Chapter Historian come in and give a history of the Chapter, have the Service VP explain the Chapter's service program, or have Brothers who have been active in Scouting come in and give a history of Scouting. The methods of presenting this information are up to each Chapter. In addition, you need to be able to determine that the Pledges are learning the material. This could be done by testing, either written or orally. Sample quizzes and worksheets are given in the appendix.

PLEDGE HANDBOOKS

The Chapter should provide each Pledge with a Pledge Handbook. This handbook should be used by the pledges during the pledge period and ideally after they continue as a Brother. Each Chapter should develop its own standard for their Pledge Handbook. A suggested Pledge Handbook might include the following in a three ring binder:

- Current National Pledge Manual
- Copy of Chapter's Pledge requirements
- Training schedule with reading assignments
- Copies of the following National brochures: In the Beginning, National Bylaws, Q&A, Life Membership Application, Alumni Service, An Opportunity for you...
- Biography of Pledge Class Namesake (Fall provided by National Fraternity, Spring must be developed by Chapter)
- List of current members & officers with contact information
- Copy of current Chapter Bylaws (and other Chapter policies if they exist)
- Copy of Chapter calendar
- History of Chapter
- Copies of current T&T
- Copies of Chapter, sectional, regional newsletters (if they exist)

In addition to these items, during certain training sessions, additional items could be distributed to the Pledges for inclusion in their Pledge Handbook. For instance, during a session on leadership, copies of the Leadership Development brochure listing the many Leadership Development programs the Fraternity could be given out.

Pledges should also use their Pledge Handbooks to keep a record of their pledge program and their activities during it. Pages in the National Pledge Manual are excellent for keeping a record of a Pledge's service work and to collect signatures from Brothers.

PLEDGE PARTICIPATION IN THE CHAPTER

A Pledge's participation in the Chapter is an important part of any Pledge program. Unlike most fraternities and sororities, Pledges in Alpha Phi Omega should be fully included in a Chapter and its programs. They are only barred from holding office (other than Pledge Class Officers) or voting, but should be involved in Chapter meetings, included in Chapter committees, and attend Chapter events. They should be part of a Chapter's program of Leadership, Friendship, and Service. This is a part of their education as future Brothers. Pledges should never be made to feel they are "second class" members of a Chapter. It is better they should be treated and considered as "probationary" members of the Chapter.

LEADERSHIP

Pledges have several opportunities to use the Pledge program as a leadership development experience. All Pledges should be included in the Chapter's committees and expected to be full participants in these committees. By doing so they learn how these committees operate and their importance to the Chapter's programs. They should also be fully involved in the planning and carrying out of the activities of these committees. For instance, a Pledge who is on the Fellowship Committee would help decide on and plan for future fellowship events. They would be equally involved as any Brother in this work.

Another important means of leadership development is in the planning and carrying out of the Pledge Class Service Project. The Pledge class should elect its own officers as soon as possible, which should include at least a President, Vice-President, and Secretary. The main duty of these officers is to organize the Pledge Class in completing the Pledge Class Service Project. By organizing as a kind of "Chapter in miniature" they get a good sense of in how the Chapter operates.

FRIENDSHIP

Pledges should be included in all fellowship/social events of the Chapter. In this way they get a chance to meet the Brothers of the Chapter as friends. They also learn that Alpha Phi Omega is not all work and no play. Many Chapters may also do special social events just for the Pledges.

SERVICE

Pledges should also be involved with the Chapter's Service program. As all Chapters have criteria for Brothers to maintain active membership, including service hours, so too do Pledge programs require a set amount of service hours. The hours required for Pledges should not exceed those of an active Brother, and should be proportional to the required number of hours of active Brothers. Ideally they should include service in all four areas of service. A major part of the Pledge's service work should be the Pledge Class Service Project.

