THE OFFICIAL GUIDE FOR CANDIDATE EDUCATION

KEY PLAYERS IN CANDIDATE EDUCATION
Know who is on your team and how to best utilize them

SIX WEEK CANDIDATE EDUCATION PROGRAM
Everything candidates need to know

POST INITIATION LESSON
Reflect on the experience
Table of Contents

Part of the Hegemon’s role is to develop, implement, and manage a successful Candidate Education Program for the chapter or colony. This involves extensive and purposeful planning before the candidate education period begins, execution during the education period, and evaluation, reflection, and analysis afterwards.

It is more than teaching fraternity history. The Hegemon is in charge of teaching the future members what it means to be a fraternity man and has the opportunity to ensure these men are ready to actively contribute to the chapter’s success after initiation.

This Resource Guide outlines a six-week Candidate Education Program including activities, lessons, and discussion topics focusing on the development of the future of our fraternity.

03 Candidate Education, Health and Safety
04 The Role of the Hegemon
07 The Role of Other Key Players
08 Candidate Education
41 Appendix
Candidate Education, Health and Safety: Hazing Prevention

Hazing prevention is component of a successful candidate education program and chapter education plan. As stated in Tau Kappa Epsilon's Risk Management Guidelines under Hazing:

“No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

Tau Kappa Epsilon's strength is built upon the collective abilities and contributions of members. Actions such as hazing create power differentials and tear down the very spirit that brings Fraters together. Not only is hazing counter to our bond, it is illegal in nearly all 50 states and against campus policies.

Actively preventing hazing is the responsibility of all members in your chapter or colony. Your candidate education program should be based on building the future of your group. Hazing does not have a role in candidate education or in your chapter or colony.

As you begin to develop your candidate education plan be sure to discuss how your chapter or colony can actively prevent hazing. This conversation should take place with your entire chapter and focus on their role in preventing hazing within your group.

My Chapter or Colony actively prevents hazing by doing the following: (Be able to give examples of actions you take or will take to prevent hazing in your chapter or colony)
The Role of the Hegemon

The role of the Hegemon is to develop, implement, and manage a successful candidate education program for the chapter. This involves planning and development before the candidate education period begins, execution during the period, and evaluation, reflection, and analysis afterwards.

01 BEFORE THE CANDIDATE PROGRAM – REVIEW AND DEVELOPMENT

In preparation to lead the candidate education period, the Hegemon must develop a written education program. To do so, the Hegemon should review last year’s program with an open mind. What were valuable aspects of the program? Which events need to be changed for the program to maximize its impact in building successful Fraters?

In this development stage the Hegemon should seek feedback on last year’s program from the candidates and brothers involved and work with the chapter and advisors to get multiple opinions on how to build the best possible program. It is vital that the candidate education program is values-based and provides an impactful learning experience for your candidates without mistreatment and hazing of candidates.

Working with your Membership

Prior to the beginning of the Candidate Program, the Hegemon should hold several training workshops with members interested in serving as Big Brothers. Big Brothers are to serve as mentors for their Little Brothers, guiding him through the Candidate Program every step of the way. Potential Big Brothers should receive training in leadership and personal development, academic assistance, and made aware of all of the resources and opportunities available on campus for their potential Little Brothers.

Working with the Advisors

Your advisors (Fraternity/Sorority Life Director, TKE Professional Staff Consultant, Chapter Advisor, Campus Advisor, Board of Advisors, etc.) are an essential resource in developing a meaningful candidate experience. You should be transparent and honest with each of these resources and have an in depth discussion with as many sources as possible about the contents and purpose of your program.
The Role of the Hegemon (cont.)

**Working with the Candidates**

During the Candidate Program, you are to work directly with the candidates as an educator, leader, and mentor. You should approach each meeting, event, and week with a critical eye, evaluating your performance throughout. It is vital that you create an open, honest, and transparent environment throughout the entirety of the program. The remainder of this guide will provide you with a recommended schedule for working with your candidates.

**Working with the Big Brothers**

The Hegemon should hold weekly meetings with Big Brothers to share information on each candidate’s progress and ability to live by the values of Tau Kappa Epsilon. Big Brothers should evaluate the current success of the program as it progresses.

**Working with the Advisors**

Throughout the candidate education program, the Hegemon should meet regularly with his advisors. They will be a key resource in evaluating the current performance of the program and advise necessary changes.
The Role of the Hegemon (cont.)

03  AFTER THE CANDIDATE PROGRAM - FEEDBACK AND RECOMMENDATIONS

Working with Candidates

Newly initiated Fraters are perhaps the most essential source for feedback on the candidate education program as they have just experienced it first-hand. Candidates should be encouraged to provide feedback and offer their evaluation.

Working with Big Brothers & Other Fraters

Big brothers and other Fraters offer unique perspective on their evaluation of the candidate program. These men should be encouraged to give feedback and input on proposed improvements for the next program.

Working with Advisors

Advisors have experience in observing variations of candidate education programs throughout their lifetime. The Hegemon should meet with all involved advisors after the conclusion of the program to seek their advice.
The Role of the Other Key Players

01 The Role of the Chapter

Throughout the cycle of the candidate program the entire chapter has the opportunity to provide their input to the Hegemon with the goal in mind of developing and executing the best candidate program possible. It is up to the Hegemon to facilitate feedback from many different points of view.

02 The Role of the Big Brother

The Big Brother should be a dedicated mentor to his Little Brother, ensuring he gets the most out of the program and that he succeeds as a student outside of TKE.

