



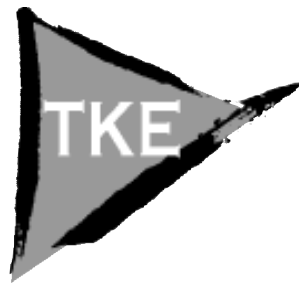
# **The Hegemon's Manual with Addendum**

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**2003**

# The Hegemon's Manual

Tau Kappa Epsilon Fraternity



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# **INTRODUCTION**

# Purpose of the Candidate and Member Education Programs

**T**au Kappa Epsilon's Candidate and Member Education Programs prepare each man to achieve his personal best in all areas of college life, which will help lay the foundation for his success beyond graduation. Listed below is the focus of our Fraternity:

**Scholarship** – TKE expects serious attention to academic performance. A strong academic record not only prepares you for success after you get your degree, but it represents your strength of mind to the world.

**Character** – Tau Kappa Epsilon shows members that there are basic principles of effective living such as integrity, honesty, patience, and fidelity. You can only experience true success and enduring happiness through life as you learn and integrate these principles into your basic character.

**Leadership** – TKE offers young men the opportunity to develop as leaders – and prepares them to use those skills during their lifetime. Members are encouraged to take an active leadership role in chapter and campus activities.

**Teamwork** – Tau Kappa Epsilon believes that building relationships, unselfishness, and people caring about each other are the keys to successful teams. When chapters reach their potential, they will achieve a level of excellence in athletics, chapter business, campus activities, or anything they do.

**Service** – TKE is committed to instilling a sense of responsibility and contribution in all of our members. TKE enables chapters to provide service to their campus, community, and our international philanthropy.

**Brotherhood** – Tau Kappa Epsilon provides a family environment in which members establish solid friendships that last a lifetime. Tekes around the world act as a network of friends, which can be very beneficial, both personally and professionally. Stated in our Declaration of Principles, *"We believe that the essential elements of true brotherhood are love, charity, and esteem."*

A strong Candidate Education Program lays the foundation for a successful and healthy chapter. Being involved in the candidate education process is one of the most important activities in which any member can participate. How the candidates are taught about the ways of life in the Fraternity, and how they are taught to conduct themselves as good members and leaders, will have a tremendous impact on the future direction of the chapter. As the Hegemon, your specific program will dictate the shape of your chapter for the next four years! There is no other facet of chapter operations that can have as dramatic an impact on the future of the Fraternity as the Candidate Education Program.

Tau Kappa Epsilon's Member Education Program continues to prepare each man for success in all areas of life. Education about the Fraternity, and the attributes for which it stands for (Scholarship, Character, Leadership, Teamwork, Service, and Brotherhood), must be taught continually to all members throughout their college careers and beyond. It is critical to realize that fraternal education does not stop upon initiation, but truly begins.

## Purpose of the Hegemon's Manual

The purpose of the Hegemon's Manual is to assist you in developing an educational program for your chapter. Numerous topics are suggested for use and can be tailored for your specific program. The skills learned from these topics, if taught properly, have the potential to stay with your candidates and members throughout their collegiate career and beyond. The sample Candidate Education Program presented in this manual coincides directly with our educational handbook, *The Teke Guide*. The Member Education Program presented is more broad-based and may require consulting outside resources.

## Role and Responsibilities of the Hegemon

The Hegemon is the officer in charge of the candidates for membership from the time of induction until their initiation is completed. He is also responsible for the ongoing Member Education Program of the chapter. The specific duties of the Hegemon are:

- 1) **To report all candidates promptly to the Offices of the Grand Chapter using the on-line registration system. By doing this, he will receive all candidate kits for the class.**
- 2) **Assign and train all members willing to participate as a Big Brother.**
- 3) **Create and coordinate the Candidate Education Program. An educational committee is typically used to aid in this process.**
- 4) **Create and coordinate the Member Education Program. An educational committee can be used to aid in this process.**

The Hegemon has the most exciting and challenging office in the chapter. He is responsible for preparing and motivating candidates to participate and excel in all aspects of Fraternity and campus life throughout their undergraduate career. The men that complete the Candidate Education Program will assume future leadership roles within the chapter and other campus organizations.

The logo consists of a grey triangle pointing to the right, with the letters 'TKF' in white inside it. The triangle has a slight shadow effect.

**THE CANDIDATE  
EDUCATION  
PROGRAM**

# The Candidate Education Program

The following is a model program to be implemented at your chapter. You may customize this program to suit your individual chapter needs and desires. The Candidate Education Program included is intended to be exciting, positive, and fun! Make sure the program is not too time consuming or overly burdensome for the candidates. The academic success of the candidates is first and foremost the focus of TKE (Scholarship) and your institution.

The Candidate Education Program outlined here will be segmented into six parts, one for each week of the program. Note that the weeks of your program may not be all in a row due to finals week, spring break, etc. Each week will begin with a candidate meeting. The Hegemon will lead this meeting along with any guest presenters as he sees fit. Big Brothers are asked to accompany their little brothers to these meetings for support and to be aware of the education that takes place each week. Each candidate meeting will last approximately two hours.

The Hegemon should remember that these are the future leaders of the chapter, and they are now part of the chapter's team. Anything and everything taught in the Candidate Education Program must have a purpose.

Here are several questions to ask yourself before committing an activity or topic to your curriculum:

- **How will this improve our chapter?**
- **How will this make us bigger, better, and stronger in the future?**
- **What is our biggest weakness, and what can I teach our candidates so they can make it a strength in the future?**
- **Will this make our candidates better men?**
- **Where does this fit in TKE's focus of *Scholarship, Character, Leadership, Teamwork, Service, and Brotherhood*?**

In order for the Candidate Education Program to benefit the candidates, members, and chapter, it must be focused on reaching the Fraternity goals and solving the problems the chapter currently faces. Only in this case will the hard work you commit to the Fraternity pay off.

The Hegemon, along with the Big Brothers, are the backbone of support for each candidate as he moves through the process of becoming an official member of the chapter. Be there to prompt discussion and answer questions. The candidates are the future leaders of your chapter, and you need to make them feel as comfortable as possible so they are open to learn about TKE.



**PREPARATION**



# The On-line Registration System

Each chapter should electronically register their candidates with the Fraternity, dramatically speeding up the processing time for membership materials, and allowing candidates and initiates to pay their fees via credit card or electronic check directly to the Offices of the Grand Chapter. The new on-line registration system is quick and simple, and will save you time and effort with paperwork. Every chapter has its own web account, with key chapter officers (Prytanis, Epiprytanis, and Hegemon) having access to the account. Once the account has been initialized and candidates have registered, the key chapter officers will be able to assign initiation dates, scroll numbers, and certify candidates as eligible for initiation. E-mail reminders tell candidates to log back on-line and pay their initiation fees directly to the Offices of the Grand Chapter. All chapters and colonies should take advantage of this new system and register all of your candidates electronically over the Internet at [www.tke.org](http://www.tke.org).

If you are unable to use the on-line registration system, then you will need to have each candidate complete a candidate form and mail the form and appropriate fees to the Offices of the Grand Chapter.

# The Big Brother Program

The Big Brother is an integral part of the Candidate Education Program. His primary objective is to make sure his little brother successfully completes the Candidate Education Program as outlined by the Hegemon.

It is absolutely essential that each Big Brother serve as a good role model and mentor, who will be an effective guide and friend to the candidate. Qualified Big Brothers are active Fraters who reflect the ideals of our Fraternity, take their academic career seriously, meet all their financial obligations on time, and attend chapter events on a regular basis. They usually hold or have held leadership roles within the chapter or on campus, and understand the time they will need to commit to being a Big Brother.

The responsibilities of the Big Brother include:

- **Scholarship** – being aware of his little brother’s academic progress, ensuring that he is on track to reach his academic goals.
- **Character** – serving as his little brother’s mentor in all aspects of Fraternity education, especially values-oriented discussion.
- **Leadership** – making sure his little brother is fully prepared to participate as a responsible Frater throughout his undergraduate years and beyond.
- **Teamwork** – guides his little brother in relationship building through meeting and working with chapter members, peers on campus, and faculty/staff members.
- **Service** – instilling in him a sense of responsibility and contribution to our campus and community.
- **Brotherhood** – participating fully with him in all candidate activities.

After members are chosen to serve as a Big Brother by the Hegemon, they need to understand and commit to the responsibilities listed above. This can take place during a special "Big Brother" meeting, where the responsibilities are given to each Big Brother and discussed. At this point in time, the Hegemon will also want to review the Candidate Education Program Schedule with the Big Brothers so they can add candidate meetings, events, etc. to their calendar.

The Hegemon must be sure not to underestimate the role Big Brothers play in the Candidate Education Program. The difference between an active, strong mentor and an apathetic Big Brother will make all the difference in how the candidate perceives his future involvement with the chapter.

## **The Induction Ceremony**

Candidate induction should be held soon after bid acceptance. It is very common for chapters to hold multiple Induction ceremonies throughout the semester. Special guests who are not members, such as parents of inductees, may be invited to watch this ceremony since no secrets are revealed. This is, however, a private ceremony and should not be performed publicly. The Big Brother for each of the candidates should be determined before the induction ceremony.

All members should be in attendance during each Induction ceremony. The candidates, Big Brothers, and general membership will be asked to make a promise to the chapter during this ceremony. This is a very special experience for the candidates and a strong reminder of the foundation of our Fraternity to the Fraters. The Induction ceremony will provide a glimpse into the values and traditions of Tau Kappa Epsilon.

# Candidate Education Program

## **WEEK ONE**

# Week One of The Candidate Education Program

## Purpose of Week One:

- A. General Welcome into TKE and an overview of the Fraternity
- B. Hegemon defines his role
- C. Clinic on Membership Recruitment

## Readings and Responsibilities before the Week One Meeting for candidates:

- Read “Welcome to Tau Kappa Epsilon” (pages 1-7) and *Membership Recruitment* (pages 88-100) of The Teke Guide.
- Know the time and location of the candidate meeting
- Make sure all candidates have registered with the on-line registration system (candidates must be registered to receive The Teke Guide)

## Discussion and Activities:

As mentioned before, one of the most important things to maintain during candidate meetings is a comfortable, open environment. Participation, especially in the form of questions and general discussion, is a must. This is a special type of learning environment where even the most experienced member of the chapter will walk away with new information, ideas, and perspective.

Also, sometime during this meeting the Hegemon should review the Candidate Education Program Schedule with the candidates so they can add candidate meetings, events, etc. to their calendar.

### A. Welcome (5 minutes)

Welcome the new members to your chapter. Let them know how happy you are that they have decided to take part in this special bond. Explain to them how these meetings will work, when Initiation will take place, and any other events that they will need to take part in during the semester. (A calendar of events could be distributed at this time.) Also, have the candidates and Big Brothers introduce themselves to the group by saying their name, year, major, and something personal about themselves.

There are three main topics to cover from Chapter One: “What is TKE?”, “Your Journey Through TKE”, and “Expectations of You.” The topics “What is TKE?” and “Expectations of You” are excellent discussion items. “Your Journey Through TKE” topic is more of a lecture. Below are sample outlines to follow for discussion.

### “WHAT IS TKE?” (20 MINUTES)

Ask members what they think Tau Kappa Epsilon is – why do we exist? What do we do for students? Why are we part of the University? Next, inform them that one of our main focus points is Scholarship. Ask them why they think that is. Read the definition of Scholarship from the introduction of the Hegemon’s Manual. What do they think now? Repeat this process for the other five focus points (Character, Leadership, Teamwork, Service, and Brotherhood.)

### **“YOUR JOURNEY THROUGH TKE” (10 MINUTES)**

During this topic you want to briefly explain the bidding to initiating process, the levels of fraternal achievement (i.e. Order of the Founders, Knights of Classic Lore, Fraternity for Life), and opportunities in TKE after college. While explaining the “bidding to initiating process,” you want to make sure the candidates understand that this is not the end of their experience, but merely the first step. The “levels of achievement” need to be looked at as the second, third, and fourth steps within the Fraternity, whereas the “opportunities in TKE after college” will open their eyes to the big picture of TKE. “The Journey through TKE” is explained in The Teke Guide on pages 3-6.

### **“EXPECTATIONS OF YOU” (30 MINUTES)**

During this topic you need to read each expectation listed below one at a time. Ask them why they think each is an expectation. Ask them how they plan on meeting this expectation throughout their undergraduate career. Repeat this process for each of the other expectations. **This could be the most important piece discussed in the Candidate Education Program. How well this is covered could determine the future success or failure of each candidate, and potentially the chapter. The expectations are:**

- Actively recruit at least one new member each year
- Be willing to advance the interests of your Fraternity with earnestness and sincerity (this includes being an active member your full undergraduate career)
- Meet your Fraternity obligations (financial and otherwise) promptly and faithfully
- Conduct yourself as a gentleman at all times
- Participate in college and community activities
- Follow all rules of the chapter and of the Fraternity

Note that these expectations are explained in detail in The Teke Guide on pages 6 and 7.

- B. The next topic to cover during this candidate meeting is the Hegemon’s role within the chapter. Let the candidates know that each officer will be explaining their specific roles within the chapter at each candidate meeting.