PLEDGE CLASS SERVICE PROJECT

As mentioned previously, the Pledge Class should plan and carry out a service project under the leadership of their Pledge Class Officers. Doing so serves several purposes. It is a leadership development experience. The pledge trainer and other Chapter officers should help and oversee this activity, but in all other ways should allow the Pledges the chance to fail and learn from their failures. It is also an experience in service, by having them come up with a worthy service project and carry it out. The Pledges should not expect to do this alone, but should expect the Brothers of the Chapter to join them in carrying out their project, but planning and organizing the project is the Pledge Class responsibility.

OTHER ELEMENTS OF PLEDGE PROGRAMS

In addition to all these matters, there are many other elements that are part of the Pledge program. Some are unique items that many Chapters add to their pledge program that other Chapters may consider using as well. Others should be part of every program.

BIG/LITTLE PROGRAMS

A standard part of many fraternities and sororities is the use of "Big Brother/Little Brother" programs, sometimes called "Bigs" and "Littles". This program is basically a mentoring program. In this way each Pledge is paired up with a Brother who can help them complete the Pledge program. In addition, new members are made to feel part of the Fraternity and Chapter by the creation of "families" which can trace themselves back to a Chapter Founder. The Big/Little bond and the program should continue even after a new member has been inducted into the Chapter.

The Big/Little program is usually run in the following manner. The Pledge Committee is usually responsible for choosing the Big for each Pledge, and should make this decision based on common interests of the Pledge and potential Big. Use some kind of Pledge Information forms for this purpose. The Big is responsible for looking out for their Little and helping them with the Pledge program. This can range from helping them study for the tests to making sure they are staying active in the Pledge program, and answering any questions they might have about the program. Bigs should be picked as soon as possible in the Pledge program (within the first couple of weeks), and many chapters set requirements for Bigs. Pledges should be introduced to their Bigs and provided with their "family tree", which they should learn as part of their Pledge training. Many Chapters also have special Big/Little social events, again with the idea of building better fellowship and unity in their Chapters. Also, many Chapters have Bigs provide their Littles with their first APO Lettered shirt or other gifts with the Fraternity Letters.

PLEDGE CLASS NAMESAKE

Each Pledge Class should have a namesake, someone in whose Honor the Pledge class is named. The National Fraternity chooses the Fall Pledge Class Namesake, leaving the Spring Class Namesake up to each chapter. Many Chapters will thus choose founding Chapter members, local people of prominence, etc... for their Spring Class Namesakes. The National Fraternity provides a biography of the Fall Class Namesake, which usually includes a charge from the Namesake. This is included with the Chapter Bulletins from the National Office, and a copy of this should be included in the Pledge Books. Chapters are thus encouraged to put together something similar for their Spring Class Namesakes.

JERSEYS, T-SHIRTS, AND OTHER GIFTS

Many Chapters, as part of their effort to make Pledges feel special and wanted, will provide t-shirts, jerseys, etc. Many Chapters give out rush/pledge t-shirts to Brothers and Pledges early in the Rush or Pledge period. Having Brothers and Pledges wearing the same t-shirts at service and fellowship events helps make the Pledges feel part of the group.

Many Chapters, usually as part of their Big/Little program, will provide the newly inducted Brothers with APO Letter shirts or jerseys. These shirts are usually paid for by the Bigs so that the new Brothers get a Letter shirt as soon as possible, which again helps their feeling of acceptance in the Chapter. Some Chapters will have the Pledge Class decide on the colors of the shirt and the lettering.

In addition to these items, some Chapters might provide other APO items to newly inducted Brothers. All such gifts are given with the good of making these new Brothers feel part of the Chapter.

MASCOTS, GAMES, AND OTHER SPIRIT ITEMS/ACTIVITIES

Many Chapters make use of Chapter Mascots to help build Chapter spirit.

Some Chapters make use of games between Brothers and Pledges involving these mascots. Some may include having Brothers and Pledges compete against one another to take possession of the mascot. Some Chapters have their Pledge Class choose their own Pledge Class Mascot, again with the intention of building Pledge Class spirit.

In any such game or activity, it is important that they don't have a negative effect on the membership, both Brother and Pledge.