03 The Role of the Chapter Advisor

The Chapter Advisor should be provided and review the content of the candidate program. He should be a guiding influence for the Hegemon and Prytanis in their design and execution of the program.

04 The Role of the Fraternity Life Advisor

The Fraternity Life Advisor should be presented with a copy of the candidate program at least two weeks in advance of its inception. He or she should be encouraged to give feedback and offer recommendations for improvements before it begins.

05 The Role of the Candidate

The role of the candidate is to remain engaged throughout the candidate program, offer feedback to his Hegemon and chapter throughout the process, and live by the values of TKE.
Candidate Education

The following pages outlines a suggested six to eight week education. Initiation within eight weeks after bid acceptance is required by the Black Book (www.tke.org/blackbook) (International Bylaws and Traditions, Division Three, Chapter XV, Sec. 8).

This candidate education outline includes suggested lesson plans for each of the two sessions per week. Educational sessions should typically not exceed ninety minutes and should be hosted in a classroom on campus to help foster the educational nature of the sessions. Please note, the prior session outlines prep work that the candidates, chapter, big brother, and/or Hegemon must do before the next meeting.

Core Competencies and Desired Outcomes

- Understanding of TKE history, values, structure, and principles
- Developing leadership, academic, and time management skills
- Developing as an individual: mentally, morally, and socially
- Initiated members are committed to living by the values and ideals of Tau Kappa Epsilon

Timeline

- Receive & Accept Bid
- Prytanis, Grammateus, Crysophylos or Hegemon Register Candidates on Chapter Module
- Induction
- Education Week 1 Session A
- Education Week 1 Session B
- Education Week 2 Session A
- Education Week 2 Session B
- Education Week 3 Session A
- Education Week 3 Session B
- Education Week 4 Session A
- Education Week 4 Session B
- Education Week 5 Session A
- Education Week 5 Session B
- Education Week 6 Session A
- Education Week 6 Session B
- Initiation Fees for each new initiate paid
- Initiation
Before Education Begins

Receive & Accept Bid
Each candidate is extended a bid for membership in Tau Kappa Epsilon by the chapter or colony. At this time, the chapter members should make sure each candidate understands the commitment he is making and answer any questions he may have before he officially accepts the bid.

Register Candidates on Chapter Module
Once the candidates have accepted their bid for membership in Tau Kappa Epsilon they must be registered on the Chapter Module at https://module.tke.org. This can be done by the chapter or colony’s Prytanis, Grammateus, Crysophylos, or Hegemon. Once registered, the Offices of the Grand Chapter can ship all candidate materials to the chapter or colony. After a candidate is registered they are responsible for the following prior to their first meeting:
  o Validate their email by clicking on the validation link they will receive.
  o Complete eCompliance by going to http://edu.tke.org
  o Pay the $75 candidate fee online at https://my.tke.org

Induction Ceremony
Candidate induction should be held soon after bid acceptance. It is not uncommon for chapters and colonies to hold multiple induction ceremonies throughout the semester as they add new candidates. 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 the 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.
Week 1 - Better Men for a Better Campus

Welcome to week one of candidate education! This week is all about welcoming the candidates to Tau Kappa Epsilon, learning the purpose of Candidate Education, and the culture of Fraternity/Sorority Life on your campus. Candidates will be introduced to Chapter 1 and 2 of The Teke Guide and take part in group discussions regarding readings and expectations of membership. The week is designed to build a foundation for the Candidate process and set the tone for the next six weeks.

Desired Outcomes:
1. Candidates will learn the purpose of the Candidate Education process as well as what is expected of them over the next six weeks.
2. Candidates will understand and be able to articulate Tau Kappa Epsilon’s Vision, Mission, and Purpose.
3. Candidates will gain an understanding of Fraternity/Sorority Life on their campus through active discussion with the campus Fraternity/Sorority Advisor.

Hegemon to Complete Prior to Session A
1. Candidates should be registered on Tau Kappa Epsilon’s Chapter Module. Candidates can be registered by the Chapter’s Prytanis, Grammateus, Crysophylos or Hegemon.

Hegemon/Candidates to Complete Prior to Session B
Read Chapter 2 of The Teke Guide: The Fraternity System and answer the following:
1. What are your three biggest takeaways from Chapter 2?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?

Hegemon Reminders:
• If you have not received copies of The Teke Guide, confirm all candidates have been registered on the Chapter Module. Kits typically ship daily during business days (Monday-Friday).
• Review this week’s outline for Candidate Education and plan accordingly.
  1. Prepare icebreakers being utilized (www.icebreaker.ws)
  2. Contact your campus Fraternity/Sorority Advisor to schedule a time for them to attend Session B of Week 1.
Week 1 - Better Men for a Better Campus (cont.)

Week 1 - Session A Schedule

1. Welcome & Group Introductions
   • Name Icebreaker (Optional)
2. Group Discussion on the Purpose of Candidate Education
   • Why are we here?
   • Why did we choose TKE?
   • Why is the education of candidates crucial to the success of Tau Kappa Epsilon?
3. Candidate Education Logistics Review
   • Meetings & Events – Dates, Times, Location(s)
   • Attendance Policy
   • Hand out *The Teke Guide* (and any other supplies)
4. Icebreaker
5. Read Chapter 1 of *The Teke Guide – Welcome to Tau Kappa Epsilon* as a group
   • Discuss TKE’s Vision, Mission, and Purpose
6. Discuss the following after reading Chapter 1
   • Takeaways from this chapter.
   • Questions.
   • Discussion on why this information is important for members to understand.
7. In Chapter 1, “Basic Expectations of Membership” were reviewed.
   As a group, create expectations of your own
   • Candidate’s expectations of each other
   • Hegemon’s expectations for Candidates
   • Candidate’s expectations for Hegemon
8. Announcements and Assignments

Candidates to Complete Prior to Week 1 Session B:
Read Chapter 2 of *The Teke Guide: The Fraternity System* and answer the following:

1. What are your three biggest takeaways from Chapter 2?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?
Week 1 - Better Men for a Better Campus (cont.)