### **HEGEMON’S ROLE (15 MINUTES)**

During this informative topic, encourage questions from the candidates – they may be in your shoes one day. Refer to “Role and Responsibilities of the Hegemon” in the introduction of this manual for any details you may need. **One other major item to discuss is that TKE has a No Hazing policy (refer to the Appendix). Let them know that if they have any questions or problems throughout the candidate period, to let you know immediately.**

### **BREAK (10 MINUTES)**

At this point you have met for approximately one hour. It is important to give everyone a break (including yourself). You should always have water available during the meeting.

### **C. Membership Recruitment – RUSH CLINIC (60 minutes)**

Rush is the lifeblood of the Fraternity. We must continue to bring top quality men into our bond if we want our chapter to be truly successful. This is your opportunity to have a mini Rush clinic for the candidates to prepare them for membership recruitment next semester. Be sure to include the Rush Chairman in this session who was most likely in charge of the chapter Rush clinic earlier in the semester. **Make the most of this opportunity! Rush can make or break your chapter – so take this time to make sure your candidates understand the importance of membership recruitment and the basics of how to Rush.**

### **Assignments**

Before you adjourn your candidate meeting, you will want to let the candidates know of any assignments they must complete throughout the week, and when/where the next candidate meeting will be held. The assignments for this week are as follows:

- Read “The Fraternity System” (pages 9-15) and “The History” (pages 17-44) from The Teke Guide
- Attend this week’s candidate event (Create your own or see the Appendix – the Candidate/Officer Barbecue is recommended for the first event.)
- Attend **at least one** of the chapter events happening this week (chapter meeting, committee meeting, service project, intramural game, house clean-up, etc.)

#### **Benchmarks that need to be accomplished by the candidates during Week One are as follows:**

- ✓ Know the six focus points of TKE
- ✓ Know what is expected of them as members
- ✓ Know why Membership Recruitment is critical to the success of the chapter
- ✓ Know the Hegemon’s role
- ✓ Know TKE’s policy of No Hazing

#### **The duties of the Big Brothers for Week One are as follows:**

- 1) Plan to do something with your little brother (movie, lunch, bowling, racquetball, attending an athletic event, etc.).
- 2) Set up a four-hour block of time to study together at the library or a place where you will not be disturbed.

- 3) Take time during the week to sit down with your little brother so you can both set individual goals. You will want to set Academic goals, Personal goals, and Fraternal goals that can be obtained by the end of the semester. Examples of goals are listed below.

**ACADEMIC GOALS**

- Attend all classes
- Obtain at least a 3.0 grade point average
- Study two hours out of class for every one hour you are in class (14 hours of classes each week would equal 28 hours of studying each week)
- Read all assigned material before you go to class
- Create a semester calendar that contains all quiz, test, and paper due dates

**PERSONAL GOALS**

- Exercise five times a week
- Read one non-school related book every month
- Phone home at least once each week
- Plan at least one activity with a different TKE member each week
- Refrain from eating fast food

**FRATERNAL GOALS**

- Bring at least three prospective members to the chapter
- Complete your reading assignments before each candidate meeting
- Take a few hours to examine the TKE website and its resources
- Join another organization of interest on your campus
- Personally meet with all TKE members for at least 15 minutes

# Candidate Education Program

## **WEEK TWO**



# Week Two of The Candidate Education Program

## Purpose of Week Two:

- A. Review of the last week in TKE
- B. Review of the Fraternity System on international and local levels
- C. The History of Tau Kappa Epsilon on international and local levels
- D. Prytanis and Chapter Advisor define their roles

## Discussion and Activities:

### A. Review (10 minutes)

At the start of each candidate meeting, begin by asking the candidates to voluntarily share their participation in chapter activities throughout the past week. Not everyone needs to share, but a few comments should be solicited. Doing this, the candidates will get to hear about the different types of events that took place during the past week in TKE and the Greek community.

- B. There are two topics to cover from “The Fraternity System”: the system itself and your local greek community. Both of these topics are very informative, and need to be kept interesting and to the point – only reference points that have a significant meaning to the chapter.

### THE FRATERNITY SYSTEM (10 MINUTES)

If the candidates have read their assigned chapters, they should already have a grasp on how fraternities and sororities came about. You may want to point out some significant facts such as:

- The first Greek-letter fraternity, Phi Beta Kappa, was founded in 1776 at the College of William and Mary where they frequently gathered to discuss political matters – since such meetings were prohibited at the time. (Our beginning.)
- During the Twentieth Century the fraternity system experienced rapid growth even though there were obstacles such as two World Wars and the Great Depression. (The Fraternity System moved forward despite tremendous adversity.)
- The chart on page 14 of The Teke Guide shows where we stand in active groups and total initiates compared to the 19 other largest National and International Fraternities.
- Social Fraternities differ from Professional and Honorary Societies in that Social Fraternities draw their members from all areas of study and interest, while Professional and Honorary Societies usually limit membership to certain fields of study, areas of interest, or academic performance.
- The Greek Alphabet should be reviewed with the candidates – especially the pronunciation. This is also a good time to explain how we label our chapters as Upsilon-Alpha, Upsilon-Beta, etc.

### **LOCAL GREEK COMMUNITY (15 MINUTES)**

Again, only reference points that have a significant meaning to the chapter. Things to point out would be:

- How many Fraternities and Sororities are on campus and who are they?
  - What is the difference between an International, National, and Local group?
  - How do the Fraternities and Sororities meet together? (IFC, NPC, NPHC, Greek Council, etc.)
  - What events do the Greeks all participate in each year? (Greek Week, Greek Sing, Homecoming, etc.)
  - Why is it important that we all work together as a community?
- C. There are two topics to cover from Chapter Three: "The History of the Fraternity" and your "Local Chapter History." Both of these topics are very informative, and need to be kept interesting and to the point.

### **HISTORY OF TKE (30 MINUTES)**

If the candidates have read their assignment, they should have some idea of the history of Tau Kappa Epsilon. You definitely want to review the history with them and point out some significant facts such as:

- Our original name was the Knights of Classic Lore
- The Founders and National Founders – who are they and what did they contribute to the Fraternity?
- Read the "Opportunity Out of Defeat" speech given by Wallace G. McCauley – discuss how important a point this was in TKE's history, and what type of a challenge we were accepting as a Fraternity.
- The Expansion Leaders – when did TKE really begin to grow?
- Bring attention to some of our distinguished alumni such as President Ronald W. Reagan.

### **BREAK (10 MINUTES)**

### **LOCAL CHAPTER HISTORY (15 MINUTES)**

Again, only reference points that have a significant meaning to the chapter. Things to point out would be:

- When was the chapter founded?
  - How many men have been initiated since the founding?
  - Has the chapter ever been closed and reopened? Why?
  - When was the University founded?
  - Who is the president of the University? What is his or her background?
- D. Prytanis and Chapter Advisor define their roles (30 minutes)

Have the Prytanis and Chapter Advisor work together in explaining their roles and responsibilities within the chapter. If they need to review what their exact duties are, please refer them to the Chapter's Bylaws and Constitution or [www.tke.org](http://www.tke.org). Encour-

age questions from the candidates during this session. You may have to ask a few questions at first to get the ball rolling.

### **Assignments**

Before you adjourn your candidate meeting, you will want to let the candidates know of any assignments they must complete throughout the week, and when/where the next candidate meeting will be held. The assignments for this week are as follows:

- Read “The Traditions” (pages 45-54) and “The Structure” (pages 55-63) from The Teke Guide
- Attend this week’s candidate event (Create your own or see the Appendix - The rush event is recommended)
- Attend **at least one** of the chapter events happening this week (chapter meeting, committee meeting, service project, intramural game, house clean-up, etc.)

**Benchmarks that need to be accomplished by the candidates during Week Two are as follows:**

- ✓ Know the Greek alphabet
- ✓ Know why it is important that the Greek community works together
- ✓ Know the significance behind the “Opportunity Out of Defeat”
- ✓ Know a few distinguished alumni of TKE
- ✓ Know when your chapter was founded and how many men have joined since then
- ✓ Know the Prytanis’ role
- ✓ Know the Chapter Advisor’s role

**The duties of the Big Brothers for Week Two are as follows:**

- 1) Plan to do something with your little brother (movie, lunch, bowling, racquetball, attending an athletic event, etc.)
- 2) Set up a four-hour block of time to study together at the library or a place where you will not be disturbed.
- 3) Monitor goals – how are you both doing? Make any adjustments needed if the goals seem too easy or hard.
- 4) Take your little brother in to meet with his academic advisor. Have the advisor point out mistakes he/she commonly sees made by students. What are some suggestions he/she may have to help you succeed and get the most out of school? Make sure your little brother feels comfortable asking about any questions or concerns he may have.

# Candidate Education Program

**WEEK THREE**

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# Week Three of The Candidate Education Program

## Purpose of Week Three:

- A. Review of the last week in TKE
- B. Review the Traditions of the Fraternity
- C. Discuss the Declaration of Principles and Love, Charity, and Esteem
- D. Review the Structure of the Fraternity
- E. Greek Advisor Presentation

## Discussion and Activities:

A. Review (10 minutes)

B. Traditions (15 minutes)

Tau Kappa Epsilon has developed many proud traditions over the years. Be sure to review the traditions listed on pages 46-49 of *The Teke Guide* with the candidates and answer any questions they may have. Also, this would be a good time to mention any Local Traditions your chapter celebrates.

C. Declaration of Principles Activity (45 minutes)

During this activity the main goal is to recreate one of Tau Kappa Epsilon's oldest and most important documents in the Fraternity. You want the candidates to be able to understand what William Wilson was articulating in 1908, and write/discuss it in modern day language. Meaning, not memorization, is the key here. You may need to split the candidates into several groups (3-5 per) in order to make sure everyone takes an active role in this activity. After you have given them adequate time to discuss and recreate, let them present their "modern-day Declaration" to the group.

### **BREAK (10 MINUTES)**

D. Structure (20 minutes)

For this topic the Hegemon needs to give the candidates an idea of how Tau Kappa Epsilon Fraternity functions as a whole. Make sure to not make this too confusing – you just want to give them an idea of how the Fraternity operates from a big picture perspective. Make sure to specifically inform the candidates about *The Black Book*, *The Teke Magazine*, and Conclave. You may want to have a copy of *The Black Book* and *The Teke Magazine* available for them to look at on hand, along with any materials or pictures your chapter has from the last Conclave.

Also, explain to the candidates why there is an International Headquarters and a TKE Educational Foundation. Inform the candidates that the Offices of the Grand Chapter is there as a resource for all TKE chapters, colonies, and members. Inform them that at least once each year a representative from Headquarters will make a visit to their chapter to be a personal resource for a few days.

- E. It is always a good idea to invite the Greek Advisor to meet the candidates. This does not necessarily have to happen at this time or at the chapter house. You can plan on having him/her meet the candidates for lunch, or they can meet in the Greek Affairs office. Whatever is most convenient for the Greek Advisor is usually best – they are very busy throughout the year. (Also, this does not just have to be a meet and greet. The Greek Advisor can present a topic such as values, community, diversity, etc. Work with him/her to determine what would be best for your program.)

### **Assignments**

Before you adjourn your candidate meeting, you will want to let the candidates know of any assignments they must complete throughout the week, and when/where the next candidate meeting will be held. The assignments for this week are as follows:

- Read “Your Chapter” (pages 79-104) from The Teke Guide (Make sure they re-read *Membership Recruitment!*)
- Attend this week’s candidate event (Create your own or see the Appendix - The campus organizations event is recommended)
- Attend **at least one** of the chapter events happening this week (chapter meeting, committee meeting, service project, intramural game, house clean-up, etc.)

**Benchmarks that need to be accomplished by the candidates during Week Three are as follows:**

- ✓ Know how to wear the Membership Badge
- ✓ Know the first three chapters of TKE, our primary symbol, and when Founders’ Day is
- ✓ Know how to properly send correspondence between Fraters
- ✓ Know why the Declaration of Principles is the most important document in the Fraternity
- ✓ Know what Love, Charity, and Esteem means to a Teke
- ✓ Know what Conclave, *The Black Book*, and *The Teke Magazine* are

**The duties of the Big Brothers for Week Three are as follows:**

- 1) Plan to do something with your little brother (movie, lunch, bowling, racquetball, attending an athletic event, etc.)
- 2) Set up a four-hour block of time to study together at the library or a place where you will not be disturbed.
- 3) Monitor goals – how are you both doing? Provide motivation and support for each other to continue to move towards achieving your goals.
- 4) Continue the discussion about the Declaration of Principles with your little brother. Does he understand why this is the most important document in our Fraternity?

# Candidate Education Program

## **WEEK FOUR**

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# Week Four of The Candidate Education Program

## Purpose of Week Four:

- A. Review of the last week in TKE
- B. Review the Structure of the Chapter
- C. Crysophylos defines his role (Finances)
- D. Membership Recruitment and its importance in the chapter
- E. Pylortes defines his role (Risk Management)

## Discussion and Activities:

- A. Review (*10 minutes*)
- B. During the topic of the Structure of the Chapter, there are a few different items to cover: Becoming an Officer, Officers and the Executive Board, Chapter Committees and Chairs, and the importance of Officer/Chair transition. You also want to touch on how your chapter meetings are run, parliamentary procedure, and TKE/Chapter Awards.