BIDS AND VOTES

Many Chapters follow a policy whereby they vote on those prospectives that have expressed an interest in pledging Alpha Phi Omega during their Rush period. Those so chosen are given a “bid” to pledge the Chapter. It is important that Chapters handle this properly. It should not be used capriciously or arbitrarily. It should not be a popularity contest, nor should any prospectives be “blackballed” from pledging. Any prospective that displays a sincere interest in pledging should not be turned away. To do otherwise could be construed as hazing.

Additionally, many Chapters follow a policy of voting on Pledges before conducting the Initiation Ritual. Per the National Pledge Standards, this should be done with the intention of determining that pledges have successfully completed the Chapter’s Pledge program. As with bids, it should not be a popularity contest, nor should Chapters abuse this in any way. If there is an issue with a Pledge not having fully completed certain requirements due to some mitigating situation, the pledge trainer should determine alternate requirements. A Pledge should not be denied membership if all requirements have been met.

DE-PLEDGING

It should always be made clear to Pledges that they may choose to de-pledge at anytime in the Pledge program without stigma. A Pledge may come to a decision that they are not able to complete the pledge program at this time, and so feel they must de-pledge. If a Pledge indicated that they do wish to de-pledge, the pledge trainer and other officers and advisors should meet with the Pledge to make sure that the reasons they are de-pledging are not caused by anything the Chapter did or did not do. Some Pledges may want to de-pledge because of what they see as problems within the Chapter, and if this is the case, this should be addressed as soon as possible for the future health of the Chapter. If the reasons are due to personal issues, such as a lack of time, they should always be made to feel that they can come back and complete the pledge program when the time is right for them. Chapters should always make the effort to include these people in service projects to make it clear what they are still wanted.

CONCLUSION

If well developed, a successful Pledge program will result in new Brothers who will be an asset to the Chapter and Fraternity and are committed to a lifetime of Leadership, Friendship and Service. But one should always be mindful of how to improve the program. After the Pledge period ends, the pledge trainer and the Pledge committee should meet for a final time to evaluate the overall program. Hopefully out of this will come areas of improvement for your program. This will help prepare for the next semester and lead to continual improvements. Always be on the lookout for new and innovate ideas from other Chapters. We hope that this book will be of assistance in this area as well.

SAMPLE PLEDGE REQUIREMENTS

NOTE: Modify for use in your Chapter

Sample Set #1

1. Be a student in good standing with the school
2. Pay all dues and fees
3. Attend all pledge meetings
4. Attend chapter and pledge class service projects
5. Attend at least two chapter meetings
6. Wear your Pledge Pin at all times
7. Learn the contents of the Pledge Manual
8. Have pledges and Brothers sign your Pledge Manual
9. Be approved by the Brothers

Sample Set #2

1. Attend at least 6 of 8 pledge meetings and at least one chapter meeting.
2. Pass all tests of pledge material with a score of at least 80%. Tests will include at least one on the Greek Alphabet and a Final on the material learned in the pledge program.
3. Complete at least 20 hours of service. This should include at least one group project of the chapter.
4. Pledge Class will plan and carry out a Pledge Class Service project. Hours will count toward the 20 hours of service.
5. Participate in at least one chapter fundraiser.
6. Pay all dues and fees.
7. Obtain the signatures of all Brothers and advisors in your Pledge Manual.
8. Wear your Pledge Pin at all times. Exceptions will be made for athletic events and similar matters.
9. Carry your Pledge Manual with you at all times.
10. Be approved by the Brothers.