Week 1 - Session B Schedule

1. **Group review of candidate's reading assignment**
   - Takeaways from this chapter
   - Questions?
   - Discussion on why this information is important for members to understand

2. **Discuss Fraternity/Sorority Life on your campus**
   - What other organizations are on campus?
   - What annual events do organizations or all of Fraternity/Sorority life sponsor?
   - Why are positive relationships with other organizations crucial to the success of TKE?

3. **Group discussion with campus Fraternity/Sorority Advisor**
   - What is the role of the Fraternity/Sorority Advisor?
   - What resources are available?
   - What is a Fraternity/Sorority Life system?
   - What is the current campus culture for fraternities and sororities?
   - Q & A session

4. **Announcements and Assignments**

**Candidates to Complete Prior to Week 2 Session A:**
Read Chapter 3 of *The Teke Guide: The History of Tau Kappa Epsilon* and answer the following:

1. What are your three biggest takeaways from Chapter 3?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?
Week 2 - Better Men for a Better Fraternity

This week tackles the history of Tau Kappa Epsilon. Candidates read Chapter 3 in *The Teke Guide* and participate in group discussions on defining moments in the fraternity's past. Candidates learn about their local chapter's history by interviewing assigned Alumni members of the chapter. They review famous alumni in TKE and discuss the achievements of these alumni and the qualities which have made them successful leaders. This week includes the beginning stages of planning an alumni event.

**Desired Outcomes:**
1. Candidates will gain a basic understanding of Tau Kappa Epsilon's history and be able to discuss important events and members which have made TKE the fraternity it is today.
2. Candidates will understand the importance of alumni, both on the local and international level, and be able to identify key leadership qualities of successful alumni members.
3. Candidates will gain the basic knowledge needed to begin planning an alumni event for Week #6.

**Hegemon/Candidates to Complete Prior to Session A**
Read Chapter 3 of *The Teke Guide: The History of Tau Kappa Epsilon* and answer the following:
1. What are your three biggest takeaways from Chapter 3?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?

**Hegemon/Candidates to Complete Prior to Session B**
Each Candidate will be given the name and contact information for an alumni member of the chapter. Before the next meeting each Candidate will contact their assigned alumni member and discuss the following:
1. Why did you join Tau Kappa Epsilon?
2. Discuss your fraternity experience. (Both as an undergraduate member and an alumni member)
3. What advice would they give to the men in the chapter today about college, life, and fraternity?
4. What events would they like to see in the future between alumni and the current active chapter?

At the end of the conversation the Candidate will invite the alumni member to their initiation. The Hegemon will provide the date, time, and location to the candidates.
Week 2 - Better Men for a Better Fraternity (cont.)

Hegemon Reminders:
Review this week’s outline for Candidate Education and plan accordingly.

- Prior to Session B of this week Candidates are asked to reach out to an Alumni member of the chapter. Alumni should be selected and contacted by the Hegemon in advance to confirm their contact information and availability.

- In Week 5 the candidates will participate in a community service event with chapter officers. During Week 2, the Hegemon should select a local organization in which the candidates and officers will volunteer for. Contact the selected organization to set up a day and time for this service event. If you are having trouble finding a local organization to volunteer for, contact your campus Fraternity/Sorority Advisor or Student Activities office for help.
Week 2 - Better Men for a Better Fraternity (cont.)

Week 2 - Session A Schedule

1. **Group review of candidate's reading assignment**
   - Takeaways from this chapter
   - Questions?
   - Discussion on why this information is important for members to understand

2. **Discuss the meaning of TKE's history**
   - What made the Knights of Classic Lore a “Different organization”?
   - What kind of members did the Knights of Classic Lore attract?
   - Why was the name Knights of Classic Lore changed to Tau Kappa Epsilon?
   - Who was Wallace G. McCauley?

3. **Read "Opportunity Out of Defeat" as a group and discuss the following**
   - Why did Wallace G. McCauley consider TKE's "defeat" an opportunity for victory?
   - For what reasons did Wallace G. McCauley believe Greek letter societies of the time had degenerated from their original purpose?
   - Do Greek organizations still face these issues today?
   - Why are the Greek letters Tau-Kappa-Epsilon a unique advantage for the name of a fraternity? ([Answer – TKE are both Greek and English making them recognizable by all](#))
   - Q & A

4. **Briefly discuss the purpose of Alumni**
   - What are Alumni?
   - Why are Alumni important to a fraternity?
   - Review the Alumni assignment for next week

5. **Announcements and Assignments**
Week 2 - Better Men for a Better Fraternity (cont.)

Candidates to Complete Prior to Week 2 Session B:
Each Candidate will be given the name and contact information for an alumni member of the chapter. Before the next meeting each Candidate will contact their assigned alumni member and discuss the following:

1. Why did you join Tau Kappa Epsilon?
2. Discuss your fraternity experience. (Both as an undergraduate member and an alumni member)
3. What advice would they give to the men in the chapter now about college, life, and fraternity?
4. What events would they like to see in the future between alumni and the current active chapter?

