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| **Document Title** | **Areas** | **Description of Resource** |
| Difficult & Fierce Conversations Information and Handouts | Accreditation | An informative education program that will teach chapter members the importance of direct communication. This program will identify what makes conversations difficult, identify common pitfalls in difficult conversations, and provide framework for having these conversations.  Information and handouts that compliment the Difficult Conversations educational program. Included is additional in-depth information on preparing for a difficult conversation, filling gaps between what you are thinking and what is being said, how to be authentic, and an example conversation script to be used as a demonstration. |
| Effective Delegation | Accreditation | An interactive education program with PowerPoint that will teach chapter members about effective delegation through demonstration and conversation. Members will learn the importance of delegation, be knowledgeable of the components for effective delegation, and be able to apply these steps to their current committee or project by the end of the presentation. Facilitator guide for the effective delegation education program. Includes discussion questions for the presentation as well as handouts for the activity included in the program.  Informational resource for participants which can compliment an education program presented to the chapter. It contains information on how to have an initial meeting with committee chairs, discusses ways to ensure the project is done on time, and tips for avoiding common problems. |
| Planning Workshop | Accreditation | This is an example of a planning process which can be used at the beginning of the new accreditation year or each semester. It includes a facilitator guide plus handouts for members who would be responsible for achieving a standard based on their duties. The planning process has members reflection on the who/what/when/why/how first then gives them a worksheet to plan out their next actions. |
| Test Your Knowledge Quiz | Accreditation | A sample quiz that will test chapter member’s knowledge of the Accreditation process and its importance. Can be used to compliment an Accreditation education program or just a mid-year review with your chapter. Make a game show or other activity – be creative! |
| 2011 Accreditation Checklist | Accreditation | This is a 2-page overview of the standards to be achieved annually by all chapters for accreditation. Chapters were required to achieve 100% of the standards between January and December of each year in order to be Accredited or Accredited with Honors. |
| Accreditation Tracking | Accreditation | Each year, a live document is used to track the progress of teach chapter's accreditation verification process.  You can download the spreadsheet to see which items your chapter received credit for during the accreditation year. The document has a tab for each area of Accreditation and an overall summary page. The spreadsheet uses formulas to calculate the % achieved in each area. If you sort the document, the numerical information will not be correct on the overall page. Be sure to keep the chapter names in the order as when you download this document. |
| Accreditation 101 Presentation | Accreditation | This resource is located in the Essential Sigma: Officer Training program. There is a 40 minute presentation in the General Officer Session titled "Accreditation Information". This can be reviewed by your officer team OR shown at a chapter meeting. You can click through the slides as necessary to shorten/skip information for you chapter. |
| Annual Reports | Accreditation | Each year, a summary report is developed to look at the overall achievement of Tri Sigma's collegiate chapters in the area of Chapter Accreditation. These reports provide a general picture of chapter progress for each Accreditation standard. |
| Accreditation Verification Process | Accreditation | While there is more information in the President manual, this is a quick summary in case non-officers are interested in learning more about the process and timeline. |
| Show Cause Presentations | Accreditation | If a chapter is NOT accredited for three consecutive years, they will be required to organize a Show Cause Presentation. Chapters are given specific Instructions for the presentation which must outline the chapter’s plan to become accredited and “show cause” for the chapter retaining their charter (more information What to Expect during the presentation). One of the first things a chapter needs to do is complete a SWOT Analysis. Based on the information presented by chapter representatives, a committee of volunteers completes a Grading Rubric and may recommend closure or recommend that the chapter is given another opportunity to be Accredited. If an additional opportunity is given to be Accredited, it is the expectation that the presented action plan and all deadlines are followed. There is also a Show Cause Appeal Process if the chapter would like to appeal the decision of the committee. |
| Call for Values Congruence | Accreditation | Informational packet that discusses the topic of Values Congruence and its importance in the Fraternity and Sorority experience. Listed are the standards of membership for the National Panhellenic Conference, and the North American Interfraternity Conference, as well as a sample guide on how to create collegiate Greek community standards. |
| Today’s Collegiate for Alumnae | Alumnae Relations | This presentation provides an overview of the national programs and policies currently in place, so that Alumnae members can understand the expectations facing current chapter members. This can be useful to present to potential Advisors or an Alumnae Events such as Founder’s Day. Modify this to add in new information on campus or in your local Fraternity/Sorority Community. |
| Alumnae Contact Sheet | Alumnae Relations | This sample form can be distributed either electronically or print and have copies available during alumnae events. Be sure to submit new information to NHQ too. |