### **BECOMING AN OFFICER, OFFICERS AND THE EXECUTIVE BOARD (*10 MINUTES*)**

Give the candidates an overview of the eight offices, their duties, and the duties of the Executive Board as a whole. Also, let them know what they can do to become a future officer of the chapter – any type of experience is key (committee member, chairman, assistant officer, etc.)

### **CHAPTER COMMITTEES AND CHAIRS (*10 MINUTES*)**

Give the candidates an overview of your chapter committees and their responsibilities. Inform them on how committees are formed, how the chair is chosen, etc.

### **THE IMPORTANCE OF OFFICER/CHAIR TRANSITION (*5 MINUTES*)**

A sometimes-overlooked duty of officers and chairmen is to create a smooth transition for the Frater taking their place. The last thing you want is to “reinvent the wheel” each time a different member steps into an officer or chair position.

### **CHAPTER MEETINGS, PARLIAMENTARY PROCEDURE (*10 MINUTES*)**

Begin this topic by showing the candidates the order of business your chapter uses during the chapter meetings (opening, roll call, reading of minutes, officer reports, etc.). Make sure they understand the purpose of each part. Next, introduce the candidates to parliamentary procedure – the rules of order when doing business. Note that many organizations use these same rules for conducting their meetings across the country and around the world. If you need supplemental information on parliamentary procedure, please refer to [www.tke.org](http://www.tke.org).



### **TKE/CHAPTER AWARDS (5 MINUTES)**

Make sure the candidates are aware of the International TKE Awards available in recognition of outstanding chapter and/or member performance. Also mention chapter awards you may bestow upon members throughout the year. In addition, let the candidates know about the many scholarships offered through the TKE Educational Foundation, and the scholarships received for being a part of the All-Teke Academic Team.

### **C. Crysophylos defines his role – Finances (20 minutes)**

During this topic you will cover two important pieces. First, the Crysophylos will explain his role and responsibilities within the chapter. If he needs to review what his exact duties are, please refer him to the Chapter's Bylaws and Constitution or [www.tke.org](http://www.tke.org). Make sure to encourage questions from the candidates. Second, the Hegemon and Crysophylos need to make sure the candidates understand why finances are one of the most important aspects of chapter operations. They also need to be informed about the chapter budget and, most importantly, why all members must pay their fees when due. **Some of the fundamental precepts of a fraternal organization are equal rights, equal privileges, and equal obligations. Failure to pay financial obligations on time is a violation of these precepts. The member who fails to accept his equal obligation cannot expect his brothers to respect him or allow him to remain in the Fraternity.**

### **BREAK (10 MINUTES)**

### **D. Membership Recruitment – RUSH (30 minutes)**

Review the "Do's and Don'ts of Rush" listed in the Appendix with the candidates. Be sure to open the floor for discussion about any of the points if necessary.

At this point the candidates have attended a Rush Clinic, held a Rush Event, and read the "Membership Recruitment" section of The Teke Guide twice. To be sure that the candidates understand the importance of Membership Recruitment, ask them the following questions:

- What is the "lifeblood" of the Fraternity?
- Why is Membership Recruitment so important to the chapter?
- What worked well at your Rush Event?
- What would you do differently for a future Rush Event?

Let the candidates know that the upcoming week's candidate event will be to hold a second Rush Event. Make the Rush Event a priority of the chapter – its purpose should be to form a second candidate class for the semester or to get a head start on next semester. Assign experienced members to help the candidates create a successful event.

E. Pylortes defines his role – Risk Management (20 minutes)

During this topic you will cover two important pieces. First, the Pylortes will explain his role and responsibilities within the chapter. If he needs to review what his exact duties are, please refer him to the Chapter's Bylaws and Constitution or [www.tke.org](http://www.tke.org). Make sure to encourage questions from the candidates. Second, the Hegemon and Pylortes need to present the Risk Management Guidelines (listed on pages 101-103 of The Teke Guide) to the candidates. The main purpose is to create an understanding within the candidates of why these guidelines are in place and how they help to create a safe environment. An open discussion is recommended for this subject.

### **Assignments**

Before you adjourn your candidate meeting, you will want to let the candidates know of any assignments they must complete throughout the week, and when/where the next candidate meeting will be held. The assignments for this week are as follows:

- Read "Your Development" (pages 105-123) from The Teke Guide
- Attend this week's candidate event (Create your own or see the Appendix - The rush event is recommended)
- Attend **at least one** of the chapter events happening this week (chapter meeting, committee meeting, service project, intramural game, house clean-up, etc.)

**Benchmarks that need to be accomplished by the candidates during Week Four are as follows:**

- ✓ Know the Offices and Committees of your chapter
- ✓ Know why Officer/Chair transition is important
- ✓ Know the Crysophylos' role
- ✓ Know why finances are critical to chapter operations
- ✓ Know how to plan and execute a successful Rush Event
- ✓ Know the Pylortes' role
- ✓ Know why the Risk Management Guidelines of TKE exist

**The duties of the Big Brothers for Week Four are as follows:**

- 1) Plan to do something with your little brother (movie, lunch, bowling, racquetball, attending an athletic event, etc.)
- 2) Set up a four-hour block of time to study together at the library or a place where you will not be disturbed.
- 3) Monitor goals – how are you both doing? Provide motivation and support for each other to continue to move towards achieving your goals.
- 4) Continue the discussion about the structure of the chapter. Does he have any questions? What would he be interested in doing in the future? What can he do now to prepare for that opportunity?

# Candidate Education Program

**WEEK FIVE**

# Week Five of The Candidate Education Program

## Purpose of Week Five:

- A. Review of the last week in TKE
- B. Review Mayer's speech and The Charge
- C. Hypophetes defines his role (Scholarship)
- D. Character and Etiquette in TKE
- E. Epiprytanis defines his role (Leadership)

## Discussion and Activities:

- A. Review (10 minutes)
- B. Ideals of Tau Kappa Epsilon (15 minutes)

Read "Ideals of Tau Kappa Epsilon" aloud with the candidates. Then discuss this speech given in 1949 by one of our last living Founders. Notice **scholarship**, and especially **character**, are themes interwoven throughout his discourse.

### THE CHARGE (15 MINUTES)

Now read "The Charge" aloud with the candidates. Again, in this document the idea of aiding students in the development of **character** is discussed. One key sentence to focus on is:

*"The time has passed when the college fraternity can permit the expression of its fine idealism to remain locked in the archives of its chapter room."*

As members of Tau Kappa Epsilon, we must live those high ideals (Love, Charity, and Esteem) that we uphold. We must live the Declaration of Principles and our Ritual on a daily basis.

- C. Hypophetes defines his role – Scholarship (20 minutes)

During this topic you will cover two important pieces. First, the Hypophetes will explain his role and responsibilities within the chapter. If he needs to review what his exact duties are, please refer him to the Chapter's Bylaws and Constitution or [www.tke.org](http://www.tke.org). Make sure to encourage questions from the candidates. Second, the Hegemon and Hypophetes need to discuss the importance of scholarship with the candidates. High scholastic attainment is a primary goal in our Fraternity and the reason why you are in school. Inform the candidates on how to take notes, how to study, how to take a test, and what scholarships are available within TKE. Let them know that they should always go to the Hypophetes, Hegemon, or their Big Brother if they have any academic problems or concerns.

### BREAK (10 MINUTES)

- D. Character and Etiquette in TKE are the two topics to cover here. Make sure when discussing these topics that you don't judge or criticize any comments. Character (especially) is probably something that most of the candidates have not discussed much in the past.

**CHARACTER (15 MINUTES)**

The key here is to make sure the candidates understand why Character is the foundation of TKE. First, have them talk about what character means to them. How do Love, Charity, and Esteem fit into character? How about other values such as Integrity, Honesty, Patience, etc.? Why is TKE not for wealth, rank or honor but for personal worth and character? To conclude the discussion you may want to refer to pages 112 and 113 in The Teke Guide where there are six ways listed which demonstrate strong moral character.

**ETIQUETTE (10 MINUTES)**

Next, you want to spend some time discussing etiquette. Some aspects referenced in The Teke Guide you may want to cover are introducing people, etiquette with women, sportsmanship, table manners, and tying ties. One important point to mention is that people want to be around others who are intelligent, considerate, and thoughtful; no one wants to deal with someone who demonstrates sloppy manners and who doesn't know or care how his actions affect others.

- E. Epiprytanis defines his role – Leadership (25 minutes)

During this topic you will cover two important pieces. First, the Epiprytanis will explain his role and responsibilities within the chapter. If he needs to review what his exact duties are, please refer him to the Chapter's Bylaws and Constitution or [www.tke.org](http://www.tke.org). This would be a good time for the Epiprytanis to give each candidate a copy of the Chapter's Bylaws and Constitution and to briefly go over its contents. Make sure to encourage questions from the candidates. Second, the Hegemon and Epiprytanis will discuss the concept of leadership with the candidates. Have them list characteristics that they have seen demonstrated by successful leaders. Ask the candidates how they would define leadership. Now present them with this definition of leadership from the Higher Education Research Institute.

*"A leader is not necessarily a person who holds some formal position of leadership or who is perceived as a leader by others. Rather, a leader is one who is able to effect positive change for the betterment of others, the community, and society. All people, in other words, are potential leaders. Moreover, the process of leadership cannot be described in terms of the behavior of an individual; rather leadership involves collaborative relationships that lead to collective action grounded in the shared values of people who work together to affect positive change."*

Discuss this definition of leadership with the candidates. Some important points to make are:

- Leadership is not position, it's action
- Leadership is service-oriented
- Anyone can be a Leader
- Leadership is collaborative relationships + shared values + collective action = positive change

Elaborate on the last point where leadership is collaborative relationships + shared values + collective action = positive change. Ask the candidates what happens if one of those pieces is missing? If collaborative relationships are missing, then people will not be working well together or may not work together at all; if shared values are missing, then nobody will share the same beliefs about where the group wants to go; if collective action is missing, the group will not be moving in the right direction or not moving at all. Ask the candidate why we say positive change instead of just change. The reason is that collaborative relationships + shared values + collective action can also lead to negative change (an example would be the Nazi Regime).

After your discussion, let the candidates know about the Educational and Leadership programs available in TKE such as Province Education Conferences, Regional Leadership Conferences, The Teke Institute, Conclave, and Leadership Academy. There are also other opportunities to learn about leadership through other organizations. One opportunity that is provided by the North-American Interfraternity Conference (NIC) is the Undergraduate Interfraternity Institute (UIFI).

### **Assignments**

Before you adjourn your candidate meeting, you will want to let the candidates know of any assignments they must complete throughout the week, and when/where the next candidate meeting will be held. The assignments for this week are as follows:

- Read "Alumni" (pages 125-134) from The Teke Guide
- Attend this week's candidate event (Create your own or see the Appendix)
- Attend **at least one** of the chapter events happening this week (chapter meeting, committee meeting, service project, intramural game, house clean-up, etc.)

### **Benchmarks that need to be accomplished by the candidates during Week Five are as follows:**

- ✓ Know the Hypophetes' role
- ✓ Know the Ten Top Test-Taking Tips
- ✓ Know when you are going to graduate (if you have not done so with your Big Brother, meet with your Academic Advisor)
- ✓ Know why Character is our foundation
- ✓ Know how to tie a tie
- ✓ Know the Epiprytanis' role
- ✓ Know the definition of leadership (leadership is collaborative relationships + shared values + action = positive change) and be able to explain it.
- ✓ Know the different types of Educational and Leadership Conferences offered in TKE

**The duties of the Big Brothers for Week Five are as follows:**

- 1) Plan to do something with your little brother (movie, lunch, bowling, racquetball, attending an athletic event, etc.)
- 2) Set up a four-hour block of time to study together at the library or a place where you will not be disturbed.
- 3) Monitor goals – how are you both doing? Provide motivation and support for each other to continue to move towards achieving your goals.
- 4) Introduce your little brother to peers on campus such as members of other fraternities and sororities; IFC and Panhel members; other organizations' presidents such as Student Government and Student Activities; key staff and faculty members such as the Dean of Students and VP of Student Affairs; etc.

# Candidate Education Program

**WEEK SIX**



# Week Six of The Candidate Education Program

## Purpose of Week Six:

- A. Review of the last week in TKE
- B. To understand the volunteer opportunities available in TKE upon graduation
- C. Histor defines his role
- D. Grammateus defines his role
- E. Reflection of the Candidate Education Program

## Discussion and Activities:

One note about this candidate meeting is that it is actually scheduled to run nearly three hours. You may want to have two meetings during this last week.

- A. Review (*10 minutes*)
- B. This topic contains two major items: One, how the volunteers are structured, and what they do for you, your chapter, and the Fraternity; and Two, why it is important to donate time and money after graduation. You may want to invite an involved alumnus to talk about his experiences of being involved with the Fraternity after school, and why he gives his time and money to Tau Kappa Epsilon, the Fraternity for Life.

