

OFFICIAL GUIDE TO NEW MEMBER EDUCATION HEGEMON WORKBOOK



TAU KAPPA EPSILON

— Better Men for a Better World —

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



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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. Not only are you responsible for onboarding your new members to TKE, but you're playing a key role in their acclimation to college.

This Resource Guide is the Hegemon's guide in administering a six-week education process. The candidates will be provided a similar guide to answer questions and track their progress that will correspond with the information contained in this document.

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Candidate Education, Health and Safety: Hazing Prevention

Hazing prevention is one 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.

The 'strong brotherhood' many groups feel they achieve by hazing can be easily replicated with much more effective methods. All it takes is a little creativity and forward thinking. Please reach out to the Offices of the Grand Chapter for ideas when it comes to building a strong bond within the pledge class, without hazing.

The Role of the Hegemon

The role of the Hegemon within the scope of new member education 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 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.)

02 DURING THE CANDIDATE PROGRAM - LEADERSHIP AND GUIDANCE

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. The chapter is also responsible for ensuring the Hegemon is administering a successful new member education process, void of hazing, and reporting any potential violations to the Offices of the Grand Chapter.

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. The Big Brother should ensure his little brother is being treated fairly throughout his new member education experience and should take any violations of TKE's Risk Management policy to the chapter Prytanis, chapter advisor, or Offices of the Grand Chapter.

03 THE ROLE OF THE CHAPTER ADVISOR

The Chapter Advisor should be provided with 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. He should also ensure the new member education process is taking place within the scope of TKE's Risk Management guidelines.

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 outline the required six-week education program. Initiation within six weeks after bid acceptance is required by the Black Book ([TKE.org/BlackBook](https://www.tke.org/BlackBook)) (International Bylaws and Traditions, Division Three, Chapter XV, Sec. 8).

This candidate education outline includes suggested lesson plans for each meeting. 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.*

Desired Outcomes

- On-board new members to the Fraternity experience
- Establish a culture that does not promote hazing
- Promote understanding of TKE history, values, structure, and principles
- Increase the value of the Offices of the Grand Chapter, TKE's international Headquarters
- Develop leadership, academic, and time management skills
- Develop as an individual: mentally, morally, and socially
- Commit 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
- Education Week 1
- Education Week 2
- Candidate Fees for each new member paid
- Induction
- Education Week 3
- Education Week 4
- Education Week 5
- Education Week 6 Session A
- Education Week 6 Session B
- Initiation Fees for each new initiate paid
- Initiation

Please note that a shorter new member education timeline is allowed, and encouraged, by the Offices of the Grand Chapter. Six weeks is the maximum timeline, but a 2 or 4 week timeline can be equally, if not more effective, in educating and initiating candidates, and all material can be modified to fit a shorter timeline.

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 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 candidates are 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 Pay the \$75 candidate fee online at MyTKE.org

Schedule Induction Ceremony

Candidate induction should be held within two weeks after bid acceptance. 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.

Assign Big Brothers

The Hegemon should work in conjunction with the chapter membership and new member education committee to select the best big brother for each candidate. Members should make their interest known if they would like to serve as a Big Brother, and the Hegemon should ultimately use his best judgement to ensure Big Brothers are qualified and enthusiastic about their role.

Many chapters have their own individual methods to determine Big Brother selection. The most important thing is that Big Brothers serve as a mentor for the new members and play an active role in their education and success.

Note on the Candidate Education Videos

The candidate education videos referenced throughout new member education are in the process of being completed. For the purposes of completing education and executing the plan laid out in this guide, these videos can be skipped for the time being, until each of them are made available.

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 *The Teke Guide* and take part in group discussions regarding readings and expectations of membership.

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 set expectations for the six-week new member education process.

Hegemon Pre-Meeting Checklist (notes available on p. 14 & 15)

1. Learn names and brief background on each candidate.
2. Confirm candidates are enrolled students at your university and eligible to join a fraternity per campus policy.
3. Register every new candidate at Module.TKE.org.
4. Compile potential list of 3-4 days and times for regular education meetings.
5. Read 'Welcome to TKE', 'The Fraternity System', and 'Your Chapter' in *The Teke Guide*.
6. Read TKE's risk management guidelines, focusing on TKE's stance against hazing (TKE.org/Risk).
7. If you have not yet received copies of *The Teke Guide*:
 - Confirm all candidates have been registered at Module.TKE.org.
 - If candidates have been registered and you still have not received your copies, please contact the Offices of the Grand Chapter at 317-872-6533.
8. Review this week's meeting agenda and plan accordingly.
 - Prepare icebreakers (Icebreaker.ws).
9. Contact your campus Fraternity/Sorority Life Advisor to schedule a time to attend the week 2 meeting, understanding the day and time will not be finalized until after meeting 1.