| Chapter Survey | Alumnae Relations | This document provides a sample questionnaire that can be distributed to chapter members to see the level at which they perceive the chapter to be involved with their alumnae members. It also can be used to gather information on what chapter members would like to see happen with their Alumnae relations. |
| Letter to Alumnae | Alumnae Relations | This letter template can be distributed to chapter or local alumnae to reach out asking for various means of support for the chapter. The alumnae contact sheet could be included with this letter to update directories for future events/activities. This is just to get your started…include more information on specific events like a calendar for the semester, how to join your chapter Sigma Connect or Facebook group, Twitter, etc. |
| Alumnae Event Ideas | Alumnae Relations | This handout provides ideas to chapters on events to host with Alumnae if they are trying to encourage participation between Alumnae and Collegiate members. It also provides some ideas on how to show appreciation for Alumnae members (especially advisors and volunteers) to let them know their time is valued by the chapter. |
| Alumnae Panhellenic | Alumnae Relations | This program provides a brief overview of the purpose of Alumnae Panhellenic groups. It includes information on some of the activities that Alumnae Panhellenic’s engage in and also provides information for locating an Alumna Panhellenic near you. |
| Facebook, Blogger, Twitter, Oh My! | Alumnae Relations | This presentation was present at Convention. It serves as information resource for you chapter if you are wanting to learn more about some technology resource OR it can be used to present information to your alumnae (maybe a fun topic for an alumnae weekend information exchange…alumnae teach the chapter something and the chapter teaches the alumnae something). This could also be something fun to do with an Alumnae Chapter or maybe as a service project with a local nursing home…maybe grandmother and granddaughter can Skype because of you! |
| How to be a Good Hostess When Alumnae Are Involved | Alumnae Relations | This handout offers nine tips that collegians can follow to ensure that they are making Alumnae attendees feel comfortable and appreciate at events. Following these tips may lead to more willing alumnae attendance at events. |
| How to Get Your Alumnae to Reinvest in Your Organization | Alumnae Relations | This handout provides information to chapter on the importance of having Alumnae involvement with the collegiate chapter as well as gives some tips on ways to be effective when asking for Alumnae involvement with chapter events and activities. |
| Award Ideas | Awards | 1-page list of possible local chapter awards including ways to recognize seniors. |
| Reaching for the Stars | Awards | Informative document that allows chapters to think critically about the Accreditation and Awards process. Included are tips on how to become an award winning chapter, as well as processes you will want to avoid. |
| Advisory Introductions to the Chapter | CAB | Sample outline on how a new CAB member may be introduced to a chapter. Contains examples of personal information that should be included in the introduction as well as a guide to help explain the CAB’s role in chapter success. |
| Organizational Chart | CAB | Sample flow chart that outlines how communication should be structured between the CAB and chapter. Visual example of which CAB members work directly with each officer and chairman. |
| Develop a Presence on Campus | Campus Involvement | Consider the following tips and tricks get your members more involved on campus and in your community. |
| Chapter Bylaws | Chapter Operations | Pulled from the chapter officer manual, this is an editable edition of the sample chapter bylaws. Personalize for your chapter. |
| Chapter Calendar Planning Checklist | Chapter Operations | Sample checklist for officers and chairmen to use during calendar planning each semester. Provides detailed examples under each officer and chairman of things that each person is responsible for placing on the calendar. |
| Meeting Agenda | Chapter Operations | Pulled from the chapter officer manual, this is an editable edition of the sample Meeting Agenda. Personalize for your chapter |
| Sample Meeting Minutes | Chapter Operations | Pulled from the chapter officer manual, this is an editable edition of the sample Meeting Minutes. Personalize for your chapter to make the weekly meeting minutes easier and avoid typing repeat information each week. |
| Running effective Committees | Chapter Operations | PowerPoint presentation designed to help committee chairmen understand their roles within a committee. Provides samples outlines for meeting agendas and the responsibilities of committee chairmen and officers. |
| Using Google Documents | Chapter Operations | <http://www.google.com/google-d-s/tour1.html> - Google’s online tour and tutorial to help you know how to do things like upload documents, share files, or create collections (i.e. folders). |
| Round Table Discussion on Focus Areas | CSP | This sample round table discussion outline is a way to include the chapter in the process of completing your annual online chapter evaluation. This process determines your focus areas for the next year. Including the chapter in the larger process could get them engaged in the process. Perhaps not all want to attend but you could open up the invitation to those who would like to contribute. This is not a required part of the process only an option for chapters. |
| Process for Selecting Focus Areas | CSPs | Maps out the timeline and steps used each year to self-evaluate, narrow your areas of focus, and then finalized your focus goal areas for your Chapter Support Plan. |
| Anti-hazing and Alcohol Poisoning Handouts | Essential Sigma | This is a ½ page front and back resource to help educate members and new members on important information regarding alcohol poisoning and anti-hazing resources. |