### **VOLUNTEER STRUCTURE AND DUTIES (20 MINUTES)**

Go over the different types of volunteers within the Fraternity and how they all fit together. You may want to refer to page 56 in *The Teke Guide*, which provides a diagram that illustrates the structure of Tau Kappa Epsilon. Make sure to explain to the candidates what each volunteer position does in detail. Below is some information to get you started.

**Grand Council** – This should have been covered in Week Three. Briefly review their role as the Corporate Board for our Fraternity.

**Grand Province Advisor (GPA)** – The GPA is the chief volunteer official in a Province area. Each GPA has a team of Province Advisors who assist him in achieving the goals of the province.

**Chapter Advisor** – The Chapter Advisor visits the chapter frequently and attends one or more chapter meetings each month. He advises the officers and answers any questions that may arise. Most highly successful TKE chapters have a dedicated Chapter Advisor.

**The Board of Advisors (BOA)** – The BOA supervises the chapter's finances and property. Four or more alumni members comprise the Board, along with the Prytanis, Crysophylos, and Chapter Advisor.

**Alumni Associations** – These are groups of alumni who work together to foster the Teke spirit. Many Alumni Associations hold social and philanthropic events, award scholarships to undergraduate members, and act as a great way to network and make important contacts.

You will also want to discuss the role of the Rush Coach and the opportunity to work for the Fraternity full time as a member of the Professional Staff.

**THE FRATERNITY FOR LIFE (20 MINUTES)**

It is very important that the candidates understand that as a member of Tau Kappa Epsilon you are not just committing to the organization while you are in school, but you are committing to the Fraternity for Life. Ask the candidates why they think it is important to stay involved as an alumnus. Let them know that without dedicated volunteers to fill the roles we discussed above, we would not be one of the strongest fraternities in the world today.

Along with donating time, inherent to membership responsibility is the obligation to contribute financially to the TKE Educational Foundation, the tax-advantaged giving arm of TKE. If you give when you are an alumnus, you will continue a long tradition of Teke giving, contributing to the health and strength of TKE, enabling us to stay at the top of the fraternity world. The money alumni give goes toward things such as scholarships, education, and Leadership Conferences for Tekes to come in future years.

Also mention the different alumni awards available for distinguished alumni in the ranks of TKE. The highest award given by the Fraternity is the Order of the Golden Eagle. Other major awards given include the Grand Prytanis Award, Advisors Hall of Fame, Teke Alumnus of the Year, Key Leader, and awards from the TKE Educational Foundation including the Fraternity for Life Award and Medal of Excellence.

**BREAK (10 MINUTES)**

C. Histor defines his role (15 minutes)

Have the Histor explain his role and responsibilities within the chapter. If he needs to review what his exact duties are, please refer him to the Chapter's Bylaws and Constitution or [www.tke.org](http://www.tke.org). Make sure the Histor reinforces the importance of alumni that work with the chapter, and any alumni events that are on the horizon. Encourage questions from the candidates during this session.

D. Grammateus defines his role (15 minutes)

Have the Grammateus explain his role and responsibilities within the chapter. If he needs to review what his exact duties are, please refer him to the Chapter's Bylaws and Constitution or [www.tke.org](http://www.tke.org). Encourage questions from the candidates during this session.

E. This piece will serve as the wrap-up to your candidate meetings. Please note that time is available during this candidate meeting to make up any missed topics from previous weeks or to add a teambuilding activity from the Appendix.

### **REFLECTION DISCUSSION (15 MINUTES)**

This is the time for the candidates to reflect on what they have learned through the candidate period thus far. What have we learned? (When asking this question you are not looking for memorized facts, but concepts. TKE having five founders is not what you are looking for. The fact that all members must pay their dues in full and on time in order for the chapter to be financially secure would be great.) Another question you may ask candidates is what TKE means to them.

### **Follow-up**

Before you adjourn your final candidate meeting, there are several items you must make sure are addressed. They are:

- Each candidate has paid his initiation fee in full using the on-line registration system
- Each candidate has his proper information on file with the Offices of the Grand Chapter (this will already be completed if they registered on-line)
- The candidates know when and where Secret Works Instruction and Initiation will take place, how they need to dress, etc.

### **Benchmarks that need to be accomplished by the candidates during Week Six are as follows:**

- ✓ Know who your volunteers are for the chapter (Chapter Advisor, Board of Advisors Chair, Grand Province Advisor, and Alumni Association President)
- ✓ Know why TKE is the Fraternity for Life
- ✓ Know the Histor's role
- ✓ Know the Grammateus' role
- ✓ Know three significant things you learned about yourself during the Candidate Education Program
- ✓ Know at least one significant thing you learned about the candidate class during the Candidate Education Program

### **The duties of the Big Brothers for Week Six are as follows:**

- 1) Plan to do something with your little brother (movie, lunch, bowling, racquetball, attending an athletic event, etc.)
- 2) Set up a four-hour block of time to study together at the library or a place where you will not be disturbed.
- 3) Assess Goals – are they completed? If not, why not? What prevented it from happening? Make sure to celebrate your successfully achieved goals!
- 4) Find something that you and your little brother can do for the campus or the community that is service oriented. This does not have to be a huge project, just a few hours of service. You could donate blood or recruit people (chapter members or other Greeks) to donate blood; work a soup kitchen for the morning or afternoon; collect canned foods or clothes; etc.

# Candidate Education Program

## **WEEKLY QUIZZES**

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# Weekly Quizzes for the Candidate Education Program

These quizzes are available for use only if you feel they are necessary. The keys to the Candidate Education Program are sound candidate meetings coupled with strong mentoring through the Big Brothers, not memorizing facts for a quiz. Also, note that there is not a quiz scheduled for the first candidate meeting. The sixth quiz can be scheduled at a date before Initiation.

## Quiz on Week One Material

- 1) What are the six focus points of Tau Kappa Epsilon? Explain what each means to you.
- 2) Place these in the correct order of how they happen:  
  
Order of the Founders  
Bid Acceptance  
Induction  
Knights of Classic Lore  
Initiation  
Fraternity for Life
- 3) What are the six expectations of all Tau Kappa Epsilon members? Give examples of how you will accomplish them.
- 4) Describe the Hegemon's role in the chapter.
- 5) Why does TKE have a "No Hazing" policy? What can/can't you do? Why is this important?
- 6) Why is Membership Recruitment taught in the first week of the Candidate Education Program?
- 7) What benefits do large chapters have over small chapters?
- 8) What did you learn from the Rush Clinic?

## Quiz on Week Two Material

- 1) Write out the Greek Alphabet including symbols.
- 2) How many fraternities are there at your school? Sororities?
- 3) How do the fraternities meet together? Sororities?
- 4) Why is it important that the Greek Community works together?
- 5) What is the difference between the Founders and the National Founders?

- 6) What is the significance of the "Opportunity Out of Defeat"?
- 7) Name five distinguished alumni of TKE.
- 8) When was your chapter founded?
- 9) How many men have joined your chapter?
- 10) Who is the President of the University?
- 11) Who is the current Prytanis? Describe his role.
- 12) Who is the current Chapter Advisor? Describe his role.

### **Quiz on Week Three Material**

- 1) How do you wear the membership badge? Draw a diagram if you like.
- 2) Name the first four chapters in TKE (School and Chapter Designation). What is the significance of the fourth chapter?
- 3) When is Founders' Day of Tau Kappa Epsilon?
- 4) Why is the Declaration of Principles the most important document in the Fraternity?
- 5) What does Love mean to a Teke? Charity? Esteem?
- 6) What is Conclave? How often is it held?
- 7) What is *The Black Book*? When can you make changes to it?
- 8) Name the official magazine of the Fraternity.
- 9) Who is the Greek Advisor? Describe his/her role.

### **Quiz on Week Four Material**

- 1) Name the eight officers with their TKE title and English equivalent.
- 2) Name all your chapter's committees.
- 3) Why is Officer/Chair transition important?
- 4) Who is the Crysophylos? Describe his role.
- 5) Why can no member fail to pay his dues in full or on time to the chapter?
- 6) What is the lifeblood of the Fraternity? Why is it so important?
- 7) Who is the Pylortes? Describe his role.
- 8) Why does TKE have Risk Management Guidelines?

- 9) Give two examples of Risk Management violations and why each is a violation?

### **Quiz on Week Five Material**

- 1) Who is the Hypophetes? Describe his role.
- 2) Name the ten top test-taking tips?
- 3) When are you going to graduate and with what degree(s)? What do you want your final cumulative GPA to be?
- 4) Name the six ways in The Teke Guide that demonstrate strong moral character.
- 5) Who is the Epiprytanis? Describe his role.
- 6) What is the definition of Leadership?
- 7) Name the different types of Educational and Leadership Conferences offered by TKE and the NIC.

### **Quiz on Week Six Material**

- 1) Who is your:  
Board of Advisors Chair?  
Grand Province Advisor?  
Alumni Association President?
- 2) Why is TKE known as the Fraternity for Life?
- 3) Name at least two things that you can do as an alumnus in TKE?
- 4) Who is the Histor? Describe his role.
- 5) Who is the Grammateus? Describe his role.
- 6) What are three significant things you learned about yourself during the Candidate Education Program?
- 7) What is one significant thing you learned about the candidate class during the Candidate Education Program?



**INITIATION**



## In Closing

**M**ake sure the candidates are not forgotten about between the last candidate meeting and Initiation. Continue to go out of your way to invite them to chapter events, and make sure the Big Brother continues to support his little brother by being his friend and role model. Also, make sure the candidates understand that Initiation is not the end of their experience, but merely the first step. Now is the time for them to set new goals and prepare to take leadership roles in the chapter. The candidates are the future of the Fraternity!

At this point, some chapters make a whole weekend out of the Initiation Ritual. It becomes a chapter retreat, or "TKE Experience Weekend," to help with the transition of candidates to chapter members. A sample outline for the weekend is included in the Appendix.

## Pre-Initiation

**B**e sure that:

- 1) Each candidate has paid his initiation fee in full using the on-line registration system. **In no way can any candidate be initiated without paying his initiation fee in full.**
- 2) Each candidate has his proper information on file with the Offices of the Grand Chapter. This will already be completed if he registered on-line.
- 3) Ask the candidates if they have any final questions or areas of confusion that you can address before Initiation. This is a good time to go over the expectations placed on all members of Tau Kappa Epsilon.

The expectations are:

- Actively recruit at least one new member each year
- Be willing to advance the interests of your Fraternity with earnestness and sincerity (this includes being an active member your full undergraduate career)
- Meet your Fraternity obligations (financial and otherwise) promptly and faithfully
- Conduct yourself as a gentleman at all times
- Participate in college and community activities
- Follow all rules of the chapter and of the Fraternity

Note that these expectations are explained in detail in The Teke Guide on pages 6 and 7.

The candidates have accepted their bids, been Inducted, and completed the Candidate Education Program. Secret Works Instruction is the next step to complete before the Formal Initiation of Fraters. The Instruction should be done within one day of the Formal Initiation. During this section candidates should be encouraged to ask questions. If there is any misunderstanding, the officers should explain the item in their own words. All initiated Fraters are encouraged to attend the Secret Works Instruction.

Now the chapter is ready to initiate new Fraters into the Bond, the most important single event in the life of a chapter. All parts of the initiation should be well planned and rehearsed in order to make the event as impressive and meaningful as possible for both the initiates and the Fraters. Make sure that the maximum number of members and alumni attend.

The logo for TKF (The Knowledge Foundation) is a grey triangle pointing to the right, with the letters 'TKF' in white inside it. It is positioned behind the main title text.

**THE MEMBER  
EDUCATION  
PROGRAM**

# Purpose of the Member Education Program

The following is a model program to be implemented at your chapter. You may customize this program to suit your individual chapter needs and desires. The Member Education Program included strives to continually educate and develop members to be successful in all areas of life. Make sure the program is not too time consuming or overly burdensome for the members. The academic success of the members is first and foremost the focus of TKE (Scholarship) and your institution. The Member Education Program outlined here will be segmented into three parts, concurrent with the Levels of Fraternal Achievement.

## Levels of Fraternal Achievement

Three Levels of Fraternal Achievement have been created in order to recognize the education and accomplishment of Fraters as they progress through their collegiate years. The three levels correspond with the collegiate class-levels – sophomore, junior, and senior.

In the last semester of the sophomore year, members of Tau Kappa Epsilon are eligible for induction into the first Level of Achievement called the *Order of the Founders*. This distinction acknowledges that your level of involvement in chapter, campus, and community activities meets or exceeds the expectations established by your chapter.

The next Level of Achievement, the *Knights of Classic Lore*, is designed to recognize participation and involvement with the chapter over an extended period of time. Those individuals who are in the last semester of their junior year, and have provided exceptional service to the chapter, are eligible for induction. The primary responsibilities of the Knights are to offer their experiences to younger members and to stay involved in all chapter activities their senior year.

A special alumni ritual is used to induct individuals into the final Level of Achievement, the *Fraternity for Life*. Only those members who are in their last semester before graduation are eligible. The ceremony provides an opportunity for the Fraternity to recognize members for maintaining a loyalty to the values, beliefs, and practices desired of our membership by our Founders. Every chapter member should attain this Level of Fraternal Achievement prior to graduation.