Candidate Pre-Meeting Checklist

1. Begin learning about other brothers in new member class.
2. Spend time with chapter members.

Chapter Pre-Meeting Checklist

1. Welcome candidates to their first chapter meeting and introduce them to the Chapter structure.

Week 1 - Better Men for a Better Campus (cont.)

Week 1 - Hegemon Meeting Agenda

1. **Welcome & Group Introductions**
 - Name Icebreaker (Optional)
2. **Create a roster in Microsoft Excel or Google Docs with candidate names and contact information.**
 - Share list with new members via email or Google Docs.
3. **Lead a discussion on scholarship, asking candidates for their academic goals**
 - Compile a list of members in the chapter who could assist specific candidates with their academic goals. Consider majors and course load and which other members may have had similar experiences.
 - Share list with new members via email or Google Docs.
 - These members and connections could be an excellent way to identify and pair Big Brothers.
4. **Explain the role of the Hegemon**
 - What does The Teke Guide say about the role of the Hegemon?

 - In your own words, what is the role of the Hegemon?

5. **Show candidates where they will access the educational videos they will watch throughout the new member education process.**
 - TKE.org/Education

Week 1 - Better Men for a Better Campus (cont.)

6. **Organize a brotherhood building event for later in the week.**
 - Preliminary ideas for brotherhood event:

 - Date, time, and location for event:

7. **Establish a regular meeting time and location for your candidate meetings.**
 - Schedule should align with academic and athletic priorities for each new member. Meetings should not take place during any final exams or during any university-imposed break from classes.
 - Final decision on day, time, and location:
8. **Schedule candidate induction.**
 - Note the induction can be a public ceremony, and invitations can be extended to university faculty, sorority members, and parents or family members.
 - Final decision on day, time, and location of induction:
9. **Schedule candidate initiation**
 - Initiation should take place immediately following the conclusion of candidate education.
 - Final decision on day, time, and location of initiation:
10. **Read Chapter 1 of The Teke Guide - "Welcome to Tau Kappa Epsilon", as a group.**
 - Discuss TKE's Vision, Mission, and Purpose
11. **Discuss the following after reading Chapter 1:**
 - Key Takeaways from this chapter
 - Questions
 - Why is this information important for new members?
12. **In Chapter 1, "Basic Expectations of Membership" were reviewed. As a group, create some expectations of your own.**

Week 1 - Better Men for a Better Campus (cont.)

(If the group is larger than 10-12 new members, break into smaller groups to discuss amongst themselves for 5-10 minutes. When the full group is back together, ask each group to assign a spokesperson and discuss with those individuals.)

- Candidates' expectations for one another:
- Hegemon's expectations for the candidates:
- Candidates' expectations for Hegemon:

13. Discuss Fraternity and Sorority Life on your campus

- What other organizations are on campus?
- What annual events do other organizations sponsor?
- Why are positive relationships with other organizations crucial to the success of TKE?

14. Announcements and assignments

Candidates to Complete Prior to Week 2 Meeting:

1. Read Chapter 2 of *The Teke Guide: The Fraternity System* and answer the following:
 - What are your 3 biggest takeaways from Chapter 2?
 - What are 3 (or more) questions you have?
 - Why is this information important for members to understand?
2. Read Chapter 3 of *The Teke Guide: The History of Tau Kappa Epsilon*, and answer the following:
 - What are your 3 biggest takeaways from Chapter 3?
 - What are 3 (or more) questions you have?
 - Why is this information important for members to understand?
3. Participate in brotherhood building event.
4. Complete candidate eCompliance and the first two candidate videos.
5. Complete candidate video assessments with a passing grade of 80% or better.

Notes on readings from The Teke Guide

Chapter 1 - Welcome to TKE

Chapter 2 - The Fraternity System

Chapter 3 - Your Chapter

Notes on TKE's Risk Management Guidelines

Week 2 - Better Men for a Better Fraternity

This week tackles the history of Tau Kappa Epsilon. Candidates read chapters 2 and 3 in *The Teke Guide* and participate in group discussions on defining moments in the Fraternity's past. They gain an understanding of their financial obligations to Tau Kappa Epsilon and begin to understand the meaning and importance of alumni members.