| Big Sister Manual Sample 1  Sample 2 | Essential Sigma | This is a sample manual that can be used as a resource for Big Sisters during their training meeting. It contains our National Policies and a review of what it means to be a Big Sister. This sample also contains space for the chapter to enter specific information about their Big/Little reveal process and a sample contract for Big Sisters to sign upon completion of their training. |
| Circle Degree Form | Essential Sigma | Submit this form to NHQ to report the women who received Circle Degree from you chapter. |
| Program Evaluation | Essential Sigma | This is a sample form that can be updated to fit your program or chapter needs. Evaluating programs and getting feedback is important to see what should be continued, modified, or perhaps eliminated. Use this as a resource or create your own. |
| Sigma Jeopardy | Essential Sigma | Sigma Jeopardy to help review and prepare for the National Test. |
| Arc Sequence FAQs | Essential Sigma | Resource for VPs or New Members to help get access to the Arc Sequences and all sessions. |
| Being A Good Mentor | Essential Sigma | Do your Big Sisters know what it means to be a good mentor to their little? This resource talks about being a mentor and also has a sample Mentor Contract. |
| Big/Little Reveal Ideas | Essential Sigma | Explore these 4-5 idea for a new tradition for how to reveal bigs/littles at your chapter. |
| Producing A.M.A.Z.I.N.G Programs | Essential Sigma | This can be a helpful tool for any program – Arc Sequence, Triangle Sequence, recruitment training, or Sisterhood retreats! It is a 1-page quick reference guide for things to consider when you are planning a program for you chapter. If you are planning a full date retreat, you may want to think about also using the Retreat Planning Timeline. |
| Retreat Planning Timeline | Essential Sigma & Sisterhood | If you have never planned a retreat before, this 4 month plan will help you think through most of the details. This may not cover everything for you campus so consider talking with an advisor or another member who has planned a retreat for your chapter to get more specifics. |
| Chapter Savings Plan | Financial | Want to start a chapter savings plan? Use this sample document to reflect on your needs and desired outcomes, then map out a plan. |
| Budget Writing | Financial | This PowerPoint presentation is very similar to the webinar hosted each March which reviews the budget writing process and provide some examples of how to generate a budget. Use the “notes” for each slide to learn more. |
| Reviewing your Chapter Finances with you Members | Financial | The entire chapter should always be aware of where the chapter stands financially. Throughout the year, the Treasurer should provide the chapter financial reviews. Use this guide to help you prepare for the conversation. You can put the information in a Power Point Presentation or on a worksheet. |
| Foundation Coloring Book | Foundation | This is a sample coloring book that can be printed off and assembled by the chapter to provide to children’s hospitals. The “pages” of the coloring book include fun-facts about the Sigma Sigma Sigma Foundation. |
| RPM Grant Application | Foundation | Use this application to receive a local grant to support a local children’s hospital. |
| Scholarship Application | Foundation | Members should use this form to apply for the Foundation scholarships. There are opportunities for both undergraduate and graduation scholarship. |
| Fundraising Ideas | Foundation | A short list of ideas to help you raise money for the Foundation. If you have others and samples, be sure to post them in the Essential Sigma Idea Bank so others can benefit from your great ideas! |
| Annual Chapter Review | Honor Council | Educational Programming providing an overview of Honor Council election, composition, jurisdiction, and processes. To be used with the entire chapter membership, potentially to begin each semester, or prior to the nominations and elections process. |
| Member Contract | Honor Council | This sample contract your Honor Council might want to consider using with you members. It is an acknowledgement form which highlights 10 key items with regards to Honor Council procedures. Feel free to personalize for your chapter’s needs. |
| Test your Knowledge Quiz for Members | Honor Council | Template of a quiz for Honor Council members asking questions based off of general Honor Council procedure and position specific information. Can be used in correlation with Honor Council training. |
| 20 Ways to Hold People Accountable | Honor Council | Utilize this document with your entire chapter! Take time to read and analyze all 11 written statements on how the chapter can collectively hold one another accountable. After reading the first 11, take the challenge and write 9 more specific to your chapter! |
| Four Agreements | Honor Council | Informational document that could be utilized in Honor Council training to prepare them for the challenging conversations at hand or to utilize to set ground rules for mediations hosted by Honor Council. |
| Motivational Interviewing | Honor Council | Informational document which could be used to facilitate an educational program during Honor Council training, to assist in educating Honor Council members on techniques and skills to interview submitted women and maintain a positive rapport while gaining as much information as possible. Motivational Interviewing is a technique designed as a brief, non-confrontational, way of helping someone to make changes in her or his behavior |
| Training Scenarios for Honor Council Members | Honor Council | Informational tool utilizing the Intervention Request Form to provide Honor Council members scenarios and situations they might encounter during their term. Should be utilized in Honor Council training as a role-playing activity. |
| Live-In Requirements | Housing | This document provides a sample living requirements agreement form, stating that members agree to fulfill their obligations for living in the chapter facility as stated in Chapter and Housing Corporation Bylaws. |