Sample Set #3

1. Complete at least 8 hours of service, at least one hour in each of the four areas of service.
2. Participate in the planning, preparation, and execution of a Pledge Class Service Project. These hours do not count toward the above hours.
3. Participate in at least 6 fellowship events. Activities must have at least three people, two of which must be Brothers, unless you and your Big are bonding. Max number of such Big/Little activities that can count on this requirement are two.
4. Participate in a Pledge Class Bonding/Fellowship Activity.
5. Participate in Big/Little Picnic.
6. Obtain signatures of all the active Brothers, all Pledges, at least one advisor, and at least two signatures from Brothers of other chapters.
7. Knock-ins: weekly signature breakfasts, lunches, and/or dinners. Keep traditional methods of meeting in office. Spend at least 90 minutes a week in knock-ins, over at least two activities.
8. Attend five business meetings (chapter, another chapter, or sectional), at least three of this chapter.
9. Attend all pledge class meetings.
10. Attend two committee meetings or attend sectionals or visit another chapter's meeting. In every instance, report back to the pledge class what you learned.
11. Participate in a mock meeting and the chapter meeting the pledge class runs.
12. Pass all quizzes and final exam with a 75% or better.
13. Learn Toast Song
14. Learn Brotherhood Oath by Pledge Court
15. Attend Brotherhood Risk Management Workshop.

SAMPLE PLEDGE TRAINING SYLLABI

NOTE: Modify for use in your Chapter

SAMPLE SYLLABUS #1

- Week One Pledge Ceremony and post-Ceremony party
- Week Two First Pledge Class Meeting
Pledge Handbooks distributed, Pledge Program explained, History and Traditions of Alpha Phi Omega
- Week Three Fraternity Structure & Bylaws, Chapter Service Program, Purpose of Toast Song, Election of Pledge Class Officers
- Week Four Selection of Pledge Class Service Project, Scouting Relationship, Review of each Pledge's progress
- Week Five Progress Report on Service Project, Fellowship event selected, Chapter Structure & Operating Procedures
- Week Six Pledge Class Service Project takes place, Parliamentary Procedure, Q&A Session with Chapter President and fellow officers
- Week Seven Fellowship event, Evaluation of Service Project, National Structure & Bylaws, National Conventions
- Week Eight Review of material covered during the pledge program, including discussion by pledge class of importance, value, changes they think should be made, etc.
- Week Nine Pledge "Final Exam", Evaluation of Pledge program by Pledges, including brainstorming for next semester, pledges submit names of prospects for next semester. Chapter conducts "Pledge Review" or other meeting to determine whether each pledge will be accepted as an active Brother
- Week Ten Initiation Ritual and party

SAMPLE SYLLABUS #2

- Week One Pledge Ceremony and post-Ceremony party
- Week Two First Pledge Class Meeting: Pledge Handbooks distributed and reviewed, Pledge Program explained, Brief introduction to Alpha Phi Omega and Chapter.
- Week Three Learn Fraternity Policies, Learn symbols of Alpha Phi Omega, Take Greek letter test
- Week Four Election of Pledge Class Officers, Start planning Pledge Class Service Project, Parliamentary Procedure, Introduction of Bigs
- Week Five History and Traditions of Alpha Phi Omega, Chapter, Scouting Relationship
- Week Six Fraternity Structure & Bylaws, Regional/Sectional Structure, National Conventions, Regional/Sectional Events, APO Worldwide
- Week Seven Chapter Structure & Operating Procedures
- Week Eight Principles of Leadership, Friendship, and Service. Chapter Service Program, Fraternity Leadership Development Programs
- Week Nine Pledge "Final Exam", Chapter conducts "Pledge Review" or other meeting to determine whether each pledge will be accepted as an active Brother
- Week Ten Initiation Ritual and party

SAMPLE PLEDGE RIGHTS AND RESPONSIBILITIES

NOTE: modify for use in your Chapter, include in Pledge Handbooks

Pledge Rights

1. To know consequences of actions.
2. To de-pledge and not have it held against you.
3. To know requirements.
4. To ask questions about requirements.
5. To not do anything that makes you feel uncomfortable.
6. To have fair quizzes and tests.
7. To express grievances.
8. To have an atmosphere conducive to learning.
9. To be granted alternative requirement options, subject to approval by the Pledge Committee.
10. To have exceptions granted in the face of extenuating circumstances.
11. To express thoughts and concerns about the Pledge Program and its execution.
12. To not be hazed.
13. To seek assistance if problems with fraternity members arise.