At the end of the conversation the Candidate will invite the alumni member to their initiation. The Hegemon will provide the date, time, and location to the candidates.
Week 2 - Better Men for a Better Fraternity (cont.)

Week 2 - Session B Schedule

1. Group review of candidate's alumni assignment
2. Famous TKE Alumni Activity
   - Now that the candidates have learned more about the alumni who have impacted the local chapter over the years, analyze alumni members from other chapters who have made an impact on the international fraternity.
   - The Hegemon will select names from the "Distinguished Alumni" section of *Chapter 3: The History of Tau Kappa Epsilon* in the *The Teke Guide* to be assigned to the candidates. Depending on the size of the Candidate class, candidates can be broken up into small groups or individually assigned names.
   - The candidates are given time to research their assigned “Distinguished Alumni” and prepared to present the following to the group:
     - Basic information – Name, Chapter, Occupation
     - Why is this Frater considered a “Distinguished Alumni” Member?
     - What accomplishments and/or efforts of this man specifically reflect the values of TKE?
     - What qualities have made this person a successful leader?
3. Discuss Honorary membership in Tau Kappa Epsilon
   - Honorary members in TKE include Elvis Presley, Steve Forbes, and Aaron Rodgers. Who do you know in your life that would make a great addition to TKE as an honorary member? (Father, brother, professor, community leader)
4. Discuss planning an Alumni event for Week #6
   - Review information collected from local alumni and candidates, with assistance and oversight from the Hegemon, will plan an alumni event to take place after group presentations in Week # 6. Candidates will work as a group to create an idea for the event, formulate a budget, reserve space, and utilize the chapter’s resources to execute a successful event. Planning for this event will take place outside normal Candidate education meeting time. This event must be approved by the chapter officers and advisor, and must follow Tau Kappa Epsilon’s Risk Management Guidelines.
5. Announcements and Assignments
Week 2 - Better Men for a Better Fraternity (cont.)

Week 2 - Session B Schedule (cont.)

Candidates to Complete Prior to Week 3 Session A:
Read Chapter 4 of The Teke Guide: The Traditions of Tau Kappa Epsilon and answer the following:

1. What are your three biggest takeaways from Chapter 4?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?
Week 3 - Better Men for a Better Tradition

This week highlights the traditions of Tau Kappa Epsilon and how to make the fraternity’s values part of our daily life. Candidates begin by reading and discussing Chapter 4 in *The Teke Guide* to actively learn traditions of the fraternity. Candidates analyze Tau Kappa Epsilon’s Declaration of Principles as a group and discuss elements of the document such as the qualities of a Teke, secrecy, and the values of the fraternity. Candidates are given an assignment to begin putting TKE’s values into action and discuss how they can live these values daily. This week concludes with time dedicated to team building activities and strengthening relationships within the candidate class.

Desired Outcomes:
1. Candidates will gain a basic understanding of the official traditions of Tau Kappa Epsilon.
2. Candidates will learn the values of Tau Kappa Epsilon and identify ways to live each value in their daily lives.
3. Candidates will strengthen their trust and relationships with each other through facilitated team building activities.

**Hegemon/Candidates to Complete Prior to Session A**
Read Chapter 4 of *The Teke Guide: The Traditions of Tau Kappa Epsilon* and answer the following:
1. What are your three biggest takeaways from Chapter 4?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?

**Hegemon/Candidates to Complete Prior to Session B**
Love, Charity, and Esteem assignment

“We believe that the essential elements of true brotherhood are love, charity, and esteem.”

Candidates have learned that in order to be a successful member in Tau Kappa Epsilon they must live the values of the fraternity – Love, Charity, and Esteem. Now they will take the next step and put these words into action. Before the next meeting each Candidate will consciously perform a minimum of three random acts of kindness. Each act should represent either Love, Charity, or Esteem.

At the beginning of the next meeting each Candidate will share how they lived the values of Tau Kappa Epsilon.
Hegemon Reminders:
Review this week's outline for Candidate Education and plan accordingly.

- Plan a team building activity for Session B of Week 3. Team building activities could include activities such as: Bowling, group dinner, attending a campus event, icebreaker activities led by your campus Fraternity/Sorority Advisor, etc. This activity may not include alcohol and must follow Tau Kappa Epsilon's Risk Management Guidelines (www.tke.org/riskmanagement).
Week 3 - Better Men for a Better Tradition (cont.)

Week 3 - Session A Schedule

1. Group review of candidate's reading assignment
   - Takeaways from this chapter
   - Questions?
   - Discussion on why this information is important for members to understand

2. Read TKE's "Declaration of Principles" (Ch. 4) as a group and discuss the following
   - Why is this document important to Tau Kappa Epsilon and its traditions?
   - What does "Faith without work is dead" mean?
   - Why do we believe a man's college years are the best time to foster the qualities of a Teke?
   - What is TKE's view on secretism? What form of secrecy do we unsparingly condemn?
   - How should we treat other fraternities?

3. Read "The Creed of Tau Kappa Epsilon" and the section "Love, Charity, and Esteem" (Ch. 4) as a group and discuss how we can live the values of Tau Kappa Epsilon in our daily lives

4. Announcements and Assignments

Candidates to Complete Prior to Week 3 Session B:
"We believe that the essential elements of true brotherhood are love, charity, and esteem."

Candidates have learned that in order to be a successful member in Tau Kappa Epsilon they must live the values of the fraternity – Love, Charity, and Esteem. Now they will take the next step and put these words into action. Before the next meeting each Candidate will consciously perform a minimum of three random acts of kindness. Each act should represent either Love, Charity, or Esteem.