| Roommate Agreement Form | Housing | This document provides a sample agreement form that roommates would fill out and sign upon deciding to live together in the chapter housing facility. It outlines some of the common areas that cause roommate disagreements, and also has member acknowledge that they need to work through any disputes as they arise. |
| Roommate Compatibility Questions | Housing | This document includes a list of questions that women should fill out when they are working on finding a potential roommate for the housing facility. These answers to the questions should be used to guide potential roommates through a discussion about their ability to live together in a healthy environment. |
| Mission Values Vision | Image | This program will familiarize your chapter members with the mission, values, and vision of Tri Sigma as a National Organization. The program also allows for some personal reflection for participants to identify how they are aligning their values and actions to live congruently. |
| Social Networking Sites | Image | A presentation that outlines the proper use of social media and also the ways we may tarnish Tri Sigma’s name without even realizing it. This program includes examples of positive social media interaction, as well as some examples of poor etiquette. |
| Logos and Symbols | Image | Download the Tri Sigma logos and images for your PowerPoint s or t-shirts. Be sure to use a Greek Licensed Vendor and read the Brand Standers Guide. Our logos cannot be altered or any local symbols added. |
| PR Contact List | Image | Use this template to record contacts you will need in order to promote Tri Sigma. This should be completed and kept on file to be used year after year. |
| PR Plan | Image | Writing a PR plan needs to be personalized to each chapter and what messages you’d like to promote. Use this sample as a guide to create your own plan. |
| PR Request Form | Image | Sample PR Request Form for members to submit to your PR chair so they can help assist getting the word out on your event. |
| PR Self Evaluation Survey | Image | Use this sample to get yourself thinking about what you do, could do, or what is stopping you from doing more. Then develop a plan for your chapter. |
| Press Release | Image | If you have never created a press release here this template can help you do so and shares a little information on press releases. |
| Sample Facebook Policy | Image | A sample social media policy that outlines consequences for poor social media etiquette that may be implemented into the local chapter bylaws. Chapters may choose to use after presenting an educational program on proper social networking usage. |
| Brand Standards Guide | Image | This is the National Brand Standards guide that describes how you can use our logos and symbols. |
| Etiquette 101 | Image | Need to brush up on your dinner etiquette? This document will prepare you to be the perfect lady at your next dinner party. Instructions on how to use your napkin properly, silverware placement, posture, and serving are all included. |
| Marketing Guide | Image | This guide focuses planning efforts on those to help you with recruitment but it can be applied to any area of chapter operations. |
| Belief and the Art of Making Leadership Happen | Leadership | This program will help you to do the following: Believe in your leadership potential, Be an authentic leader, Lead with the intention of leaving a legacy. |
| Communication Styles | Leadership | Sample quiz that allows members to choose statements that they most relate to and then tally their scores to determine which of the four communication styles most reflects their personality. |
| Face to Face Communication | Leadership | Outline of a program that can be presented in order to enhance chapter communication by practicing face to face communication skills. This program has instructions for facilitating the Minefield activity and includes helpful processing questions for the chapter to answer as a group afterwards. |
| Rose Colored Glasses Activity | Leadership | **Program Goal:** To help chapters take a realistic look at their sisterhood and try to identify ideas/perceptions that may be influencing the chapter’s sense of sisterhood, as well as develop solutions for chapter change. This can be done during a chapter meeting, chapter retreat, or another time where a majority of the chapter is present. The activity should be led by the sisterhood chair though; any chapter officer could also lead discussion. |
| WIN AS MUCH AS YOU CAN | Leadership | This is an interactive activity that challenges the group to work together to make a decision and then follow through on it. It provides detailed instructions for the activity, a handout for participants, and facilitation questions for the group to use to process the activity. Great example for how a chapter can make agreements at a chapter retreat or meeting, but then what happens when you have to put agreements into action? |
| Assessment and Discussion Guide | Leadership | Contains a list of questions that can help CAB members and Chapter Officers to evaluate the current leadership style within in the chapter to see what is effective and what is not. Use these questions as a jumping off point to help guide an overhaul of your current system. |
| Chapter Calendar Planning | Leadership | This sample workshop allows for the chapter to review their calendar and discuss events to determine which activities were most successful and relevant. It also provides steps to determine if a chapter is over programming and how to eliminate unneeded events. |
| Chapter Officer Visioning | Leadership | Guide on how to facilitate an officer workshop on visioning. This is a bit more of a complex process for strong leaders who already have a vision but perhaps need to articulate the vision. This workshop will allow officers (or chapter members) to come together and create a vision statement by asking a series of questions and allowing members to discuss and compile their answers. Here is another option if you don’t care for this process. |