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 gain an understanding of TKE's Risk Management Guidelines and why it is crucial to adhere to the requirements for membership.
3. Candidates will understand their financial obligations and deadlines to the International Fraternity and the local chapter.
4. Candidates will meet and build a relationship with the campus Fraternity and Sorority Life Advisor.

Hegemon pre-meeting checklist (notes available on p. 20 and 21)

1. Prepare to lead a discussion on the readings from the previous week.
2. Prepare to lead a discussion on scholarship with candidates.
3. Review candidate financial obligations to the International Fraternity and local chapter. Consult [TKE.org/Finance](https://tke.org/finance) for additional details.
 - Candidate fee - \$75, due within 15 days of bid acceptance
 - Initiate fee - \$225, due prior to initiation
 - Local dues amount and due date:
4. Lead week 1 brotherhood building event with new member class.
 - Include opportunities to bond with and pair with Big Brothers.
5. Prepare Pylortes for discussion on eCompliance videos and risk management.
6. Invite a Board of Advisors or Alumni Association Officer to attend the meeting for the discussion about alumni.
7. Share the expectations created in week one with the candidate class via email or Google Doc.
8. Work with the Histor to prepare the alumni relations assignment for the candidates by compiling a list of names and contact information for alumni willing to assist. Assignment is detailed on p. 19.
 - Ensure you have secured enough alumni participants for this activity. Alumni are able to work with multiple candidates, if willing.
 - Consider BoA members, AA officers, Housing Corp members, and recent graduates to bolster your pool of alumni.
9. Review meeting agenda and prepare accordingly.

Week 2 - Better Men for a Better Fraternity (cont.)

Week 2 - Hegemon Meeting Agenda

1. **Review the previous week's activities.**
 - Any questions you didn't get a chance to ask?
2. **Ensure candidates have received roster with contact information, along with new member expectations.**
3. **Group review of candidate reading assignment:**
 - Takeaways from chapters 2 and 3
 - Questions
 - Why is this information important for new members?
4. **Discuss TKE's Risk Management Guidelines, specifically, TKE's stance against hazing. (Consult notes from previous chapter)**
 - Discuss campus policy against hazing and any local applicable laws (HazingPrevention.org/StateLaws)
 - Notes on campus or state hazing regulations:
5. **Discuss eCompliance video and ask candidates if they have any questions.**
 - Pylortes should attend the meeting to further discuss risk management.
 - Note that all members must complete eCompliance every year.
6. **Discuss financial obligations to both the International Fraternity and the local chapter, along with deadlines to complete payments. Crysochylos should be present to answer any questions about finances.**
 - This is a good opportunity to discuss the candidates' own personal budget. Being a college freshman presents many new challenges, one of which being personal financial management at a new level.
7. **Discuss TKE's history:**
 - What made the Knights of Classic Lore a 'different organization'?
 - What kinds of members did the Knights of Classic Lore attract?
 - Why was the Knights of Classic Lore changed to Tau Kappa Epsilon?
 - Who was Wallace McCauley?

Week 2 - Better Men for a Better Fraternity (cont.)

8. Read “Opportunity Out of Defeat” as a group and discuss:

- Why did Wallace McCauley consider TKE’s ‘defeat’ an opportunity for victory?
- For what reasons did Wallace McCauley believe Greek letter societies 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?

TKE are both Greek and English, making them recognizable by all

- Q & A

9. Briefly discuss the purpose of Alumni (preferably with a BOA or AA officer present)

- What are alumni?

- Why are alumni important to the Fraternity?

- Review the alumni assignment for next week (found on p. 19)

10. Group discussion with campus FSL advisor:

- What is the role of the FSL advisor?
- What resources are available to members?
- What is the current campus culture for Fraternities and Sororities?
- Q & A

If you cannot secure attendance from the FSL advisor, it is still important to hold the discussion and help candidates understand the function of the FSL office.

11. Announcements and assignments

Week 2 - Better Men for a Better Fraternity (cont.)