At the beginning of the next meeting each Candidate will share how they lived the values of Tau Kappa Epsilon
Week 3 - Better Men for a Better Tradition (cont.)

Week 3 - Session B Schedule

1. Review the Love, Charity, and Esteem Assignment and discuss
   • Was this assignment difficult to do? Why or why not?
   • Can you commit to turning this assignment into a daily habit?
   • How will you hold yourself and each other accountable?

2. Team Building
   • Remaining time should be dedicated to team building. This time can be spent in the classroom or at a third party venue and planned with the purpose of strengthening the team dynamic of the candidates.
   • This event must be approved by the chapter officers and advisor, and must follow Tau Kappa Epsilon’s Risk Management Guidelines.

3. Announcements and Assignments

Candidates to Complete Prior to Week 4 Session A:
Read Chapter 5 of The Teke Guide: The Structure of Tau Kappa Epsilon and answer the following:

1. What are your three biggest takeaways from Chapter 5?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?
Week 4 - Better Men for a Better Image

This week articulates the ways Tau Kappa Epsilon affects its members and the ways its members affect Tau Kappa Epsilon. In the first session of the week, candidates review their reading of Chapter 5 in *The Teke Guide* and learn the basic structure of the fraternity. Candidates learn the tools and resources available to them and how to utilize them during their fraternity experience. The first session of the week ends with a review of social responsibility and how individual members affect the success of a chapter/colony and the fraternity as a whole. Candidates utilize what they have learned to build a stronger Fraternity through recruitment in the second session of the week.

Desired Outcomes:
1. Candidates summarize and articulate the structure of the Fraternity being able to define the basic roles of the 7 sections of TKE.
2. Candidates understand and be able to locate the tools and resources provided to them by the fraternity so they can be utilized during their fraternity experience.
3. Candidates will understand the effect they have on the Fraternity in terms of social responsibility through social media, perception of others, and personal branding.

Hegemon/Candidates to Complete Prior to Session A
Read Chapter 5 of *The Teke Guide: The Structure of Tau Kappa Epsilon* and answer the following:
1. What are your three biggest takeaways from Chapter 5?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?

Hegemon/Candidates to Complete Prior to Session B
Reflecting on what you learned in the last session, take time this week to find the following and bring it to Session B.

Find 2 of Each:
1. Self-images or post/comments you have made which weakens YOUR personal brand as a fraternity man.
2. Self-images or post/comments you have made which strengthens YOUR personal brand as a fraternity man.
3. Public images or articles you found online which weakens OUR personal brand as Tekes.
4. Public images or articles you found online which strengthens OUR personal brand as Tekes.
Week 4 - Better Men for a Better Image (cont.)

Hegemon Reminders:
Review this week's outline for Candidate Education and plan accordingly.
- In Session B of Week 4 the members of the chapter will lead the candidates in a recruitment workshop. This workshop should be well planned out and the members should be informed of their role(s) during this session.
Week 4 - Better Men for a Better Image (cont.)

Week 4 - Session A Schedule

1. Group review of candidate's reading assignment
   • Takeaways from this chapter.
   • Questions?
   • Discussion on why this information is important for members to understand.
   • Review the system diagram on pg. 66 having candidates explain each group and their role in Tau Kappa Epsilon.

2. How TKE affects YOU - Review of Resources
   • TKE Education Foundation– Special Projects & Scholarships
   • TKE Chapter Module – Key Result Areas (KRA’s)
   • MyTKE.org

3. How YOU affect TKE – Discuss your “Personal Brand”
   • Social Media = Social Responsibility
   • How you present yourself not only affects people's perceptions of you, but their perception of TKE.
   • You and the way you present yourself attracts similar people.
   - In fraternities when it comes to values, opposites do not attract.

4. Announcements and Assignments

Candidates to Complete Prior to Week 4 Session B:
Reflecting on what you learned in the last session, take time this week to find the following and bring it to Session B.

Find 2 of Each:
1. Self images or post/comments you have made which weakens YOUR personal brand as a fraternity man.
2. Self images or post/comments you have made which strengthens YOUR personal brand as a fraternity man.
3. Public images or articles you found online which weakens OUR personal brand as Tekes.
4. Public images or articles you found online which strengthens OUR personal brand as Tekes.
Week 4 - Better Men for a Better Image (cont.)

Week 4 - Session B Schedule

1. Review and discuss images/articles/posts candidates have collected
   • What about these weaken or strength your personal brand?
   • What about these weaken or strength our TKE brand?
   • How can we utilize this information to better our chapter/colony?

2. Members lead candidates through a recruitment workshop
   Utilizing the information found in The Official TKE Recruitment Guide and Chapter 6 of The Teke Guide: Your Chapter in Tau Kappa Epsilon with activities and dialogue focused on the following areas.
   • Role of the Rush Chair/Committee VS the role of a member during recruitment.
   • WHO: Finding men of personal worth and character
   • HOW: Strategy, Conversation Basics, Recruitment VS Rush Event
   • WHEN: Recruitment is 24/7/365 – You are always promoting TKE in everything you do.
   • Secret to success: People join people = Be a group people want to join. Fun Facts and PowerPoints do not show a fraternity’s value – members do so make it personal.