| Goals Planning Worksheet | Leadership | This sample worksheet allows officers or chairmen to write out their individual goals and what resources they can use to achieve them. It also includes a place to list possible obstacles they may face and blanks to fill in specific actions steps and goal dates for completion. |
| Great Things to Think About | Leadership | A list of 30+ “food for thought” statements for chapter leaders who may be experiencing frustration or a lack of motivation. These can also be used as sample quotes to send out to your members each week or to close your chapter meeting. |
| Icebreakers and Teambuilders | Leadership | From Chart Your Course, this is a PDF file with 50+ icebreakers and activities to strength communication, relationships, etc. |
| Officer or Team Communication Workshop | Leadership | An hour long program designed to help groups who will be collaborating identify their communication needs and common goals. The program also explains how to run an effective meeting and the purpose of committees. This is not a replacement for your OTP retreat but perhaps an example of a shorter summer meeting or portion of your fall planning meeting. |
| Building Trust Checklist | Leadership | This can be used as a self-reflection tool or as part of an officer meeting/conversation. It is a 1-page document which helps one evaluate to what degree individuals demonstrate the listed trust behaviors. |
| Facilitation Resource Guide | Leadership | This guide is meant to help you feel more confident when you are conducting a training session, presenting a program, or hosting a discussion. We will outline the basics of facilitation and also share tips of how to prepare for a session in which you will be facilitating. |
| Forming Successful Committees | Leadership | General information on why committees are important and how to make sure they serve a real purpose within your chapter. Also gives tips on what to look for in good committee members and how to get them to communicate. |
| Prioritizing | Leadership | This worksheet is intended to help you prioritize your to do list. It walks an individual (or group) through 4 prioritizing techniques to help see what to do first - Paired Comparison, Deadline/Payoff, Importance/Time, and Action/Reduce/Eliminate |
| Ships Are Safe in Harbors | Leadership | A sample story about chapter leaders making the decision to either follow the group, or do what is right for the chapter to grow. This story can be read at chapter meetings or officer retreats to encourage leadership among chapter members. |
| Six Thinking Hats | Leadership | This is a 1-page quick resource which helps give us some perspective about how people think about things. This is also a great informational resource to use with Difficult & Fierce Conversations to further explain “we live in a beach ball kind of world”. |
| Team Members Needs | Leadership | A template for outlining team members’ personal needs, and setting the expectation that all members’ needs will be respected and valued. |
| What is Leadership | Leadership | Two different informational handouts that provide insight into what it means to be a leader. The first is a parable about the goal of leadership and the second provides a framework for guiding your actions. |
| Leading Effective Workshops—What are some things to think about | Leadership | A sample 45 minute program outline to help guide chapter leaders through leading an effective workshop. Gives ideas for engaging audiences and writing effective plans. |
| Getting to know your Fraternity and Sorority Advisor | Panhellenic | This resource emphasizes the importance of building a relationship with your chapters Fraternity and Sorority Advisor, and offers you some examples on how to engage them and build that rapport. Would be appropriate to utilize during officer training retreat, or at the first officer meeting of a term. |
| Top Ten Ways to Motivate Your College Panhellenic | Panhellenic | Informational document providing chapters with ideas on how to motivate and add variety to their college Panhellenic’s programming. Should be used by the chapter’s panhellenic delegate whenever they feel that the college Panhellenic organization could use new programming ideas. |
| College Panhellenic and NPC | Panhellenic | An Informational PowerPoint providing highlights of the National Panhellenic Unanimous Agreements, and the relationship between College Panhellenic and National Panhellenic. Beneficial to utilize in new member education, prior to recruitment, or as a general educational program each semester. |
| What is Panhellenic? | Panhellenic | Informational PowerPoint providing information on the history, statistics, and overview of National Panhellenic. Also provides information on when to contact your College Panhellenic Assistant, and helpful websites to utilize. Would be useful for the Panhellenic Delegate as an educational program, in the colonization process with a chapter that is new to College Panhellenic, or in the Arc Sequence. |
| How Do you Define Fun Activity | Participation & Motivation | This sample program guides chapters through a group discussion about “fun” and how their specific chapter defines that concept. The answers about what is fun can be used to improve morale at chapter meetings or incorporated into sisterhood events. |
| Participation Interview Questions | Participation & Motivation | This list of questions can be used by Chapter Officers and Advisors to help them gauge the effectiveness of their current participation points system and identify areas that need improvement in order for the system to work properly. |
| Appreciate Inquiry (goal setting) | Participation & Motivation | This program guides chapters through the process of appreciative inquiry to assist the group in remembering personal bests and creating a positive vision for the future. The chapter members should see that their personal successes are important for the success of the chapter. |
| Effective Delegation | Participation & Motivation | This program is designed to guide the participants through activities that will display the important role delegation can play in successful leadership. It will also explain tips for effective delegation and provide participants time for brainstorming. Resources include a facilitator guide and PowerPoint presentation (link to Accreditation resources) |