## Role and Responsibilities of the Education Committee (or Executive Board)

The Hegemon is responsible for the ongoing Member Education Program. However, because of his responsibilities with the Candidate Education Program, assistance is needed in executing the Member Education Program. The Education Committee (or Executive Board if no such committee exists) can aid the Hegemon by:

- 1) Setting expectations for each Level of Fraternal Achievement to be voted on by the chapter
- 2) Find out what University-run workshops, programs, and seminars are available to the students each semester that can fulfill a level of achievement requirement. For example: Time Management, Healthy Living, Networking, etc.
- 3) Volunteering to lead a Member Education Program session in place of the Hegemon.

The logo consists of a grey triangle pointing to the right, with the letters 'TKF' in white inside it. The text 'ORDER OF THE FOUNDERS' is overlaid on the triangle.

**ORDER OF THE  
FOUNDERS**

# Order of the Founders – Member Education Program

## Purpose of the first Level of Fraternal Achievement:

- A. Understand goals, goal setting, and strategies to achieve goals
- B. Build time management skills
- C. Meet Order of the Founders requirements

## Discussion and Activities:

Listed below are discussions and activities that can fulfill the basic needs of the topics listed above (A and B). However, attendance at workshops offered by the University or other campus organizations on goals, time management, etc., can fulfill these needs with no additional work for the Hegemon or Education Committee. Contact the Greek Advisor and/or Student Activities Coordinator to find out what university resources are available for students and campus organizations.

When using the topic outlines listed in this manual be sure to pose each question to the group and get their feedback before addressing some of the points listed. Often, someone in the group will have the answers.

### A. Goals - "What are goals and why are they important?" (5 minutes)

Goals are a powerful way of focusing on what we want to achieve. With goals, we can create the future, today. We make decisions about what we want the future to hold for us, and we create strategies to move us in that direction.

Setting goals is a way to determine where you want to go and to define what you are working towards. If you set goals and commit yourself to work towards them, you will give yourself the power to make things happen in your life. If your goals are compelling, if they are goals that are important to you and are worth achieving, your goals can create power for you.

In 1953, a study was done at Yale University to determine the power of goal setting. At that time, three percent of the undergraduate students had written goals, and the other 97 percent did not have them. When these same individuals were polled 30 years later, the net worth of the three percent with the written goals was greater than that of the other 97 percent combined.

### "HOW DO YOU SET GOALS?" (5 MINUTES)

If you were in an ideal state, where everything was just as you wanted it to be, what would you be achieving? What would you see, hear, and feel in this ideal state? It's important to clarify your ideal state, your vision of the future, because only when you know what you want will you be prepared to set your goals and work to achieve them.

As you set goals, think of long-term goals as well as short-term. Ideally, your short-term goals will lead to the achievement of your long-term goals, which will lead to your personal success. The goals you set must be measurable and must have a deadline so that you can evaluate your progress.

Perhaps the most important part of setting goals is writing them down. When you write down goals, you become a creator, and you can get clear in your mind how you will achieve them and why you want to. Once you have them written down, it's important to put them in a place where you will see them regularly and be reminded of your commitment to make them a reality.

#### ***"WHAT ARE SOME KEY ELEMENTS OF GOOD GOALS?" (5 MINUTES)***

A good goal is one that is reasonably attainable, but that pushes you to achieve at a level that is higher than the one you are at currently. Another factor to remember when assessing your goals is that purpose is stronger than outcome. In other words, why you want to achieve a goal is more important than the actual end result. If you have convincing reasons for setting your goals, those reasons will serve as incentives to motivate you to achieve those goals. If you have a strong enough reason (why) for wanting to do something, your brain will come up with the answer (how) if you give yourself enough time to think and take advantage of all your resources.

It is also essential to have an effective strategy to help you realize your goals. To follow through on your goals, you must lay out for yourself the steps you will need to take to get to the end of the road, and take those steps one at a time. If you set a goal and cannot visualize the steps between your present state and the goal, it will be hard to convince yourself that you are capable of achieving the goal. But if you can see in your mind what will be needed to get to the goal, you give yourself the power to get there.

#### ***GETTING TO IT (30 MINUTES)***

Take some time now to set some goals. They can be short or long-term, and can relate to school, the Fraternity, or something else that is important to you. Be sure to give yourself a deadline and think about some strategies you will need to employ to achieve your goal.

#### ***SHARING YOUR GOALS (5 MINUTES)***

Another strategy to help you achieve your goals is to share them with other people. If you tell other people about your goals, you're really making an investment in them. Your sharing of your goals solidifies your commitment to them, and it also invites others to help you achieve them. Friends or mentors can be of great assistance in making sure that you follow through on your goals. Therefore, you can help yourself by making commitments to people who will not let you off the hook.

Ask if anyone would like to share a goal with the group, along with the strategy to attain it.

#### ***BREAK (10 MINUTES)***

## B. Time Management – Managing Yourself (5 minutes)

In college you will find yourself faced with the challenge of juggling more responsibilities than ever before. In order to make sure that you get everything done, and that you do it well, it is important to learn how to manage your time. At least that's what most people will tell you. But the simple fact is, you can't manage time. There are going to be 60 seconds in every minute, 60 minutes in every hour, and 24 hours in every day, no matter what you do. But while you can't manage time, you can manage yourself.

When you learn to manage yourself, you can make time work for you, rather than working against a clock. The important elements of effective self-management are setting priorities, eliminating procrastination, self-discipline and commitment. These elements are intricately connected, and only when you learn to use them all to your advantage will you be effectively managing yourself. When you do that, you more efficiently do what you need to do, which gives you more time to do what you want to do.

### **SETTING PRIORITIES (5 MINUTES)**

There are so many things to do in life, each of which has its own relative importance, and all of which are screaming to be done now. So how do you decide which to do first? Certainly you have been told at one time or another to "put first things first." When you put first things first, you teach yourself to organize around and act on your priorities, those things that are most important to you. Prioritizing means taking a subjective look at everything you need and want to do, and deciding what is most important, thus deciding which you will do first.

### **ACTIVITY (30 MINUTES)**

Consider the different roles you play in your life. Certainly, you are a student and a Teke. But don't forget some of your other roles. Are you a son, a brother, a friend, an athlete, a boyfriend, a musician, a mentor? Think about all the roles you play. Take time now to write down the roles in your life. (5 of the 30 minutes)

Next, write down all the things you are doing in each role, and all the things you want to do. Do this in the context of the upcoming month. For example, if you listed one role as being a son, you might want to call your parents. If one of your roles is work, you may want to meet with your boss. If you listed yourself as a role, you may want to schedule time to plan, read, or relax. (10 of 30 minutes)

Now, think about what is most important to you. Number each item from most to least important underneath each role. While your doing this, don't forget about the fun things that are important to you. If you want to spend time with a friend, you want to work out, or you just want to watch television, put that into your list as well. Why? Because if you do these things that you want to do, you get yourself in a healthier state of mind, which makes you more prepared to do what you need to do. Plus, if the most important thing for you to do is to spend time with a friend, then that's what you should be putting first. When you organize yourself around and act on your priorities, you gain perspective on what is important to you, and you become more effective at getting things done. (5 of 30 minutes)



The last step is to fill out the “Week at a Glance” sheet provided in the Appendix. Don’t approach it as just another calendar, though. Treat it as a guide. Put your schedule of classes, meetings and events on it. Put the priorities you identified above on there. Write the things that are happening this week on there, and also projects that are more long-term. Plan to do this each week. And while you are building your weeks, think about the different roles you play and what your goals are. When you look at your week this way, it’s like looking at a slice of your life. (10 of 30 minutes)

### **ELIMINATING PROCRASTINATION (10 MINUTES)**

Once you have established your priorities and decided what you want to do first, the next step is to simply do them. This is sometimes harder than it seems. Even if you have your priorities straight, it’s easy to be sidetracked by procrastination. Procrastination is the habit of putting off things that you need or want to do until the last minute, when the pressure increases and the quality suffers. Why do you procrastinate? (solicit some answers) Procrastination occurs when you convince yourself that it is easier and less painful to put off what you need to accomplish until later. But what usually gets ignored in the act of procrastination is how painful it will be when you actually have to get the thing done, and you don’t have enough time to do it right or, even worse, you don’t have enough time to do it at all.

So how do you cure this disease of procrastination? First, you must think about benefits and consequences. Before you do or don’t do something, consider the benefits of acting now versus the consequences of not acting now. Take, for example, a paper that is due in a week. If you start working on it now, you can do a little each day, take your time doing it, and give it your best effort. You can do what is necessary to produce a great paper that you can be pleased with. If you don’t work on it now, and you put it off until the last minute, you will create a stressful situation in which you will have to stay up all night before the paper is due to get it done. You will make yourself a physical wreck by depriving yourself of sleep and not produce the best paper you are capable of, because you’ll be working with a limited amount of time, half-awake as you’re writing the paper, and if you need help, everybody else will either be asleep or too busy writing their own paper (which they have also put off) to help you. Which sounds like the better option? Which option do most students take?

Use the benefits and consequences test on each item on your priority list. That allows you to not only examine what is important to you, but helps give you an idea of strategies you need to use to be effective in fulfilling your roles and accomplishing your objectives. When you consider putting something off, think about what it will cost you. Then ask yourself what the benefits are of doing it now. If you have set your priorities, you will be able to make an informed decision that will make you more effective and happy.

### **SELF-DISCIPLINE AND COMMITMENT (5 MINUTES)**

The final important element of effective time management is self-discipline. Discipline is the determination and dedication to follow through on your priorities and make them happen. Commitment is the most important part of self-discipline. If you are not committed to achieving your established priorities, it will be very difficult to do them. If you are committed to them, discipline comes easily. It comes easily

because you understand what is important to you, and you have created a desire within yourself to achieve those things. You have created that internal drive, a “yes” that lets you say “no” to less important things. When you’re committed, it’s harder to get distracted from your priorities. Discipline requires focus, constant effort, and determination. Once you have it, you have the means to accomplish what you want with peace of mind.

C. Sample requirements for the Order of the Founders Level of Fraternal Achievement:

- Minimum GPA
- Attended a Chapter Retreat
- Serves on a committee
- Has membership in another registered organization on campus (or represents TKE at another organization’s meeting – IFC, Greek Council, etc.)
- Attended \_\_\_\_ percent of all chapter events as an active member in Tau Kappa Epsilon (events include chapter meetings, social events, community service, etc.)
- Attended Order of the Founders education workshops on Goals and Time Management

Please note that everyone in the chapter should have an opportunity to attain this Level of Achievement with moderate effort. Perhaps the chapter has five requirements – but each Frater only has to meet three of the five. The Order of the Founders ceremony is to be performed during Formal Ritual, and is located within the Silver Book.



**KNIGHTS OF  
CLASSIC LORE**

# Knights of the Classic Lore – Member Education Program

## Purpose of the second Level of Fraternal Achievement:

- A. Being Physically Healthy
- B. Being Mentally, Socially/Emotionally, and Spiritually Healthy
- C. Meet Knights of Classic Lore requirements

## Discussion and Activities:

Listed below are discussions and activities that can fulfill the basic needs of the topics listed above (A and B). However, attendance at workshops offered by the University or other campus organizations on healthy living can fulfill these needs with no additional work for the Hegemon or Education Committee. Be aware of all University resources provided for students and campus organizations and take advantage of them.

According to Stephen R. Covey, author of *The Seven Habits of Highly Effective People*, there are four dimensions in human nature – physical, mental, social/emotional, and spiritual. Although different words are used, most philosophies of life deal with these four dimensions. What we need to do is exercise all four dimensions of our nature regularly and consistently in wise and balanced ways. We are instruments of our own performance, and to be effective, we need to recognize the importance of taking time regularly to “sharpen the saw” in all four ways.

### A. Being Physically Healthy

Physical health has several dimensions. We will discuss exercise, diet, and sleep.

#### **EXERCISE (5 MINUTES)**

Exercise is something that most people want to do, but never have the time to do. Unfortunately, if we do not exercise and take care of our bodies, we will have to deal with health problems in the future that occur because of neglect. Exercise can take place as little as three times a week for less than an hour depending on the intensity and your physical shape. Some different forms of exercise include racquetball, swimming, stretching, running, lifting weights, stair climbing, etc. Whatever you decide to do, be consistent, be safe, and always stretch before and after a workout to ensure that you have properly loosened up your muscles and joints to allow for the maximum distribution of food and oxygen throughout your system, as well as to protect you from strains and injuries. Let's take a look at building the body in three areas: endurance, flexibility, and strength.

#### **ENDURANCE (5 MINUTES)**

Endurance is cardiovascular exercise – working out your heart. The heart can only be exercised through the large muscle groups of the body (such as the leg muscles). Have the group name some endurance exercises they have engaged in. (walking, running, biking, swimming, etc.)

### **FLEXIBILITY (5 MINUTES)**

Flexibility comes through stretching. Before you begin to exercise you need to loosen and warm your muscles; and after exercise, stretching helps limit the soreness and stiffness you will feel later. Take time now to have group members talk about the different stretching exercises they perform before, during, or after a workout.