Pledge Responsibilities

1. To actively participate in the learning process.
2. To treat other fraternity members as individuals with concerns and ideas of their own.
3. To fulfill your requirements.
4. To actively participate in activities you attend, especially ones that fulfill pledge requirements.
5. To express thoughts and concerns about the pledge program and its execution.
6. To know and follow the chapter and fraternity Risk Management Policies.
7. To not haze pledges or Brothers.
8. To express grievances in the proper manner and to appropriate people.
9. To not ask pledges or Brothers to do anything that you would not do yourself.

SAMPLE BIG BROTHER REQUIREMENTS

NOTE: Modify for use in your Chapter, distribute to Brothers

1. Remember, being a Big Brother is a privilege, not a right.
2. Big Requirements will be counted in addition to active requirements for voting eligibility at elections.
3. Big Requirements:
 - a. Complete Rush Requirements:
 - i. Attend at least 2 social events.
 - ii. Attend at least 2 flyering activities
 - iii. Attend at least 1 Info Session.
 - iv. Attend at least 1 Rush Table.
 - v. Attend at least 1 Service Project.
 - b. Attend all ceremonies (except Pledge Reviews).
 - c. Attend Big Brother Information Meeting.
 - d. Attend at least 5 pledge class meetings.
 - e. Attend Signature Party.
 - f. Attend pledge class project(s).
 - g. Meet with Little on a weekly basis.

SAMPLE BROTHERHOOD RIGHTS AND RESPONSIBILITIES

NOTE: Modify for use in your Chapter, distribute to Brothers

Brotherhood Rights:

1. To know consequences of actions.
2. To not do anything that makes you feel uncomfortable.
3. To have an opportunity to learn.
4. To have exceptions granted in extenuating circumstances.
5. To attend some Pledge Class activities.
6. To express thoughts and concerns about the Pledge Program and its execution.
7. To modify the Pledge Program during the semester with a majority vote of the active Brothers.
8. To not be hazed by Pledges or Brothers.
9. To seek assistance if problems with Pledges arise.

Brotherhood Responsibilities:

1. To know pledge requirements and their content.
2. To continue to learn from the Pledges and the Pledge Program.
3. To respect other Fraternity members as individuals.
4. To treat other Fraternity members as people with concerns and ideas of their own.
5. To not pressure Pledges about their requirements.
6. To express thoughts and concerns about the pledge program and its execution.
7. To express grievances in the proper manner and to appropriate people
8. To help all the Pledges, not just your Little.
9. To know and adhere to ALL Chapter, Fraternity, and School policies.
10. To not "campaign" for Littles.
11. To not adversely influence the Pledges by keeping personal opinions and biases away from them.
12. To not involve Pledges in Brotherhood conflicts.
13. To be a positive role model.
14. To act mature and responsible.
15. To exemplify the principles of Brotherhood to the best of your ability.
16. To provide an environment conducive to learning.
17. To understand what hazing is, to not haze Pledges or Brothers and to discourage potential hazing situations.
18. To actively participate in activities you attend, especially ones that fulfill Pledge requirements.
19. To not ask Pledges to do anything that you would not ask a Brother to do or that you would not do yourself.