| True Colors Facilitation Guide and Resources | Participation & Motivation | This program walks the facilitator through the steps of helping the participants complete the True Colors personality assessment, as well as having discussions about how different “colors” or personality types can work together effectively. |
| Write a Chapter Vision Statement | Participation & Motivation | This program will walk you through some states to help you create a chapter vision statement. Sometimes all you need is a clear direction to get everyone going in the same direction and working together to get there! |
| Event Excuse Form | Participation & Motivation | The document is a sample event excuse form that chapters may distribute to chapter members to use in order to make the event excuse system more organized and efficient for the group. |
| Group Dynamics | Participation & Motivation | This PowerPoint presentation walks through the five stages of group development, in order to provide some insight into the characteristics and struggles of groups who are working together for the first time. |
| Six Steps to a Chapter Wake Up Call – create change | Participation & Motivation | This handout walks concerned members through six steps that can help to improve the current state of the chapter by improving the overall attitude of the chapter membership. These efforts can be spearheaded by chapter members or officers, and can be implemented at any time. |
| Ways to Improve Chapter Spirit | Participation & Motivation | This handout provides some examples of practices to implement in the chapter to increase the positive energy of the group. They range from rewarding individual accomplishments to themed chapter meetings. |
| Chapter Communication Workshop | Retention | Power Point presentation to be used along with the Chapter Communication Workshop script. Outlines common barriers to communication and provides examples of how members can communicate for effectively. Also provides instructions and information on the True Colors activity. |
| Conflict Resolution (Facilitator Guide & Workbook) | Retention | To be used to help chapter members understand conflict better. Includes sections on assertive communication, negotiation skills, and sample conflict situations so that members may put their new skills into practice. Facilitator guide to be used with Conflict Resolution Participant Workbook. |
| Difficult & Fierce Conversations Information and Handouts | Retention | An informative education program that will teach chapter members the importance of direct communication. This program will identify what makes conversations difficult, identify common pitfalls in difficult conversations, and provide framework for having these conversations.  Information and handouts that compliment the Difficult Conversations educational program. Included is additional in-depth information on preparing for a difficult conversation, filling gaps between what you are thinking and what is being said, how to be authentic, and an example conversation script to be used as a demonstration. |
| Jet Fighters | Retention | This 30-45 minute activity focuses on Effective Communication and highlights what can happen if we don’t provide all instructions – tasks don’t get completed, members are not engaged, or some get stressed and overwhelmed. When any of these 3 things happen, a member may not want to participate in Tri Sigma. This is for groups of 7 but you can run multiple groups at once for larger groups. |
| Confrontation Do’s and Don’ts | Retention | A sample list of helpful do’s and don’ts for members to use when facing a confrontation. This resource can be shared with chapter members to help with conflict resolution. Event better revise and post around your house with agreements your chapter has developed about conflict. |
| 52 Proven Stress Reducers | Retention | This document outlines 52 tips to reduce stress among chapter members. Can be used along with a workshop in order to help members fell less overwhelmed with commitments in their life. |
| Communication Killers | Retention | Provides common practices that can lead to bad communication between people. Also provides suggestions for how to be a good listener and therefore improve your communication skills. |
| Conflict 101 | Retention | Provides a general outline on conflict resolution. Includes early signs of conflict to look for, how to tell is conflict is constructive or destructive, how to avoid conflict, common causes of conflict within the officer team, and common causes of conflict within the CAB. This resource can be useful when used with the officer team during a retreat. |
| Conflict Newsletter | Retention | Newsletter that give tips for addressing conflict and creating solutions. Helps to identify conflict and where it stems from. Also provides techniques for resolving conflict and how to be a good listener. Contains a list of common leadership conflicts that may arise and tips on dealing with confrontation. |
| Principles of Conflict Resolution | Retention | This resource provides members with tips to ensure successful conflict resolution. It includes tips for active listening, accepting responsibility, and focusing on the future. |
| Policy Presentation and Review | Risk Management | Education program focused on covering Tri Sigma’s national policies on hazing, alcohol, social events, and risk management in general. A good program to use in correlation with the Arc Sequence or prior to any major social event by the Vice President or Risk Management chairperson as it includes discussion questions for chapter involvement. It may also be a good program to review once a year. |
| Risk Management Jeopardy | Risk Management | An educational program that provides risk management, insurance, crisis management, alcohol and social policy, hazing information, and much more in a fun game-like atmosphere. Would be useful to utilize each semester as a basic review by the Risk Management chair, in the new member program by the Vice President, prior to major social events (i.e. formal, semi-formal) by the Social Chair. |