### **STRENGTH (5 MINUTES)**

Strength comes from muscle resistance exercises. This can be done by working with weights or by doing calisthenics (push-ups, pull-ups, sit-ups, etc.) Have members of the group share their weekly routines in the weight room or other methods of strength training they have experienced.

### **EXERCISE PLAN (10 MINUTES)**

Take time now to write an exercise plan that you can try for the next 21 days. Even if you can only spare a few hours a week, a little is better than none. Ask if anyone would like to share their plan.

### **DIET (10 MINUTES)**

The key to eating right is balanced eating, regarding when you eat, what you eat, and how much you eat. Avoid large meals any time of the day, because they have a tendency to significantly slow down the mind and the body in order to digest all the food you just ingested. Also, avoid eating late at night. The body and brain use sleep as a chance to recover from the day's activities; however, if there is food to be digested, it takes priority and the rest of your body will suffer. If you must eat late, eat light. Finally, make sure to keep your diet filled with fresh fruits and vegetables. They add dietary fiber and protein to your diet, which are essential to keep the body regular and functioning. Try to avoid fast foods as much as possible.

Take time now to choose three foods/drinks that you will cutout for the upcoming 21 days. Examples would be sugar, fast food, soda, alcohol, pizza, desserts, candy, etc.

### **SLEEP (10 MINUTES)**

Sleep is an integral part of being physically healthy. It is highly important to your overall health and effectiveness. When you are sleep-deprived, you incur changes in brain waves and literally cannot be as effective. Your immune system and mental skills decline. For proper functioning, you need to get the right amount of sleep most days. Dr. Martin Moore-Ede, author of *The 24-hour Society*, found that certain parts of the day are especially important to sleep through, and that other parts of the day are best to be awake. Human physiology is at its lowest level of alertness between 2:00 and 5:00 a.m. Highest alertness is between 9:00 a.m. and noon, and 4:00 to 8:00 p.m. Take time now to reflect on how much sleep you get each night, and if it is uninterrupted.

Most adults need about eight hours of sleep each day – others seven; for others, nine. To determine your optimal sleep time, experiment with the number of hours you sleep each night for a week. Start with eight hours - 11:00 p.m. to 7:00 a.m. If

eight hours feels good, stay right there; no need to move on. If not, increase the amount by 15-minute increments until you find the right amount of sleep for you. If you're waking up before eight hours, perhaps you need less than eight.

If you are awakened at inopportune moments during your night's sleep, your REM (rapid eye movement) can be disrupted, ruining your sleep cycle; hence even eight hours in bed may not yield the benefits of a solid eight hours' sleep. Be sure to protect your sleep time by considering the following:

- Turn your telephone ringer off
- Avoid caffeine for six hours before going to sleep
- Avoid alcohol in the evening
- Go to bed when you are tired
- Exercise several hours before getting to sleep

Getting enough sleep, like engaging in other healthy practices, is a habit. Not getting enough sleep is a bad habit. Everyone has a lot to do; but you will get it all done more effectively and more efficiently with sufficient sleep. If you're committed to getting back to the level of sleep and rest you need, it will make a world of difference in your days. Below is a checklist of indicators that let you know if you're getting the amount of sleep you need.

- You look forward to facing the day
- You awaken with energy, feeling great
- Your eyes look clear, not red and bloodshot
- You put in a full day and have a deep-down satisfaction about what you've accomplished
- You have sufficient energy for activities after school or work

Please note: If you find you can't sleep more even when you try – or seem to need almost endless amounts of sleep – it may be an indicator of depression or another clinical problem. Consider contacting a physician who can give you expert medical advice.

### **BREAK (10 MINUTES)**

#### **B. Being Mentally, Socially/Emotionally, and Spiritually Healthy**

### **BEING MENTALLY HEALTHY (15 MINUTES)**

Most of our mental development comes through formal education. We don't usually explore new subjects in any real depth outside of our field of study. To be mentally healthy is to read, write, plan, and organize outside of the classroom. Continually expanding the mind is mental renewal.

Reading quality literature, classics and autobiographies can expand our cultural awareness. Keeping a journal of our thoughts, experiences, insights, and learnings promotes mental clarity. Planning through visualization and imagination are other forms of engaging the mind.

As a group, create a list of ways in which you can become mentally healthy. Start

with things that people currently do and then brainstorm. Next, have each person take time for themselves to decide how they can be mentally healthy for the next 21 days.

### **BEING SPIRITUALLY HEALTHY (15 MINUTES)**

The spiritual dimension is your core or center. It's a private area of life that draws upon the sources that inspire and uplift you, and people do it very differently. Some pray, others meditate. Some people read, while others listen to music. Nature can also be a place of inspiration. What ever it is, it should renew, strengthen, and center you.

The idea is that when we take time to draw on the leadership center of our lives, what life is ultimately all about, it spreads like an umbrella over everything else we do in life. It refreshes and uplifts us.

Have each person individually reflect on what they do (or would like to do) to spiritually reconnect for the next 21 days.

If you can spend one hour a day being Physically, Mentally, and Spiritually healthy, it will greatly improve the quality and effectiveness of every other hour of the day (including the depth of your sleep!) Try it for the next 21 days.

### **BEING SOCIAL/EMOTIONALLY HEALTHY (15 MINUTES)**

The Social /Emotional dimension focuses on the principles of interpersonal leadership, empathic communication, and creative cooperation. Primarily, it focuses on our relationship with others.

In Covey's book, *The Seven Habits of Highly Effective People*, he discusses three habits that guide us in working with others. The three habits are listed below:

- Think Win/Win – agreements or solutions are mutually beneficial and satisfying to all parties involved.
- Seek First to Understand...Then to be Understood – truly listening to another person with no intent to reply.
- Synergy – the whole is greater than the sum of its parts. Together we can do more.

In order to truly understand the habits above, borrow or purchase Covey's book, or one with similar content. Many are available at your university library to check out, free of charge.

Renewing the Social/Emotional dimension does not take time in the same sense as the other dimensions. We can do it in our normal everyday interactions with other people. For example, overcoming disagreements and creating a win/win situation, listening empathically, or working on a project as a true team.

Take time now to think about ways in which you can help others in a meaningful way – through a class project, at work, or through general service to the campus or community. Make a pledge to learn more about the habits discussed above.

### **PUTTING IT ALL TOGETHER (10 MINUTES)**

Throughout this session you have been asked to make commitments to yourself physically, mentally, spiritually, and social/emotionally. Being a part of TKE and achieving the *Knights of Classic Lore* level of achievement is not something to be taken lightly. The Knights exemplify that which is stated by our Declaration of Principles – sterling character and staunch uprightness. Organize the commitments you made throughout this session and be sure to follow through with them – they will define your character.

#### **C. Sample requirements for the Knights of Classic Lore Level of Fraternal Achievement:**

- GPA above the All Male Average
- Served as an Officer or Committee Chair
- Attended a Province Education Conference, Regional Leadership Conference, or Conclave
- Served as a Big Brother
- Has membership in another registered organization on campus
- Attended \_\_\_\_\_ percent of all chapter events as an active member in Tau Kappa Epsilon (events include chapter meetings, social events, community service, etc.)
- Completed the Order of the Founders Level of Fraternal Achievement
- Attended Knights of Classic Lore education workshops on Leadership and staying Mentally and Physically Healthy

Please note that this Level of Achievement recognizes those Fraters that have gone above and beyond to make their chapter great. Requirements to attain the Knights of Classic Lore level should be demanding. The Knights of Classic Lore ceremony is to be performed during Formal Ritual, and is located within the Silver Book.





**FRATERNITY  
FOR LIFE**

# Fraternity for Life – Member Education Program

## Purpose of the third Level of Fraternal Achievement:

- A. Marketing the TKE Experience
- B. Conducting the Job Search
- C. Meet Fraternity for Life requirements

## Discussion and Activities:

Listed below are discussions and activities that can fulfill the basic needs of the topics listed above (A and B). However, attendance at workshops offered by the University or other campus organizations on resume writing, interviews, etc. can fulfill these needs with no additional work for the Hegemon or Education Committee. Be aware of all University resources provided for students and campus organizations and take advantage of them.

### A. Marketing TKE - Transferable Skills (*5 minutes*)

As an active member of the chapter involved in many different aspects of fraternity life, you have gained transferable skills that will be attractive to potential employers. Transferable skills are valuable in the job market because they occur with some regularity in every job that requires responsibility, decision-making and good judgment. Because of your multifaceted experiences as an active member of TKE, you have had practical experience with the skills listed below.

- Leadership
- Managing, Supervising and Coordinating
- Fiscal and Budget Management
- Public Relations
- Team Building and Negotiating
- Presentation Skills and Public Speaking
- Teaching and Instructing

It's not enough to tell a potential employer that you have a skill he needs, but you must convey it with supporting evidence. You will now have an opportunity to think of specific examples that will help you demonstrate the skills you developed listed above. Don't only think of this in the context of Fraternity, but through class work, internships, involvement with other campus and community organizations, and your past work history.

### LEADERSHIP (*5 MINUTES*)

Being a visionary who looks beyond current circumstances to the possibilities of the future, working progressively and proactively with ideas, learning to rally others to work together for a common cause. You may have held a leadership role in the chapter, or helped the chapter take a leadership role on campus by being the first to pioneer a new idea or event. List the times you assumed the role of a leader. (Officer, Committee Chairman, etc.)

### **MANAGING, SUPERVISING AND COORDINATING (5 MINUTES)**

Taking responsibility for the work of others in a situation in which accountability is called for. Having direct contact with the work of others; giving orders, hearing complaints, coaching, understanding another's viewpoint, etc. Also, organizing or planning an event that involves bringing together people and resources. List the times you managed, supervised, or coordinated. (RCB Committee Chairman, Epiprytanis, etc.)

### **FISCAL AND BUDGET MANAGEMENT (5 MINUTES)**

Working with a budget, small or large, and being responsible for it. Staying within the budget, dispensing funds, and accounting for all expenditures. List the times you managed a budget. (Crysophylos, Histor, etc.)

### **PUBLIC RELATIONS (5 MINUTES)**

Relating the Fraternity to the public, writing press releases, and dealing with the media. Acting as the chapter liaison to the University and community. List the times you interacted with TKEs various publics. (Public Relations Chairman, Philanthropy Chairman, etc.)

### **TEAM BUILDING AND NEGOTIATING (5 MINUTES)**

Bringing people or groups together and dealing openly and effectively with people in situations where they need to get along. Resolving differences, bringing out the best in a team and its members. Take time now to list the times you were involved in working with teams or bringing together groups. (Hegemon, IFC Representative, etc.)

### **PRESENTATION SKILLS AND PUBLIC SPEAKING (5 MINUTES)**

Assuming a role where you talk publicly, prepare remarks, express ideas, inspire, and/or sell. Take time now to list the times you spoke or presented in front of a group of people. (Prytanis, RCB emcee, etc.)

### **TEACHING AND INSTRUCTING (5 MINUTES)**

Familiarity and comfort when disseminating information to others. List the times you have taught a lesson or conveyed an idea to others. (Big Brother, Hegemon, etc.)

### **PUTTING IT ALL TOGETHER (20 MINUTES)**

Now that you have listed the positions that enabled you to acquire the skills listed above, we need to think of specific examples that will help you demonstrate that you have them. For example, the person who states, "I developed strong leadership skills as president of the Fraternity" fails to give the employer detailed supporting evidence. Compare that to, "I developed strong leadership skills as president of the Fraternity by enabling the chapter to increase its size by 25% and win the University Organization Achievement Award for the first time in our 30 year history. Take time now to write in detail how each position aided you in acquiring specific skills.

### **BREAK (10 MINUTES)**

#### **B. Job Search – Networking (10 minutes)**

Networking is the process of building your base of contacts and connections in the business world. While what you know is important, and how you apply what you know is even more important, who you know can be the key to getting a job, getting a promotion, or making a deal. Building a solid network of contacts is crucial - "It's not what you know, it's who you know."

Your confidence and people skills will directly affect your networking skills. Take as many chances as you can to talk with people about themselves and what they do. If you approach networking as a great way to meet new people and discover new opportunities, you will enjoy building your network, and will likely find more and more doors opening for you.

To facilitate the networking process, have business cards available to hand out at all times. Business cards are an easy way to get your name out. Be sure to take as many business cards from other people as you can, as well. Write notes about the person and what you discussed on the back of the card. This will help your memory if you have future conversations with the person.

Have the group name some people (not being specific) that can start as a networking base. (Family, friends, faculty, advisors, etc.) This will be the base for your network. If your chapter has a strong alumni contingent, you have alumni Fraters in your network as well. Also, remember that outside of your chapter there are nearly 200,000 Tekes across North America and around the world, which means that you are bound to find Fraters wherever you are. Your membership in TKE provides an instant link between you and a prospective employer who is also a Frater. Get to know older alumni and the field in which they work. The more contacts you make, the more opportunities you will have to get a job.