3. Announcements and Assignments

Candidates to Complete Prior to Week 5 Session A:
Review the officer positions outlined in Chapter 6 of The Teke Guide: Your Chapter of Tau Kappa Epsilon and answer the following:

1. What are your three biggest takeaways from Chapter 6?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?
Week 5 - Better Men for a Better Community

This week explains the history and purpose of the local chapter and the role it plays as an important piece of the international fraternity. Candidates learn the importance of service and responsibility within the chapter. In the first session of the week candidates will join the chapter officers for a local community service event where the group partners with a local cause/organization to give back to the community. During this event the candidates get the chance to speak to each officer, learn about his role, and gain insight into the service each officer provides to the chapter. In the second session of the week candidates review the local history of the chapter, the role it plays on campus, and how the chapter currently operates. The second session of the week concludes with a discussion on the obligations of membership with a focus on the role each candidate plays in the future success of the chapter.

Desired Outcomes:
1. Candidates gain a personal understanding of the value of service, both in their local community and in their chapter, and be able to confidently explain it to others.
2. Candidates can summarize and articulate a basic understanding of the chapter’s local history, its role as part of the international fraternity, and how it currently operates.
3. Candidates gain an in depth understanding of the obligations of membership and identify the role they will play in chapter's future success.

Hegemon/Candidates to Complete Prior to Session A
Review only the officer positions outlined in Chapter 6 of The Teke Guide: Your Chapter of Tau Kappa Epsilon and answer the following:
1. What are your three biggest takeaways regarding officer positions?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?

Hegemon/Candidates to Complete Prior to Session B
Read Chapter 6 of The Teke Guide: Your Chapter of Tau Kappa Epsilon and answer the following:
1. What are your three biggest takeaways from Chapter 6?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?
Week 5 - Better Men for a Better Community (cont.)

Hegemon Reminders:
Review this week’s outline for Candidate Education and plan accordingly.
- This week includes a community service event with the officers of the chapter. This service event should have already been set up. Contact the organization you will be volunteering for prior to the event’s date to confirm the event's details.
Week 5 - Better Men for a Better Community (cont.)

Week 5 - Session A Schedule

1. Candidates meet with the Hegemon in the classroom setting
   - Group review of candidate’s reading assignment
     - Takeaways from this chapter.
     - Questions?
     - Discussion on why this information is important for members to understand.
   - Group discussion on service with emphasis on the following:
     - What is community service?
     - What types of service events more are impactful? What events are less impactful?
     - Why is community service important as a fraternity man? A chapter?

2. How YOU affect TKE – Discuss your “Personal Brand”
   - Social Media = Social Responsibility.
   - How you present yourself not only affects people's perceptions of you, but also their perception of TKE.
   - You and the way you present yourself attracts similar people.
     - In fraternities when it comes to values, opposites do not attract.

3. Announcements and Assignments

Candidates to Complete Prior to Week 5 Session B:
Read Chapter 6 of The Teke Guide: Your Chapter of Tau Kappa Epsilon and answer the following:

1. What are your three biggest takeaways from Chapter 6?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?
Week 5 - Better Men for a Better Community (cont.)

Week 5 - Session B Schedule

1. Group review of candidate's reading assignment
   - Takeaways.
   - Questions?
   - Discussion on why this information is important for members to understand.
2. Group review of officer roles
3. Hegemon leads a discussion on
   - Local Chapter History – Our role as part of the International Fraternity
   - Chapter Operations – What we do and why we do it
   - Obligations of Membership:
     - Finances, recruitment, involvement, academics, etc.
     - The Hegemon will utilize information found in Chapter 7 of *The Teke Guide: Your Development in Tau Kappa Epsilon*
4. Announcements and Assignments

Candidates to Complete Prior to Week 6 Session A:

Review the officer positions outlined in Chapter 7 of *The Teke Guide: Your Development in Tau Kappa Epsilon* and answer the following:

1. What are your three biggest takeaways from Chapter 7?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?
Week 6 - Better Men for a Better World

This week focuses on the personal development of the candidates as they prepare to be initiated into Tau Kappa Epsilon. The first session of the week covers topics such as goal setting, social etiquette, and the purpose of being a fraternity man. The candidates will learn to fine tune all they have learned over the past six weeks and prepare to showcase their new understanding of the fraternity in a presentation for the chapter, alumni, friends, family, and advisors. This presentation will take place during the week’s second session followed by the planned alumni event. The focus of this presentation is not knowledge of what the Fraternity is, but rather showing understanding of what the fraternity can do and what they can do to benefit the Fraternity.

**Desired Outcomes:**

1. Candidates learn the basics and application of both social etiquette and communicating with confidence.
2. Candidates will summarize and articulate a basic understanding of their purpose in the fraternity and the fraternity’s purpose for others.
3. Candidates set goals for themselves as individuals and as a candidate class which they will set to be reached in the upcoming months following their initiation.

**Hegemon/Candidates to Complete Prior to Session A**

Review the officer positions outlined in Chapter 7 of *The Teke Guide: Your Development of Tau Kappa Epsilon* and answer the following:

1. What are your three biggest takeaways from Chapter 7?
2. What are three (or more) questions/points of clarification you have?
3. Why is this information important for members to understand?

**Hegemon/Candidates to Complete Prior to Session B**

As a group, candidates will create a goal for the chapter which will help the chapter be successful in the future.

1. The goal MUST be obtainable within the next semester.
2. The goal MUST be reviewed and approved by the Hegemon.
3. The goal MUST be set to be completed with full chapter involvement.

“*What Did We Learn*” Assignment for Week 6 Session B

Make Final Preparations for the planned alumni event.
Week 6 - Better Men for a Better World (cont.)

Hegemon Reminders:
Review this week's outline for Candidate Education and plan accordingly.

- This week includes a community service event with the officers of the chapter. This service event should have already been set up. Contact the organization you will be volunteering for prior to the event's date to confirm the event's details.
Week 6 - Better Men for a Better World (cont.)