| Chapter Presidents Meeting Facilitation Guide | Risk Management | Think things need to change in your community regarding policy adherence? Talk with the other sorority chapter presidents. Template/sample provides a tentative outline for a meeting hosted by the chapter president with all Greek organization presidents to gauge the policies and procedures at work in the community. Can be used to trigger change in your community or to gain support for making changes in a chapter. |
| Chapter Workshop | Risk Management | This Chapter Workshop sample provides an overview for a presentation on Tri Sigma’s national policies and procedures, the Honor Council process, the New Member process, and our ritual. It allows for small group and individual contemplation and involvement to engage the chapter in comprehension of policies. Would be useful to utilize by the Risk Management chairman at the beginning of each semester, or when the chapter would like to reaffirm their commitment and focus to our policies and procedures. |
| Crisis Management Plan | Risk Management | This is a template you can use to create your own crisis management plan. Some portions may not apply so use your CAB and RC to help if you have questions. |
| Emergency Phone Numbers | Risk Management | Template for chapters to utilize keeping all important contact information and resources in one place. Would be helpful for House Managers or Risk Managers to utilize for prominent display in the house, or as a handout to all chapter members. |
| Social Event Planning Checklist | Risk Management | Example of a checklist useful to the President, Risk Management chairman, or an Advisor to review the Social Event Plan with the Social or Formal Chairs. *This does not replace the social event plan document* which needs to be completed but rather serves as a recommended timeline to cover all items necessary for planning an event. |
| Traditions List | Risk Management | Helpful template for Risk Management Chairs or chapter officers t utilize when they feel the chapter traditions may border on or have the risk of becoming inappropriate. Will help assess current traditions, their purpose, and how we may change them to fit our values. |
| Bystander Behavior | Risk Management | Response Ability is a project which looks at Bystander Behavior. Learn more or bring a speaker to your campus to present on the topic and help with Bystander Intervention Strategies - http://www.raproject.org/ |
| Hazing Prevention Websites | Risk Management | Visit Websites like [Hazing Prevention. Org](https://www.trisigma.org/Members/www.hazingprevention.org) and [StopHazing.Org](https://www.trisigma.org/Members/www.stophazing.org) for more great information and resources. |
| Hazing Prevention Week | Risk Management | Link to website |
| Risk Assessment Matrix | Risk Management | Informational document including an exercise to be utilized by any chair or officer in planning an event to assist in assessing potential risk and how risk may decrease with mindful management and prevention planning. |
| Social Event Policy Quick Reference Guide | Risk Management | Informational guide providing the key points in hosting an event with alcohol and basic event planning. Contains useful information including what is prohibited at events, security, transportation, and guest attendance. A guide useful to Social chairs, Risk Management Chairs, Sisterhood Chairs, Officers, and any other position that may plan an event to keep handy in their manual and review several weeks prior to an event. |
| STOP HAZING – Answering Common WHY Questions | Risk Management | Informational sample for a chapter Risk Management Chairmen, Vice President, or Education Director. Information may be used when the chapter has identified risky behaviors or ideas in the chapter or as an education program during Hazing Prevention Week. Covers outlines of specific hazing activities, our hazing policy, and education on the new member rights and relationships. |
| Supply Order Form | Ritual and Values | Resource so you can order more supports and or ritual equipment. |
| Develop Values Based Programming | Ritual and Values | This program titled “The Price Is Right” was presented at Convention 2010. It can be used for Education Directors, Sisterhood Chairs, or anyone else who is responsible for planning a chapter program. This informational resources walks you through a personal evaluation of values and then helps you intertwine Tri Sigma’s values into your programming. |
| Ritual Evaluation and Planning Guide | Ritual and Values | Before you jump into a series of ritual workshops, maybe you should see what your members already know! Use this sample questionnaire and planning guide to help you know where to begin with your ritual education. Give the questionnaire out again after your educational programming and see what changed…was there improvement? |
| Living The Ritual & Daily Values-based Action | Ritual and Values | Use the information here to create an interactive program with your chapter. How can you learn more about our values then put those values into action daily? |
| Living the Vision | Ritual and Values | This program also reviews each shire but also includes some of the symbols and other meaning in our ritual beyond our 5 values. |
| Ritual and Values Workshop | Ritual and Values | This program discusses each shire and then has an activity to help participants understand how our values can guide our choices. |
| Ritual Respect | Ritual and Values | This is a short program with facilitator directions provided in the NOTES section of each slide. The hope is to generate a positive discussion in your chapter for actions and attitudes which are important during a ritual ceremony including attire. |
| Ritual Jeopardy | Ritual and Values | Use these examples to get you started on creating your own Ritual Jeopardy game to review information with members or newly initiated women. |