ALPHA PHI OMEGA-- PLEDGE WORKSHEET #1

Page 1

1. Where was the first chapter of Alpha Phi Omega founded? (college, city, state)

2. On what date was Alpha Phi Omega founded? (day, month, year)

3. Who is the founder of Alpha Phi Omega?

4. What is our Motto?

5. What is the main goal of Alpha Phi Omega?

6. Upon what "standard of manhood" did the founder base Alpha Phi Omega?

7. Name the first National President of Alpha Phi Omega.

8. What are the Cardinal Principles of Alpha Phi Omega?

9. Identify "the Chief"

10. Where and when was the first National Convention of Alpha Phi Omega held?

11. How many "Regions" are within the Fraternity?

12. In which Region is this chapter located?

13. What is this chapter's designation?

ALPHA PHI OMEGA -- PLEDGE QUIZ #1

1. Who was H. Roe Bartle and who is he known as?

2. What are three major facts about Frank Reed Horton?

3. When and where was the **first** chapter of Alpha Phi Omega founded?

4. What are the Cardinal Principles of Alpha Phi Omega?

5. What is our chapter designation, Section and Region?

6. Who is our current chapter Service Vice President?

7. What are the names of the first five letters of the Greek Alphabet?

8. What is the Motto of Alpha Phi Omega?

9. What are the following Official Fraternity items?

a) Jewel _____

d) Tree _____

b) Bird _____

e) Colors _____

c) Flower _____

f) Jeweler _____

10. Where and when was the first National Convention of Alpha Phi Omega held?

11. How often are National Conventions held?

12. How many "Regions" are within the Fraternity?

13. What are the lyrics to the "Toast Song"? (Please use the back of this sheet for your answer)

ALPHA PHI OMEGA -- PLEDGE WORKSHEET #2

Page 1

Reading assignment for this week: pages 23, 24-26, 34-37

1. Write the *Scout Oath*.

2. Write the *Scout Law*. (Hint: there are 12 points to the Scout Law.)

3. List the "Four Fields of Service" and give three examples of each.

a)

examples:

b)

examples:

c)

examples:

d)

examples:

4. When were women first admitted into Alpha Phi Omega as full members?

ALPHA PHI OMEGA --- PLEDGE WORKSHEET #2

Page 2

5. What is the name of the National Magazine of the Fraternity and how often is it published?

6. List all the states in our Region.

7. What are the Cardinal Principles of Alpha Phi Omega?

8. Write the names of all the letters of the Greek Alphabet in order

1. _____ 9. _____ 17. _____

2. _____ 10. _____ 18. _____

3. _____ 11. _____ 19. _____

4. _____ 12. _____ 20. _____

5. _____ 13. _____ 21. _____

6. _____ 14. _____ 22. _____

7. _____ 15. _____ 23. _____

8. _____ 16. _____ 24. _____

9. How often are Sectional Conferences held?

10. How often are Regional Conferences held?

11. How often are National Conventions held?

12. Which of the previous events are held in even numbered years? Odd years?

ALPHA PHI OMEGA-- PLEDGE QUIZ #2

1. What is the *Scout Oath*? (Please write it on the back of this sheet.)
2. What are the twelve points of the *Scout Law*? (Please write them on the back of this sheet.)
3. What are the Cardinal Principles of Alpha Phi Omega?

4. What are the first five letters of the Greek Alphabet?

5. Who is the official Fraternity Jeweler?

6. What is the official Fraternity Bird?

7. What is the full address of the National Office?

8. What are the Four Fields of Service?

9. What is the name of the official Fraternity Magazine and how often is it published?

10. When were women first admitted into Alpha Phi Omega as full members?

11. Who is our current chapter Service Vice President?

12. What are all the states in our Region?

13. Who is our Regional Director?

ALPHA PHI OMEGA -- PLEDGE WORKSHEET #3

Page 1

Reading assignment for this week pages 7-9, 12-14, 27-33.

1. On what date was Alpha Phi Omega founded? (day, month, year)

2. Where was the first chapter of Alpha Phi Omega founded? (college, city, state)

3. Who is our current National President?

4. Who is our current National Vice President?

5. Who are the six Members-at-Large on our National Board and the titles of their office?

6. Who is the National Executive Director of Alpha Phi Omega?

7. In what section is our chapter?

8. Who is our Sectional Chair?

9. How many National Presidents have there been, including the current President?

10. What is the Fraternity's highest award of distinction?

ALPHA PHI OMEGA-- PLEDGE QUIZ #3

1. What is the fall address of the National Office?

2. What is the name of the official Fraternity Magazine?

3. Who is the current National President of Alpha Phi Omega?

4. Who is the current National Vice President of Alpha Phi Omega?

5. Who is known as "the Chief"?

6. What is the Motto of Alpha Phi Omega?

7. What are the symbols (capital letters only) and the names of all the letters of the Greek Alphabet? (In order, please)