Week 6 - Session A Schedule

1. Group review of candidate's reading assignment
   - Takeaways from this chapter.
   - Questions?
   - Discussion on why this information is important for members to understand.

2. Group discussion on The Teke Guide: The Ideals of Tau Kappa Epsilon
   - What do each of these 8 lines mean?
   - Are these 8 qualities something you can agree to?
   - Are there any you may struggle with? Who can help you?
   - What happens if you see a brother failing to live these qualities?

3. Goal Setting 101
   - Discuss the importance of having goals and following through on those goals.
   - Each candidate will create two goals for themselves:
     - One goal for their personal life outside TKE
     - One goal for their development in TKE
   - Assign candidates with the task to create a goal as a group for the entire chapter to be accomplished by the end of the next semester. *(This goal will be developed by the candidates on their own time and be submitted to the Hegemon for approval, then revealed at the end of their presentation)*

4. Big Brothers lead the candidates in a “Fine-Tuning the skills of a Fraternity Man” interactive workshop
   - This workshop should follow content found in Chapter 7 of The Teke Guide with additional focus on:
     - Etiquette
     - Dressing for Success
     - Communicating with confidence

5. Announcements and Assignments
Week 6 - Better Men for a Better World (cont.)

Week 6 - Session A Schedule (cont.)

Candidates to Complete Prior to Week 5 Session B:
As a group, candidates will create a goal for the chapter to foster future success.

- The goal MUST be obtainable within the next semester.
- The goal MUST be reviewed and approved by the Hegemon.
- The goal MUST be set to be completed with full chapter involvement.

What Did We Learn Assignment:
Review all content covered over the last 6 weeks. In a 30 second statement, each candidate will formulate what is known as an “Elevator speech” about their experience. Each statement should show an understanding of what it means to be a Teke and structured in which it can be used in the future when recruiting candidates to join the chapter. One at a time, each candidate will deliver their “Elevator Speech” to the chapter and attending alumni. When all candidates have had their turn, as a group, they will reveal the goal they have developed for the chapter to complete by the end of the next semester.

Make Final Preparations for the Planned Alumni Event
Week 6 - Better Men for a Better World (cont.)

Week 6 - Session B Schedule

1. Introduction of the candidate class to audience by the Hegemon
   - Summary of the Candidate program.
   - Thank you's to individuals/groups who assisted with the program.
   - Purpose of the presentation.
   - Turn it over to the candidates.

2. Candidate presentation: “What Did We Learn” & chapter goal reveal

3. Planned Alumni Event

4. Announcements and Assignments
   - Review next steps for initiation - ensuring initiation fee is paid at MyTKE.org, attire, and location
Initiation into Tau Kappa Epsilon

The last week of candidate education typically prepares both the candidates and the chapter for the initiation ritual. As candidate education comes to an end, it creates a new beginning for all involved and the first step for candidates as a Frater in the Bond of Tau Kappa Epsilon. Encourage your candidates to actively participate in chapter functions and events. Work with Big Brothers to ensure candidates are informed about ritual, including appropriate dress, date, time and location. Speak with candidates about their new goals upon becoming an active member in the chapter and how they can contribute to building a better fraternity on your campus.
Initiation into Tau Kappa Epsilon (cont.)

Pre-Initiation Candidate Meeting

Focus: Commitment

Pre-Initiation Candidate Checklist:

- Each candidate is registered on MyTKE.org and has validated his membership agreement.
- Each candidate has paid candidate and initiate fee. Under no circumstance should any candidate be initiated into the bond of TKE without first paying his fees in full.
- Each candidate meets the membership standards outlined by the Membership Quality Board (MQB).

Each candidate understands the expectations of membership:

- Actively recruit at least one candidate 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.

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 expected to attend.

Secret Works Date, Time, Location: 

Now the chapter is ready to initiate new Fraters into the Bond, one of the most important events in the life of a chapter or colony. 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 are able to attend.

Initiation Date, Time, Location: 

TKE.ORG/GUIDES UPDATED: DECEMBER 20, 2016
Initiation into Tau Kappa Epsilon (cont.)

After Initiation: It’s just the beginning!

As Fraters, we know initiation is the next milestone in the journey of TKE membership. In fact, it is another new beginning for those who take our bond.

What does this mean, the new beginning? This is your chance as Hegemon to review the initiation, the meaning of ritual, and the initiation experience with the newly initiated Fraters. We recruited qualified men. We educated them about our history and what is expected of a brother. We worked on developing skill sets and gave opportunities to develop character. Lastly, we asked new Fraters for their lifelong commitment.

Scheduling a post initiation meeting with new Fraters will help reinforce the lessons learned throughout candidate education and reinforced during the ritual. Initiates can ask questions about ritual and discuss the meaning of the event not just amongst themselves but the entire chapter.

*If at this time, your initiates have not completed eCompliance, verified their membership, or paid their initiation fee, you should take the appropriate action to ensure these items are completed. *The Black Book* of Tau Kappa Epsilon International Fraternity forbids initiating members without collecting the appropriate initiation fee.
Initiation into Tau Kappa Epsilon

Post Initiation Meeting Agenda
Total Time: 60-90 Minutes

Setup: Triangle or discussion friendly setup with chairs in an appropriate meeting space.