Have the group name some organizations (other than TKE) that can be a part of your networking base. (Mason's, Church group, University Alumni Association, etc.) Membership in a civic organization, professional society, service group, social club, etc. will create opportunities to meet people in all types of business fields, in all age groups. The strategies you employ with Tekes will work here as well – now the link you have is the group that you are both involved in. In fact, your involvement and performance in that organization will serve to demonstrate your skills and talent to others in the group. Remember, any contact you make can help you down the road.

### **WRITING YOUR RESUME (10 MINUTES)**

A resume, in the most basic sense, is an overview of you. It's like your own personal 30 second commercial. An effective resume is a tool that will get you an interview. Therefore, it must do two things: It must stand out, and it must highlight your skills and experiences. Most resumes are skimmed rather than read, so yours must allow the reader to pick out the essential information quickly. When you can get yours to stand out, then you have a chance to have it read, so it must also be substantive.

Take time now to think about the things that you have done in your recent history (outside of TKE) that you would like to include on your resume, and write them down. Please note that you generally want to limit this to things that you have done since high school. List your education, activities, professional affiliations, internships, and jobs. (Provide time to do.) Take a look at the list and think about what experiences and skills you have developed from your jobs and involvement. Select the most relevant and significant accomplishments. These, combined with the significant TKE positions and skills you identified earlier, will be the things to put on your resume.

### **RESUME FORMATTING TIPS (5 MINUTES)**

Listed below are guidelines for a standard student resume.

- The resume should contain Identification, Objective, Education, Experience, Skills, Organizations, Personal Interests, and References
- One side of a page in a standard readable font and size
- On student resumes, education is listed before work experience. For both education and experience, list most to least recent.
- Relate your work experience to the job you are interviewing for and show how your previous employers have benefited through your employment.
- Use “action words” in your resume such as: acted, administered, advised, budgeted, created, designed, established, generated, led, monitored, planned, resolved, successfully executed, supervised, trained, etc.
- Use words in your resume to describe skills such as: adept, aggressive, assertive, consistent, creative, diplomatic, efficient, experienced, flexible, industrious, motivated, organized, proficient, successful, thorough, etc.
- Be consistent throughout the resume – if you list dates of employment for one job, list them for all jobs.
- State that references are available upon request. Family members or relatives should not be included as a reference.
- Proofread – mistakes are unacceptable.

### **COVER LETTER (5 MINUTES)**

The cover letter is your introduction, your chance to communicate using English instead of resume-speak. In the cover letter, you discuss how you became aware of the opportunity, what you know about the company, and how your personal skills and attributes make you a strong candidate for the position. Essentially your cover letter asks for an interview, and your resume is your supporting evidence as to why you should get one.

Listed below are guidelines for a standard cover letter:

- Use same font and paper as resume
- One page in length
- Be sure the letter is grammatically correct
- Answer questions listed above in three paragraphs (how you learned about the job, why you are interested, and how you are qualified)
- In the fourth paragraph thank the company for consideration and explain how you will follow up (I will contact your office next week...)
- Proofread – mistakes are unacceptable.

## **INTERVIEW (20 MINUTES)**

Your resume and cover letter must make a strong enough presentation to get you the interview; now, your presence during the interview must be impressive enough to get you hired.

Before you go into an interview, think about the points you want to raise. Write them down, and write down all the information related to those points. Write a short speech about these strengths and be prepared to use it when the appropriate time arrives. Also, take time to uncover your weaknesses and be prepared to explain how you plan to overcome them.

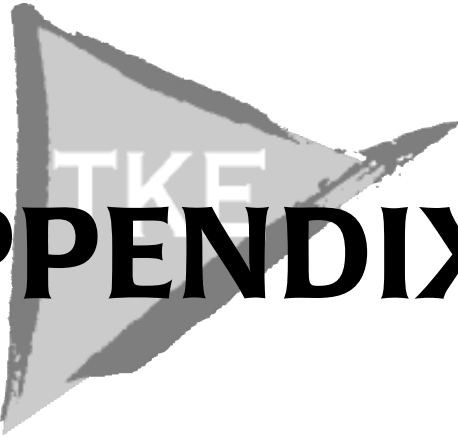
Now that you understand your strengths and your weaknesses, you need to practice the fine art of being asked questions and answering them. This means not only reciting the things you have prepared, but also learning to listen to make sure you understand the question, and learning to communicate to ensure that you are understood. Clear communication involves listening first, and speaking second. The best way to prepare is to put yourself in interview situations, both real and fabricated. The more you interview, the more they become second-nature, and the more you can focus on bringing out all of your good points and answering difficult questions. In the appendix is a list of sample interview questions. Pair up with another person and answer a few of the questions. After five minutes switch positions as the interviewer and interviewee.

In actual interview settings, feel free to ask the interviewer questions as well. This lets you control the conversation a bit, and may allow you to direct discussion to a topic that you are more comfortable with and more prepared to discuss. Asking questions will also show the interviewer that you are interested in getting as much information as you can before making decisions.

The final steps to preparing for an interview are the details. Make sure that your grooming is impeccable, you have extra resumes, and a notepad and pen. Also have your reference sheet available if needed. Give yourself plenty of time to ensure that you arrive early without having to panic over traffic or parking. The more prepared you are for your interview, the more relaxed you will be, and the more relaxed you are, the more confident you will feel. Work hard to get to that point of confidence because in the eyes of employers, confidence means competence, and competence means a job.

- C. Requirements for the Fraternity for Life Level of Fraternal Achievement:
- Graduating Senior
  - Pledge to volunteer/donate to the Fraternity in the future

The Fraternity for Life ceremony is to be performed during Formal Ritual, and is located within the Silver Book. At least one alumnus who has been inducted into the Fraternity for Life will be needed to perform the ceremony.



**APPENDIX**

# CANDIDATE EVENTS

Listed below are several different events the Hegemon can have the candidates put together in order to create a more hands-on educational experience.

**Candidate/Officer Barbecue** – Supply the candidates with a \$50 budget and have them put together a barbecue where they can interact exclusively with the leadership of the chapter. Let them decide the location, what they spend the money on, and if there is any type of program/presentations.

**Rush Event** – Supply the candidates with a \$50 budget and have them organize a Rush Event. Suggest centering it around something simple like Monday Night Football or a barbecue. Make sure they are responsible for not only the event itself, but also bringing potential new members. Encourage the chapter to attend the event and to bring prospective members as well.

**Service Project** – Have the candidates find a group or organization they would like to donate time to. There are many worthwhile organizations listed at [www.tke.org/service](http://www.tke.org/service). A few great organizations to get involved with are Big Brothers Big Sisters of America and the Boys & Girls Clubs of America. Of course, TKE's international philanthropy is the Alzheimer's Association.

**Fundraiser** – Have the candidates raise money doing a fundraiser of their choice. Let them use half of the funds raised to help pay for their initiation fees and the other half can go to the general chapter fund. Some fundraisers that have been successful are working concession stands, cleaning the stands after sporting events, and selling spring break packages.

**House Improvement Project** – Have the candidates determine something they can fix or clean at the chapter house. Suggest they take half a day Saturday or Sunday to make the improvement.

**Sorority Mixer** – Supply the candidates with a \$50 budget and have them arrange a mixer with a sorority candidate class. They can play putt-putt, go bowling, or do something at the chapter house.

**Campus Organizations** – Have each of the candidates go to a different campus organization meeting as a guest (IFC, Panhellenic Council, National Panhellenic Council, Student Government, Campus Activities Board, etc.). Have them report back to each other about the organization and their purpose for being on campus.

Other things the candidates may want to do are hand out red carnations to women on campus, learn the Sweetheart Song and the Closing Ode, or go to a campus event as a group.



# RUSH DO'S AND DON'TS

## Do's of Rush

- Approach rush as an opportunity to make new friends.
- Use a firm handshake and look the rushee in the eye when he is introduced. Don't release his hand until you know his name, and remember it. Eye contact is important.
- Stop talking and listen to the rushee. Let him tell you what interests him.
- Be honest about finances and all other obligations of membership.
- Create a friendly, relaxed atmosphere.
- Be cheerful, honest and enthusiastic at all times. Attitude is contagious. Make yours worth catching.
- Give rushees written information before they leave so they remember the name TKE.
- Involve alumni in your rush activities.
- Sell the Greek system first, then sell your chapter. Encourage all men to go Greek.
- Make sure all the members are wearing letters or their badges. Dress neatly.
- Make sure the rushees meet other rushees in whom you are interested.
- Use their first names as often as possible.
- Use a positive approach. Say "I look forward to seeing you tomorrow," not "I hope I'll see you."
- Keep your house clean.
- Recognize rushees on campus by their first names - they'll be impressed.
- Make the rushee feel at home, but avoid forced hospitality.
- At formal rush functions, have name tags for both fraters and prospects. Keep them near eye level.
- Find common ground for discussion.
- Enlist the aid of rushees who will join to talk with other rushees.
- Discuss improvements and future plans for the house and chapter.

## Don'ts of Rush

- Don't criticize or make any sarcastic statements about your fraters, your chapter or your alumni.
- Don't badmouth any other fraternity.
- Do not talk only about yourself. Listen to the rushee and talk about his interests.
- Do not leave a rushee by himself. There is nothing more awkward than being alone among strangers. If you must leave, introduce the rushee to another frater first.
- Do not be rude, even to a rushee that you are not interested in.
- Do not criticize a rushee in front of another rushee. That may be his friend you're insulting.
- Do not act tired or bored, no matter how tired you are. This affects brothers and rushees. Maintain your enthusiasm.
- Do not congregate in groups with other fraters if there are wandering rushees.
- Do not swear around a rushee; foul language never helps and may do harm.
- Do not tell inside jokes among fraters. A rushee will feel left out and insulted.
- Do not give up if a rushee wants to wait to join; good salesmanship may change his mind.
- Do not apologize for the weak points of your chapter. Stress how they are being improved, and emphasize your strengths.
- Do not lock fraters' rooms during rush. Rushees may ask, "What are they hiding?" Make sure the whole house remains open.
- Don't try to convince a rushee you've got what he wants unless you are sure you've got it.
- Don't assume the rushee knows everything about Greeks and fraternity life.
- Don't lie about your chapter or its accomplishments.

# TEAMBUILDING ACTIVITIES

## **MOON BALL (20 MINUTES)**

You will need a beach ball for this activity. The goal of the group is to hit the ball 100 times in the air without it touching the ground, ensuring that every member of the team touches the ball at least five times. A group member may not hit the ball more than once in succession. If the ball falls to the ground, the group must start over. If each member has not touched the ball the required number of times, the process continues until all goals have been reached or time has expired.

## **PROCESSING (10 MINUTES)**

- Did you think that this was easy?
- Did you think it would be when you started?
- Did you get frustrated? When? What made you feel this way?
- What roles did people play to accomplish this task?
- Was anyone anxious to do this? Did people help/teach you?
- Were you conscious of ensuring all the 'rules' were met and the goals of the group reached?
- What role did motivation and enthusiasm play in this exercise?

## **PERSONAL COAT OF ARMS ACTIVITY (60 minutes)**

The purpose of this activity is to get the candidates to write down in words what they stand for, what the Fraternity stands for, and what types of influences have guided them through life thus far. The act of writing this type of information really helps them commit to their values and the Fraternity, and to understand where they have come from. This activity will not be that difficult for them to do if they have developed a high comfort level with the other candidates. Being a part of a fraternity means being open, honest, caring, considerate, and trusting. If the activity is taken seriously, they will really learn a lot about their true selves.

Distribute a blank sheet of paper to everyone. Ask each candidate to draw his own personal coat of arms. Encourage creativity, imagination, and the use of artistic skills. The drawing should include symbols that represent personal values, how the Fraternity fits into their life, and significant influences in their life. A motto may accompany the picture. After you have given them time to complete the exercise (at least 20 minutes), have each candidate describe his coat of arms to the group.

When that is completed, ask the candidates what they thought of this activity. Was it difficult? Why? Ask them what significant things they learned about others as a result of this activity. If you are interested in using more activities similar to these in your program, The North-American Interfraternity Conference (NIC) offers two editions of *Brotherhood Building Ideas* as resources of meaningful and fun activities for brotherhood development. If you would like to order these resources, you can contact the NIC at (317) 872-1112.

# TKE EXPERIENCE WEEKEND

The TKE Experience Weekend is a chapter retreat focused on the transition of new members to candidates. The weekend is a time of group change and transition – be open to new ideas and perspectives the new members will have about the chapter and the direction it is heading. Below is a sample outline for the weekend. **Please note, hazing is not a part of the Candidate Education Program, the TKE Experience Weekend, or Tau Kappa Epsilon Fraternity. TKE will not tolerate hazing of any kind.**

## Friday

6:00 p.m.	Arrival at Chapter Retreat Location
7:00 p.m.	State of the Fraternity – Goals
10:00 p.m.	Secret Works

## Saturday

8:30 a.m.	Breakfast
9:00 a.m.	The Journey Activity
Noon	Lunch and Preparation for Initiation
3:00 p.m.	Initiation Ritual
6:00 p.m.	Dinner Banquet

**Location** - In order to avoid distractions, attempt to have the retreat away from the chapter house or the typical chapter meeting space if possible.