| Songs Sigma Sing | Ritual and Values | Songs Sigma Sing book and MP3 files |
| Which Founder Are Your | Ritual and Values | This is a fun activity to learn more about the Founders and Generate discussion within you chapter. Hand out the cards to small groups, see who identifies with which list of descriptions. Then Use the PowerPoint to reveal which Founder they identified with most. Have a discussion on why they identified with the traits/Founder they selected. |
| History of Tri Sigma Highlights | Ritual and Values | Our history is important to who we are and how we have grown and changed as an organization. Have you ever read our history? Take a sneak peek at some of the highlights here…find anything interesting? Maybe you can start something new in your chapter to help members learn more about our National History. |
| Learn It Live It Love It Teach It  Part 1  Part 2 | Ritual and Values | This 2 part PowerPoint presentation is a detailed and thorough review of most aspects of undergraduate rituals and is for members only. |
| Academic Success | Scholarship | An interactive program (The Scholarship Scoop) that will have members participating and thinking about their academic goals for the new school year. Program outline includes expectations of members, ways to open the door of communication between advisors and professors, and tips on how to make the semester great! |
| Individual Member Scholarship Plan | Scholarship | This packet contains comprehensive documents that will guide the Education Director/Committee in creating individual scholarship plans *with* women not meeting the GPA standard in your chapter. Included are sample documents for member meetings, mid-term check ins, supportive emails, appropriate goals to meet, scholarship plans, and commitment contracts. Tips for implementation and member success are also included.  The scholarship plan has the members reflect on their previous semester, set GPA goals for corresponding semesters to lead up to their goal GPA for graduation, review their personal study habits, as well as set goals for each course to help obtain their goal GPA for the semester. Can be used for women who have been sent to Honor Council for scholarship, or all members for a semester challenge. |
| 100 Ideas to Support Academics | Scholarship | A comprehensive list of ideas to help support members with their academics throughout the semester, including information on course tips, study skills, ways to implement a scholarship committee, motivators for members, events to host, and a recognition and rewards program. |
| Online GPA Calculator | Scholarship | Online GPA calculators ([Raise Your GPA](http://www.back2college.com/raisegpa.htm) or [Calculate Your GPA](http://www.back2college.com/gpa.htm)) |
| Scholarship Reception | Scholarship | A planning guide for your chapter on how to host a successful scholarship reception. Included information on planning and preparing for the reception is shared, as well as a sample script for the ceremony. |
| How Will You Know When Your Sisterhood Has Improved? | Sisterhood | The objectives of this assessment example (or it can be made into a chapter program) are to determine the current state of the chapter’s sisterhood, create a chapter definition of good sisterhood, identify observable benchmarks of good sisterhood, and create a chapter plan to work toward benchmarks of good sisterhood. |
| Friendship vs. Sisterhood Activity | Sisterhood | This program outlines a guided discussion with the chapter in hopes to compare and contrast the concepts of “Friendship” and “Sisterhood” and also define how these two concepts fit into chapter life. |
| What is a Sisterhood Event | Sisterhood | This program guides the chapter through defining what a sisterhood event means to them, clarifies the concept of intentional sisterhood events, identifies barriers to sisterhood events being successful and also provides time to brainstorm future event ideas. Remember, every event really is a sisterhood but it is also important to plan events for no other purpose than to have fun! Sorority IS suppose to be fun and balance is important! |
| Event Planning Information Gathering | Sisterhood | This document is a form that should be distributed to the chapter in order to gather information about elements they would like to see present in future sisterhood events. |
| Open Spaces Retreat Activity | Sisterhood | Some retreats need to have some time for members to discuss things which are important to them. Open Spaces is a way for members to control part of your retreat agenda, talk about things which are most important to them, and a way for you to get a lot done in a short amount of time. You may want to Google Open Spaces to learn more. This is a short 1-page explanation with some sample tools for members. |
| Sample Workshop/Retreat | Sisterhood | Sometimes a retreat can just be able having fun and getting to know more about one another. This is a sample with a couple of activities and ideas to get you started on writing your own sisterhood retreat. |
| Sisterhood Assessment | Sisterhood | This document provides a list of questions that Chapter Officers can utilize to get a feeling for how the membership feels about their current chapter sisterhood. The document also provides a few alternatives for presenting the information and facilitating the discussion about sisterhood. |
| Sisterhood Ideas | Sisterhood | Short 1-page list of possible sisterhood ideas to get your brainstorming started! |
| Collegiate Volunteer Service Application | Volunteerism | Each semester there are new opportunities to volunteer for Tri Sigma. Use this service application to submit your interest about volunteering for the National Organization. |
| Community Service Projects | Volunteerism | This document provides a list of community service projects that a chapter may choose to implement on their campus. The document also provides ideas for individual volunteer efforts or work with children. Use this list of example ideas to conduct a brainstorming session with the chapter or better yet a committee focused on your chapter volunteerism. |