- | | | |
|----------|-----------|-----------|
| 1. _____ | 9. _____ | 17. _____ |
| 2. _____ | 10. _____ | 18. _____ |
| 3. _____ | 11. _____ | 19. _____ |
| 4. _____ | 12. _____ | 20. _____ |
| 5. _____ | 13. _____ | 21. _____ |
| 6. _____ | 14. _____ | 22. _____ |
| 7. _____ | 15. _____ | 23. _____ |
| 8. _____ | 16. _____ | 24. _____ |

8. What is the Motto of Alpha Phi Omega?

9. What is the *Scout Oath*? (Please write it on the back of this sheet.)

10. What are the twelve points of the *Scout Law*? (Please write them on the back of this sheet.)

ALPHA PHI OMEGA -- PLEDGE WORKSHEET #4

Page 1

Reading assignment for this week: pages 15-20, review pages 3-52 for discussion.

1. Who is our chapter president?

2. Who is our chapter service vice president?

3. Who is our chapter membership vice president?

4. Who is our Sectional Chair?

5. Who is our Regional Director?

6. Who is the current National Executive Director?

7. What is the name of our chapter newsletter?

8. Who suggested the Official Fraternity Handclasp?

9. Who drew up the Insignia, Pin, Key and Coat of Arms?

10. Who created the Motto and the Greek letters of the Fraternity?

11. Who wrote the Ritual and drew up the first Fraternity Constitution and bylaws?

12. When and where was the first chapter of Alpha Phi Omega established?

ALPHA PHI OMEGA -- PLEDGE WORKSHEET #4

Page 2

13. How many charter members founded Alpha Chapter? _____
14. How many advisors did the first chapter have when it was formed? _____
15. Our chapter is in what Region? What Section? _____
16. How many states are in our Region? _____
17. What number is our chapter and when was it chartered on this campus? _____

18. List the official Fraternity:

- | | |
|-----------|------------|
| a) Jewel | d) Tree |
| b) Bird | e) Colors |
| c) Flower | f) Jeweler |

19. Write the symbols (capital letters only) and the names of all the letters of the Greek Alphabet in order.

- | | | |
|----------|-----------|-----------|
| 1. _____ | 9. _____ | 17. _____ |
| 2. _____ | 10. _____ | 18. _____ |
| 3. _____ | 11. _____ | 19. _____ |
| 4. _____ | 12. _____ | 20. _____ |
| 5. _____ | 13. _____ | 21. _____ |
| 6. _____ | 14. _____ | 22. _____ |
| 7. _____ | 15. _____ | 23. _____ |
| 8. _____ | 16. _____ | 24. _____ |

ALPHA PHI OMEGA -- PLEDGE FINAL EXAM

SECTION I - Multiple choice (worth one point each)

- How many different Regions has the country been divided into for Alpha Phi Omega?
 - 5
 - 10
 - 12
 - 98
- In what year was the first National Convention held?
 - 1926
 - 1931
 - 1972
 - 1946
- In what year were women admitted into the Fraternity as full-fledged Brothers?
 - 1966
 - 1970
 - 1972
 - 1976
- Where was the last National Convention held?
 - San Francisco, CA
 - Dallas, TX
 - Minneapolis, MN
 - Independence, MO
- How often are Sectional Conferences held?
 - annually
 - biannually
 - biennially
 - none of the above

SECTION II - Fill in the blank (worth one point each),

- This chapter is called _____ Chapter of Alpha Phi Omega and was chartered on _____ as the _____ Chapter of the Fraternity.
- Our Chapter is in Section _____ of Region _____.
- Sections are numbered from _____ to _____ and Regions are numbered from _____ to _____.
- The National Fraternity Magazine is called _____ and is published by the National Office _____ times a year.
- National Conventions are held every _____ years.
- Regional Conferences are held every _____ years

7. Name the following officers of our chapter. (One point for each name)

a. President: _____

b Service Vice President: _____

c Membership Vice President _____

d. Pledge Trainer: _____

e. Sectional Chair: _____

f. Regional Director: _____

SECTION III - Short Answer (Please write your answers on a separate piece of paper.)