Candidates to Complete Prior to Week 3:

1. 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 alumnus and discuss the following:
 - Why did you join Tau Kappa Epsilon?
 - What has your fraternity experience been like? (both as an undergraduate member and alumnus)
 - What advice would you give the men in the chapter today about college, life, and fraternity?
 - What kind of events would you like to see in the future between alumni and the active chapter?
 - At the end of the conversation, the candidate will invite the alumni member to their initiation. The Hegemon should have already provided the date, time, and location.
2. Read Chapter 4 of *The Teke Guide: The Traditions of Tau Kappa Epsilon*, and answer the following:
 - What are your 3 biggest takeaways from Chapter 4?
 - What are 3 (or more) questions you have?
 - Why is this information important for members to understand?
3. Love, Charity, and Esteem Assignment:
 - “We believe that the essential elements of true brotherhood are love, charity, and esteem.”
 - The candidates have learned that in order to be a successful member of Tau Kappa Epsilon, they must live the values of the Fraternity. Now they will put these words into action. Before the next meeting, the candidates will consciously perform a minimum of three random acts of kindness. Each act should represent love, charity, or esteem.
 - At the beginning of the next meeting, each candidate will share how they lived the values of Tau Kappa Epsilon.
4. Complete the second set of two candidate videos.
5. Complete candidate video assessments with a passing grade of 80% or better.

Week 2 Preparation Notes

Week 2 Preparation Notes

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 discuss how they can demonstrate TKE's principles of Charity, Esteem, and Love, and the week concludes with time dedicated to team building activities and strengthening relationships within the candidate class.

Desired Outcomes:

1. Candidates will learn the values of Tau Kappa Epsilon through the Declaration of Principles and identify ways to live each value in their daily lives.
2. Candidates will strengthen their trust and relationships with each other through facilitated team building activities.
3. Candidates will understand the Prytanis' role within the chapter.

Hegemon Pre-Meeting Checklist (notes available on p. 25 and 26)

1. Prepare to lead a discussion on the readings from the previous week.
2. Read and prepare to lead a discussion on TKE's Declaration of Principles in Chapter 4 of *The Teke Guide*.
 - Hypophetes and Histor are invited to participate in this meeting and discussion, as well, as the chapter historian and the keeper of ritual.
3. Prepare discussion points on the candidate's Love, Charity, and Esteem assignment.
4. Prepare Prytanis for a discussion with the candidates on his roles and responsibilities.
5. Plan a team building activity for Week 3. Team building activities could include activities such as: Bowling, group dinner, attending a campus event, icebreaker activities led by your campus Greek Advisor, etc. This activity may not include alcohol and must follow Tau Kappa Epsilon's Risk Management Guidelines.
6. Review meeting agenda and prepare accordingly.

Week 3 - Better Men for a Better Tradition (cont.)

Week 3 - Hegemon Meeting Agenda

1. **Review the previous week's activities**
 - Any questions you didn't get a chance to ask?
2. **Group review of candidate reading assignment:**
 - Takeaways from chapter 4
 - Questions
 - Why is this information important for new members?
3. **Read TKE's Declaration of Principles (ch. 4 of The Teke Guide) and discuss the following (include Histor and Hypo in discussion):**
 - Why is this document important to TKE and its traditions?
 - What does 'faith without works 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 forms of secretism do we condemn?
 - How should we treat other fraternities?
4. **Review the alumni assignment and discuss**
 - What did you learn about TKE and about the chapter from your conversations?

Week 3 - Better Men for a Better Tradition (cont.)

5. 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?
 - Will you hold yourself and others accountable?
6. Organize a service-learning project for the chapter to participate with the candidates in the next two weeks. A few examples:
 - Volunteer at a local food pantry
 - Volunteer at a local animal shelter or humane society
 - Volunteer with children at a local Boys and Girls Club
7. Bring in the Prytanis to the meeting to discuss his roles and responsibilities.
8. Ensure each candidate has paid his candidate fee and request an update on the status of each initiate fee.
9. Ensure each candidate has completed eCompliance.
10. Discuss the upcoming team-building event with the candidates.
11. Review expectations set in week 1.
 - Are expectations being met?
 - Do any candidates need support in meeting their obligations to the chapter and to the Fraternity?
12. Announcements and assignments

Candidates to Complete Prior to Week 4:

1. Read Chapter 5 of *The Teke Guide: The Structure of Tau Kappa Epsilon*, and answer the following:
 - What are your 3 biggest takeaways from Chapter 5?
 - What are 3 (or more) questions you have?
 - Why is this information important for members to understand?
2. Understanding that this week is centered on the concept of the TKE brand and your personal brand, take time to find two each of the following:
 - Self-images or posts/comments you have made which **weaken** YOUR personal brand as a fraternity man.
 - Self-images or posts/comments you have made which **strengthen** YOUR personal brand as a fraternity man.
 - Public images or articles you found online which **weaken** OUR personal brand as Tekes.
 - Public images or articles you found online which **strengthen** OUR personal brand as Tekes.
3. View the third set of candidate education videos.
4. Completed candidate video assessments with a passing grade of 80% or better.