1. The Hegemon Calls Membership to Order and Begins the Session
2. Roll Call
3. Opening Comments and Feedback (10+ Minutes)
4. Reflection Activity: The Meaning of Ritual (20-30 Minutes)
5. What’s next for me as a Frater in Tau Kappa Epsilon? (10+ Minutes)
6. Unfinished Business and Announcements (As Needed)
7. Closing (Optional Gavel Pass, As Time Permits)
8. Adjourn
9. Evaluation

The Hegemon Calls Membership to Order and Begins the Session
This does not have to be a formal meeting opening. Most candidate education sessions will be informal and this session can be done either formally or casually depending on your chapter’s needs. It may be beneficial to review the opening of informal ritual to set the tone for the session.

Roll Call
Make sure to invite members who can contribute to the discussion around the meaning of ritual and the lifelong commitment to the Bond of TKE. You may wish to invite your Chapter Advisor or other alumni to this session. This session could be done as an entire chapter or open to the public as long as the secrets of TKE ritual are not discussed.

Opening Comments and Feedback (10+ Minutes)
Begin the session by giving your remarks about the past two months. Speak about the candidate education process, lessons learned, and time spent together. Prepare your comments to reinforce the main messages from your time together during the candidate period. When you have finished with your comments, solicit feedback from the candidates and those invited to the meeting. Remember to use proper facilitation and gate keeping with answers to keep moving the conversation forward and on point with your direction.
Initiation into Tau Kappa Epsilon (cont.)

Sample Questions:
- What were your biggest take aways from candidate education?
- What did you learn about yourself during candidate education?
- How have you grown personally, as a student, or now as a Frater over the past few weeks during candidate education?
- What is your favorite memory of candidate education?

Reflection Activity: The Meaning of Ritual (20-30 Minutes)
Ritual separates TKE from other fraternities, other organizations on campus, and defines the values of Tau Kappa Epsilon Fraternity. Each Frater will have his own meaning for ritual based on his own experience. Take this opportunity to discuss the importance of ritual and what it means to TKE. A common resource used to discuss ritual by all fraternity and sorority members is Dr. Edward King’s (Member of Sigma Chi Fraternity) “The Secret Thoughts of Ritual.” Have members read and discuss the article along with Tau Kappa Epsilon’s Declaration of Principles.

Sample Questions:
- Why does Tau Kappa Epsilon perform ritual and why is this important? What does ritual mean to you?
- Where do you have ritual in your life? How can you incorporate Tau Kappa Epsilon’s ritual into your life?

What’s next for me as a Frater in Tau Kappa Epsilon? (10 Minutes)
This is your opportunity as Hegemon and the chapter to reinforce the expectations of membership and goals candidates have set. Fraters should be focused on items such as recruitment, academic achievement, philanthropy, and developing their abilities. The next level of fraternal achievement is Order of the Founders. Set your chapter and these new Fraters up for success by reviewing requirements for Order of the Founders.

Unfinished Business and Announcements (As Needed)
Take this opportunity to discuss any business items left from the candidate education period that remain outstanding. Give Fraters the chance to make any announcements and communicate relevant information with those in attendance.

Closing (Optional Gavel Pass, As Time Permits)
Take the opportunity to review Gavel Pass and the meaning of this activity.
Appendix

42 Additional Resources
### Additional Resources to Consider

#### Week #1
- Icebreaker Activities [http://www.icebreakers.ws](http://www.icebreakers.ws)
- TKE Message from Ronald Reagan [https://www.youtube.com/watch?v=eTT9BYEnYoY](https://www.youtube.com/watch?v=eTT9BYEnYoY)

#### Week #2
- Honorary Membership Application [http://www.tke.org/honorary](http://www.tke.org/honorary)

#### Week #3

#### Week #4
- Fraternity Stereotypes – Total Frat Move.com [www.TFM.com](http://www.tfm.com)
- How To Use The TKE Chapter Module [http://tke.org/resources/how-to-use-the-tke-chapter-module](http://tke.org/resources/how-to-use-the-tke-chapter-module)
- TKE Education Foundation: TEF [http://www.tke.org/foundation/areas-to-support#special-projects](http://www.tke.org/foundation/areas-to-support#special-projects)
### Additional Resources to Consider (cont.)

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<th><strong>Week #5</strong></th>
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<td>Making an Impact: “Unsung Hero”</td>
<td><a href="https://www.youtube.com/watch?v=uaWA2GbcnJU">https://www.youtube.com/watch?v=uaWA2GbcnJU</a></td>
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<td>Thai Commercial</td>
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<td>Mission of Kindness</td>
<td><a href="https://www.youtube.com/watch?v=Jhv5ZPVcOMY">https://www.youtube.com/watch?v=Jhv5ZPVcOMY</a></td>
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<td>Membership Agreement</td>
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<th><strong>Week #6</strong></th>
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<td>Your Purpose: Real Life Heroes</td>
<td><a href="https://www.youtube.com/watch?v=MDxmgTOKh7Q">https://www.youtube.com/watch?v=MDxmgTOKh7Q</a></td>
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<tr>
<td>Chris Anderson: TED’s secret to great public speaking</td>
<td><a href="http://www.ted.com/talks/chris_anderson_teds_secret_to_great_public_speaking">http://www.ted.com/talks/chris_anderson_teds_secret_to_great_public_speaking</a></td>
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<tr>
<td>SMART Goals – Quick Overview</td>
<td><a href="https://www.youtube.com/watch?v=1-SvuFIQjK8">https://www.youtube.com/watch?v=1-SvuFIQjK8</a></td>
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<tr>
<td>Goal Setting Template</td>
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Established January 10, 1899, Tau Kappa Epsilon is a men's social fraternity founded on the honest convictions of Love, Charity and Esteem.

For more information, please visit tke.org