1. When and where was Alpha Phi Omega founded? (worth six points)
2. What are the Cardinal Principles of Alpha Phi Omega? (worth three points)
3. What is the Motto of Alpha Phi Omega? (worth three points)
4. What are the Four Fields of Service? What are two examples of each? (worth 12 points)
5. What is the main Goal of Alpha Phi Omega? (worth one point)
6. What is the full address of the National Office for Alpha Phi Omega? (worth three points)
7. What are the states in our Region? (worth five points)
8. What is the *Scout Oath*? (worth five points)
9. What are the twelve points of the *Scout Law*? (worth 13 points)
10. What are the lyrics to the Toast Song? (worth ten points)

SECTION IV-- Essay. (worth 12 points)

1. You have just been elected Service Vice President for your Chapter. The Chapter President has asked you to plan and carry out a service project for the coming term. How would you go about this? Give steps from beginning to end and explain.

SECTION V - (worth 19 points)

From the list below, use a lettered answer to respond to the following questions. Not all answers are used.

1. _____ Founder of Alpha Phi Omega
2. _____ First President of the First Chapter
3. _____ First National President of Alpha Phi Omega
4. _____ Location of the First National Convention
5. _____ First Chapter designation
6. _____ Second National President of Alpha Phi Omega
7. _____ Current National President
8. _____ Current National Vice President
9. _____ Official Fraternity Flower
10. _____ Official Fraternity Bird
11. _____ Official Fraternity Tree
12. _____ Official Fraternity Colors
13. _____ Official Fraternity Jewel
14. _____ Official Fraternity Jeweler
15. _____ Total number of Regions in Alpha Phi Omega
16. _____ Current National Board Member in Charge of Membership
17. _____ Creator of the Official Handclasp
18. _____ Designer of the Official Insignia
19. _____ Creator of the Ritual and Constitution

- | | | | |
|----------------------|----------------------|---------------------|----------------------|
| A) Earle M. Herbert | L) Bartles & James | W) Wild Rose | HH) Thane S. Cooley |
| B) Torch & Trefoil | M) Ray O. Wyland | X) Miller & McGlynn | II) Sapphire |
| C) Tulip | N) John Wetherington | Y) Kansas City | JJ) John Anderson |
| D) Dr. H. Roe Bartle | O) Diamond | Z) Patrick Burke | KK) Sturdy Oak |
| E) Herbert G. Horton | P) William Clinton | AA) Golden Eagle | LL) Four |
| F) J.O. Pollack | Q) Forget-me-not | BB) Mighty Pine | MM) Ten |
| G) Beta Chapter | R) Goshawk | CC) Fred Pollack | NN) Jack McKenzie |
| H) Gerald Schroeder | S) St. Louis | DD) Eleven | OO) Irwin H. Gerst |
| I) Everett W. Probst | T) Alpha Chapter | EE) Walnut | PP) Jack A. McKenzie |
| J) Green and Gold | U) Two | FF) Denver | QQ) Wilfred Krenek |
| K) Frank Reed Horton | V) Blue and Gold | GG) Maggie Katz | |

SECTION VI - (worth 24 points)

What are the symbols (capital letters only) and the names of all the letters of the Greek Alphabet (in order, please).

- | | | |
|----------|-----------|-----------|
| 1. _____ | 9. _____ | 17. _____ |
| 2. _____ | 10. _____ | 18. _____ |
| 3. _____ | 11. _____ | 19. _____ |
| 4. _____ | 12. _____ | 20. _____ |
| 5. _____ | 13. _____ | 21. _____ |
| 6. _____ | 14. _____ | 22. _____ |
| 7. _____ | 15. _____ | 23. _____ |
| 8. _____ | 16. _____ | 24. _____ |