Week 3 Preparation Notes

Week 3 Preparation Notes

Week 4 - Better Men for a Better Brand

This week articulates the ways Tau Kappa Epsilon affects its members and the ways its members affect Tau Kappa Epsilon. 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 as well as how their actions impact Tau Kappa Epsilon. Candidates will also learn about recruitment and how they can bring new men into the chapter.

Desired Outcomes:

1. Candidates can summarize and articulate the structure of the Fraternity being able to define the basic roles of the 7 sections of TKE.
2. Candidates will 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.
4. Candidates will learn about membership recruitment and how they play a role in building the future of the chapter.

Hegemon Pre-Meeting Checklist (notes available on p. 30 and 31)

1. Prepare to lead a discussion on the readings from the previous week.
2. Prepare for personal branding activity.
3. Read Chapter 6 of *The Teke Guide* and work with recruitment chairman to prepare recruitment activity.
4. Review meeting agenda and plan accordingly.

Week 4 - Better Men for a Better Brand (cont.)

Week 4 - Hegemon Meeting Agenda

1. **Review the previous week's activities**
 - Any questions you didn't get a chance to ask?
2. **Group review of candidate reading assignment:**
 - Takeaways from chapter 5
 - Questions
 - Why is this information important for new members?
 - Review the system diagram on p. 66 having candidates explain each group and its role in TKE.
3. **How TKE affects YOU - Review of resources:**
 - The TKE Foundation - special projects and scholarships
 - TKE Module - Key Result Areas (KRAs)
 - MyTKE.org
4. **How YOU affect TKE - your 'Personal Brand'**
 - Social media = social responsibility
 - How you present yourself not only affects others' perception of yourself, but their perception of TKE
 - The way you present yourself attracts like-minded people to the Fraternity.
5. **Review and discuss images/articles/posts the candidates have collected for their brand assignment.**
6. **Invite the recruitment chairman to lead a discussion on membership recruitment, referencing the information in *The Teke Guide*.**
 - Discuss the roles of the candidates in building their candidate class and how they can be of immediate assistance recruiting new members.
 - Discuss the values the chapter looks for in its members.

Week 4 - Better Men for a Better Brand (cont.)

7. The Recruitment Chairman will lead the candidates through a recruitment workshop utilizing the information found in chapter 6 of *The Teke Guide: Your Chapter in Tau Kappa Epsilon* with activities and dialogue focused on the following areas:
 - Recruitment 101: What and why?
 - Role of the Recruitment Chairman/Committee vs. the role of the 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, so be someone other people want to join. Fun facts and PowerPoints do not show a fraternity's value. Members do, so make it personal.
8. Have the candidates organize a membership recruitment event with each candidate inviting a prospect.
9. Announcements and assignments

Candidates to Complete Prior to Week 5:

1. Review the officer positions in chapter 6 of *The Teke Guide: Your Chapter*, and answer the following:
 - What are 3 (or more) questions you have?
 - Why is this information important for members to understand?
 - Which officer positions are you most interested in?
2. Read chapter 6 of *The Teke Guide: Your Chapter*, and answer the following:
 - What are your 3 biggest takeaways from chapter 6?
 - What are 3 (or more) questions you have?
 - Why is this information important for members to understand?
3. Participate in service-learning project organized by the Hegemon.
4. View the fourth set of candidate education videos.
5. Completed candidate video assessments with a passing grade of 80% or better.

Week 4 Preparation Notes

Week 4 Preparation Notes

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. 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. Candidates will also review the local history of the chapter, the role it plays on campus, and how the chapter currently operates.

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.
4. Candidates will meet with the chapter advisor and learn more about his roles and responsibilities.