**Goals** – This is the time to check the progress of the goals set at the Chapter Retreat at the beginning of the semester. Share the goals with the candidates and ask for their input. If the chapter does not have written goals, this is the time to make them! For a manual to help you in planning the goal-setting portion of the retreat please contact the Office of the Grand Chapter at (317) 872-6533.

**Secret Works** – The Secret Works Instruction is located in the Silver Book. During this section encourage the candidates to ask questions – if there is any misunderstanding, the officers should explain the item in their own words.

**Breakfast** – A light breakfast should be available to keep candidates and chapter members energized and focused.

**Activity** – The activity is explained in detail below.

**Lunch and Preparation for Initiation** – At this point you may want to excuse the candidates and chapter members for lunch and to change into formal clothes. The Initiation team will need to eat and change, as well as set-up for the Initiation Ritual.

**Initiation Ritual** – The Initiation Ritual is located in the Silver Book. All parts of the initiation should be well planned and rehearsed in order to make the event as impressive and meaningful as possible.

**Dinner/Banquet** – Follow-up the Initiation Ritual with a nice dinner – either out on the town or at the chapter house. Invite guests (parents/girlfriends) to partake in the celebration with the chapter.

The Journey Activity pages are not included on the website. In order to receive these pages, please call the Offices of the Grand Chapter and speak to your Regional Director.

# Week At A Glance

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
<b>Roles</b> <b>Priorities</b>  _____ 1. _____ _____ 2. _____ _____ 3. _____  _____ 1. _____ _____ 2. _____ _____ 3. _____  _____ 1. _____ _____ 2. _____ _____ 3. _____  _____ 1. _____ _____ 2. _____ _____ 3. _____  _____ 1. _____ _____ 2. _____ _____ 3. _____	Today's Priorities						
Evening							
Afternoon							
Morning							
Other	Reminders, long-term items, etc.						

Be sure to assign each of the priorities above to a day in the week under "Today's Priorities."

# TRADITIONAL JOB INTERVIEW QUESTIONS

- How would you describe yourself?
- Why did you leave your last job?
- What are your long range and short range goals and objectives?
- What specific goals other than those related to your occupation, have you established for yourself for the next ten years?
- What do you see yourself doing five years from now? Ten years from now?
- What do you really want to do in life?
- What are your long range career objectives?
- How do you plan to achieve your career goals?
- What are the most important rewards you expect in your career?
- What do you expect to be earning in five years?
- Why did you choose this career?
- Can you explain this gap in your employment history?
- How well do you work with people? Do you prefer working alone or in teams?
- How would you evaluate your ability to deal with conflict?
- Have you ever had difficulty with a supervisor? How did you resolve the conflict?
- What's more important to you – the work itself or how much you're paid for doing it.
- What do you consider to be your greatest strengths and weaknesses?
- How would a good friend describe you?
- Describe the best job you've ever had.
- Describe the best supervisor you've ever had.
- What would your last boss say about your work performance?
- What motivates you to go the extra mile on a project or job?
- Why should I hire you?
- What makes you qualified for this position?
- What qualifications do you have that make you successful in this career?
- How do you determine or evaluate success?
- What do you think it takes to be successful in a company like ours?
- In what ways do you think you can make a contribution to our company?
- Do you have any hobbies? What do you do in your spare time?
- Have you ever been fired or forced to resign?
- What qualities should a successful manager possess?
- Do you consider yourself a leader?
- What are the attributes of a good leader?
- Describe the workload in your current (or most recent) job.
- Which is more important: creativity or efficiency? Why?
- What's the most recent book you've read?
- Describe the relationship that should exist between the supervisor and those reporting to him or her?
- What two or three accomplishments have given you the most satisfaction? Why?
- Describe the most rewarding experience of your career thus far.
- If you were hiring a job-seeker for this position, what qualities would you look for?
- Do you have plans for continued study? An advanced degree?
- In what kind of work environment are you most comfortable?
- How do you work under pressure?
- Are you good at delegating tasks?
- What's one of the hardest decisions you've ever had to make?
- How well do you adapt to new situations?

- Why did you decide to seek a position in this company?
- What can you tell us about our company?
- What interests you about our products?
- What do you know about our competitors?
- What two or three things are most important to you in your job?
- Are you seeking employment in a company of a certain size? Why?
- What are your expectations regarding promotions and salary increases?
- What criteria are you using to evaluate the company for which you hope to work?
- Do you have a geographic preference? Why?
- Are you willing to relocate?
- Are you willing to travel for the job?
- Why do you think you might like to live in the community in which our company is located?
- What major problem have you encountered and how did you deal with it?
- What have you learned from your mistakes?
- What have you accomplished that shows your initiative and willingness to work?

# GRAND COUNCIL STATEMENT OF POLICY ON HAZING

**T**au Kappa Epsilon believes that chapters, in planning their new member education programs, should use the findings of scientific research in training and discipline methods. The applicable findings should be publicized in a new member policy by each chapter.

All forms of hazing are forbidden by the Fraternity. Hazing is defined as any action taken or situation created, intentionally, on or off college or fraternity premises, to produce mental or physical discomfort, embarrassment, ridicule, or possibly cause mental or physical harm or injury.

Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shock, treasure hunts, scavenger hunts, road trips; wearing apparel at any time or at any location which is conspicuous or not in good taste, engaging in public stunts and buffoonery; morally degrading games or humiliating activities; any sessions which interfere with scholastic activities; and any other activities which are not consistent with fraternal law, rituals, or policy, or the regulations and policies of the educational institution.

The Prytanis in general and the Hegemon specifically are in charge of the chapter's new member program. If any chapter is reported to be hazing in any way, the Prytanis and Hegemon will be held personally responsible for the chapter's actions, and may be personally disciplined by removal from office or deactivation. The discipline may be levied by the Executive Vice President with the consent of the Grand Council.

The chapter is also liable for discipline in hazing cases, and an alumni committee may be appointed by the Executive Vice President to control and supervise all phases of chapter activities, subject to the approval of the Grand Council.

Discipline for members should be mature and designed to prevent the actions from happening again—not to punish the offender.



**THE  
HEGEMON'S  
MANUAL  
2003**

**ADDENDUM**

# The Hegemon's Manual 2003 Addendum

This addition to The Hegemon's Manual has been created to inform all candidates, members and alumni about the Fraternity's new Life Loyal Teke program. All members of Tau Kappa Epsilon are expected to become Life Loyal Tekes. Below you will find two addendums where information and discussion about the Life Loyal Teke program must be included. If you have any questions about the Life Loyal Teke program please visit [www.tke.org/LLT](http://www.tke.org/LLT) or contact Erik Glenn at (317) 872-6533.

## **ADDENDUM A – Week One/Purpose A/"Expectations of You" (Page 13)**

Add the following expectation: "Become a Life Loyal Teke"

Life Loyal Teke is a new program for alumni and graduating seniors that seeks to build on the vital traditions of Tau Kappa Epsilon as the Fraternity for Life. As Life Loyal Tekes, the alumni Fraters who participate have an opportunity to strengthen both their local Chapters and the International Fraternity, thus creating a stronger bond for both alumni and collegiate Fraters. Those who enroll in the Life Loyal Teke program are recognized for their exemplary commitment. While supporting the Fraternity, they also receive additional benefits associated with the Life Loyal Teke program. With your commitment, you'll join the ranks of those dedicated Tekes who have built and sustained the great Fraternity we now enjoy. And most importantly, you will help ensure that our indomitable Teke spirit continues to flow on forever.

*Please note that additional information about the Life Loyal Teke program will be presented in Week Six. Also, by adding a seventh expectation of membership two other portions of The Hegemon's Manual slightly change. They are listed below:*

- o *Weekly Quizzes/Quiz on Week One Material/Question #3 (Page 40) – The question should read: "What are the seven expectations of all Tau Kappa Epsilon..."*
- o *Initiation/Pre-Initiation/#3 (Page 44) – Add the seventh expectation: "Become a Life Loyal Teke" to the box.*

## **ADDENDUM B – Week Six/Purpose B/"The Fraternity For Life" (Page 37)**

After the 10 minute break, add the topic "The Life Loyal Teke Program."

The Life Loyal Teke Program (15 minutes)

The Life Loyal Teke program was conceived to act as an avenue to better ingrain in each Teke the notion of remaining an active and contributing Frater for life. Involvement in Tau Kappa Epsilon does not end when one receives his degree and enters the workforce. Instead, involvement as an alumnus should be the norm among all Tekes. Through this continued involvement and support of the Fraternity, we have the opportunity to make Tau Kappa Epsilon truly, "the Fraternity for Life."

Life Loyal Tekes are a brotherhood, young and young at heart, who continue to reap the benefits of Tau Kappa Epsilon long after their college years. Life Loyal's exemplify the prosperity, achievement, idealism and deep sense of personal responsibility that is developed

through membership in Tau Kappa Epsilon. A Life Loyal Membership is the best way for members to take part in the enduring spirit and heritage of Tau Kappa Epsilon.

Currently, the vast majority of TKE's operating budget is derived from collegiate fees. Tau Kappa Epsilon lags behind most other fraternities in alumni support. The Life Loyal Teke program is designed to better set the expectation that all Tekes will contribute to Tau Kappa Epsilon. Through the program TKE hopes to gain more alumni advisors for our chapters, as well as resources to support the alumni developmental and educational programming efforts of the Fraternity. The Life Loyal program aims to set the expectation that support of the Fraternity is a lifetime commitment, which should provide better services to our chapters, strengthen the ties of brotherhood and make TKE itself a better fraternity.

As the "Fraternity for Life" ritual is now seen as the transition point from active collegiate membership to alumnus status, the program will stress the notion that one truly dedicates themselves as a "Life Loyal Teke" when they make this transition, and that continued support of the Fraternity is a lifelong obligation. Life Loyal Teke membership does not imply that the lifetime commitment for financial support of the Fraternity has ended, but that continued support of TKE and the TKE Educational Foundation is an expected membership responsibility for every Teke, especially from Life Loyal Tekes.

What It Means To Be A Life Loyal Teke... "Interwoven about the sentiments of our name and our pin, and ingrained in the fiber of every member is the Teke spirit – a spirit typical of our fraternity – a spirit that does not shrink from sacrifice, that knows no defeat; a spirit indomitable. If we keep Tau Kappa Epsilon intact, the Teke spirit, will flow on forever." – Wallace G. McCauley, October 19, 1907, Opportunity Out Of Defeat.

For more than 100 years, Tekes have answered Frater McCauley's call. In every era, our members have stepped up to the challenge of leadership and kept the Teke spirit alive with a lifetime of loyal service. Today, more than 230,000 men have assumed our bond. Each swears upon his bond at initiation to remain involved as a contributing member of the Fraternity for Life.

Without the selfless service by thousands of Life Loyal alumni fraters on hundreds of campuses, our Fraternity would not exist. TKE advisers, board members, province volunteers, committee members and alumni association leaders keep our flag flying high each day.

As we look back, we see a long line of dedicated men with names like Settles, Wilson, Tuesburg, Flint, Leland, Cochran, Reagan and thousands more like them who have modeled the way. Each has given a lifetime of service to the Fraternity. These alumni have shared their resources to help build and sustain TKE as a premier Fraternity experience. Their work has made a fundamental difference in each of our lives.

By becoming a Life Loyal Teke you will ensure that we will continue to keep the Teke spirit intact and make truly the "Fraternity for Life"!

The benefits of becoming a Life Loyal Teke include:

- Enrollment in a special lifetime Fraternity communication program which will include issues of THE TEKE magazine or THE E-Teke (a soon to be released digital version of the magazine) and Life Loyal, a special digital newsletter with program news and information.
- A special member's only website where you will have access to an Internet directory database of Life Loyal Tekes throughout the Grand Chapter.

- A special TKE online Career and Job Center.
- A portion of your contribution is earmarked for your chapter. More specifically, \$100 of the \$395 or \$200 of the \$495 will be placed in a separate fund. This fund will help build a sustaining gift to endow collegiate programming in housing and academic grants (library material and other tools such as computers, leadership programming and member scholarships) for your chapter.
- Alumni networking events with prominent Tekes.
- A portion of your contribution is earmarked as a charitable contribution to the TKE Educational Foundation and hence is tax advantaged (can be deducted for income tax purposes for those who itemize their taxes).
- A special Life Loyal Teke lapel insignia, membership certificate and membership card.

The regular one time price for enrollment in the Life Loyal Teke program is \$395 for graduating seniors, alumni 25 years old and younger, and those who graduated within five years of enrolling. You can elect to pay \$39.00 per month for 12 months. The enrollment for all other TKE alumni is \$495 (or \$49.00 per month for 12 months.) If you have any questions about the Life Loyal Teke program please visit [www.tke.org/LLT](http://www.tke.org/LLT) or contact Erik Glenn at (317) 872-6533.

*By adding an additional topic to The Hegemon's Manual, two other portions slightly change. They are listed below:*

- o *Weekly Quizzes/Quiz on Week Six Material (Page 42) – Two new questions are added. The first question reads: "Why is it important to become a Life Loyal Teke?" The second question reads: "How do you become a Life Loyal Teke?"*
- o *Fraternity For Life/Purpose C (Page 66) – Add the following requirement: "Pledge to become a Life Loyal Teke"*