Hegemon Pre-Meeting Checklist (notes available on p. 35 and 36)

1. Prepare to lead a discussion on the readings from the previous week.
2. Lead service-learning project (contact organization you're volunteering for ahead of time to confirm event details).
3. Review officer roles.
 - Epiprytanis should attend this meeting to lead officer roles discussion.
4. Prepare discussion on local chapter history.
5. Prepare the chapter advisor to attend the meeting and explain his role.
6. Review meeting agenda and plan accordingly.

Week 5 - Better Men for a Better Community (cont.)

Week 5 - Hegemon Meeting Agenda

1. **Review the previous week's activities.**
 - Any questions you didn't get a chance to ask?
2. **Group review of candidate reading assignment:**
 - Takeaways from chapter 6
 - Questions
 - Why is this information important for new members?
3. **Group discussion on service, with emphasis on the following:**
 - What is community service?
 - What types of service events are most impactful? Less impactful?
 - Why is community service important as a fraternity man? As a chapter?
4. **Group review of officer roles with Epiprytanis:**
 - Candidates should be able to explain the basics of each officer position and who in the chapter currently holds the role.
 - Discuss what positions the candidates are most interested in, and why.
5. **Lead a discussion on your chapter or colony:**
 - Local chapter/colony history, and the group's role as a part of the International Fraternity
 - Chapter operations: why and how your chapter/colony operates that makes it unique
 - Obligations of membership
 - Finances, recruitment, campus involvement, academics, philanthropy
 - How the chapter has remained involved at an International Level (Conclave, Regional Leadership Conferences, Province Forums, St. Jude Fundraising, etc.)

Week 5 - Better Men for a Better Community (cont.)

6. Ensure the membership recruitment event and service-learning event are completed or scheduled to be completed.
7. Bring the Chapter Advisor to discuss his roles and responsibilities and how he can serve as a resource for the new members.
8. Schedule Secret Works and review the initiation date, and ensure each candidate can be in attendance.
 - Secret Works date, time, and location:
 - Initiation date, time, and location:
9. **Week 6 contains a Session A and Session B. Ensure plans are determined and communicated for the time and location for each of those meetings.**
10. **Announcements and assignments.**

Candidates to Complete Prior to Week 6 Session A:

1. Read chapter 7 of *The Teke Guide: Your Development in Tau Kappa Epsilon*, and answer the following:
 - What are your 3 biggest takeaways from chapter seven?
 - What are 3 (or more) questions you have?
 - Why is this information important for members to understand?
2. View the fifth set of candidate education videos.
3. Completed candidate video assessments with a passing grade of 80% or better.

Week 5 Preparation Notes

Week 5 Preparation Notes

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 will cover goal setting and reflection on what it means to be a member of Tau Kappa Epsilon. 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. This presentation will take place during the week's second session. 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 will review their education experience and reflect on the important lessons.
2. 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.
3. Candidates will ensure all obligations to the local chapter and international fraternity have been met.

Hegemon Pre-Meeting Checklist Prior to Session A (notes available on p. 41 and 42)

1. Prepare to lead a discussion on the readings from the previous week.
2. Prepare discussion on *The Ideals of Tau Kappa Epsilon* in chapter seven of *The Teke Guide*.
3. Review the last six weeks of new member education and prepare a summary of what the candidates have learned.
4. Prepare to share the 'What Did We Learn' assignment with candidates.
5. Review meeting agenda and plan accordingly.

Hegemon Pre-Meeting Checklist Prior to Session B

1. Secure attendance of the full chapter for Session B meeting.
2. Confirm locations for secret works and initiation.

Week 6 - Better Men for a Better World (cont.)

Week 6 - Session A Hegemon Meeting Agenda

1. **Review the previous week's activities.**
 - Any questions you didn't get a chance to ask?
2. **Group review of candidate reading assignment:**
 - Takeaways from chapter 7
 - Questions
 - Why is this information important for new members?
3. **Group discussion on *The Ideals of Tau Kappa Epsilon*:**
 - What do each of these eight lines mean? Why did Frater Mayer include each of them in his list?
 - Can we agree to adhere to the eight qualities listed?
 - Do you struggle with any of these? Who can help you?
 - What happens when you see a brother failing to live these qualities?
4. **Goal Setting 101**
 - Discuss the importance of having goals and following through on them
 - Each candidate will create two goals for himself:
 - One goal for his personal life outside of TKE
 - One goal for his development in TKE
 - Assign candidates with the task of creating a goal as a group for the entire chapter to be accomplished by the end of next semester
(Goal to be developed by the candidates on their own time and approved by the Hegemon. Goal will be revealed to the full chapter during Session B presentations.)
5. **What Did We Learn Assignment**
 - Review all the 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 what it means to be a Teke and structured in a way in which it can be used in the future when recruiting new members to join the chapter. One at a time, each candidate will deliver their "Elevator Speech" to the chapter and attending alumni during Session B meeting. 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..

Week 6 - Better Men for a Better World (cont.)

6. Ensure that each candidate has paid his initiation fee in full.
7. Ensure that the candidates know when and where Secret Works Instruction and Initiation will take place, when they need to arrive, how they need to dress, etc.
8. Ask the candidates to reflect on the candidate education activities. What were their high points, low points, favorite activities, etc.?
9. Plan a future regular brotherhood event to ensure the candidates stay engaged and involved throughout their time as members in TKE.
 - Details for brotherhood event:

10. Announcements and assignments

Candidates to Complete Prior to Week 6 Session B:

1. 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.
2. Prepare 'what did we learn' assignment.

Week 6 - Better Men for a Better World (cont.)

Week 6 - Session B Hegemon Meeting Agenda

1. Ensure full chapter is in attendance
2. **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.
3. **Candidate presentation: "What Did We Learn" & chapter goal reveal**

Candidates to Complete Prior to initiation:

1. Ensure candidate and initiate fees have been paid to the Offices of the Grand Chapter.
2. Ensure eCompliance has been completed.
3. View the sixth set of candidate education videos.
4. Completed candidate video assessments with a passing grade of 80% or better.

Week 6 Preparation Notes

Week 6 Preparation Notes

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

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: _____

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

Depending on length of initiation ritual, this meeting can take place immediately post-initiation, or within 48 hours of the initiation ritual.

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.

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.

Initiation Notes

Initiation Notes

Important Hegemon Benchmarks

Induction

Schedule during week one meeting.

Ceremony to be completed prior to week three meeting.

Brotherhood Event

Schedule during week one meeting.

Event to be completed prior to week two meeting.

Initiation

Schedule during week one meeting.

Ceremony to be completed following six-week education process.

Meeting w/ Campus FSL Advisor

To take place during week two meeting.

Team-Building Activity

Schedule and complete between week two and three meetings.

Alumni Outreach Activity

To be completed between week two and three meetings.

Service Learning Project

Schedule during week three meeting.

Project to be completed prior to week five meeting.

Meeting w/ Chapter Advisor

To take place during week five meeting.

Candidate Recruitment Event

Schedule during week four meeting.

Event to be completed prior to week six meeting.

Sample Timeline

This timeline include sample dates that will likely not correspond to your academic and chapter calendar. However, it is meant to show how the six-week process should look and when meetings should take place relative to other important events, ensuring initiation takes place no more than six weeks following bid acceptance.

September 19	New member bids accepted
September 23	Week one meeting takes place
September 30	Week two meeting takes place
October 3	Candidate induction ceremony
October 7	Week three meeting takes place
October 14	Week four meeting takes place
October 21	Week five meeting takes place
October 28	Week six meeting A takes place
October 29	Week six meeting B takes place Secret works ceremony
October 31	Candidates are initiated

New Member Video Series *COMING SOON*

New member videos are produced by the Offices of the Grand Chapter and are intended to supplement the Hegemon's education plan with additional knowledge shared by TKE Headquarters. Candidates are expected to view all twelve videos and complete a short assessment following the video, with an expected passing score of 80% or higher. New members will not be permitted to classify as 'initiates' by the Offices of the Grand Chapter until the videos are viewed and assessments completed.

Week 1

Welcome from TKE HQ - What does the Offices of the Grand Chapter do?

Balancing College and TKE - Financial and Time Management

Week 2

TKE Traditions - Love, Charity, and Esteem

How does Risk Management affect the entire Fraternity?

Week 3

Utilizing Alumni and Volunteers

Conduct Yourself as a Gentleman at All Times

Week 4

Promoting the TKE Brand - Selling the Fraternity to our campus and community

Success in the Classroom - Building Habits and Utilizing Resources

Week 5

TKE and St. Jude

What happens after initiation? How do I continue to contribute to TKE?

Week 6

Recruiting Others to Join the Fraternity

Mental and Social Health Throughout College



TAU KAPPA EPSILON

— Better Men for a Better World —

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

