

FarmHouse International Fraternity

Social & Brotherhood Chairman Resource



Revised Fall 2005

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**FarmHouse International Fraternity
Social & Brotherhood Chairman Resource**

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THE CHAPTER AWARD OF EXCELLENCE

The FarmHouse International Fraternity has established the Chapter Award of Excellence as our minimum standards program. It is designed to recognize Chapters that are operating at the performance level outlined in our By-Laws, policies, and handbooks. The criteria for the Chapter Award of Excellence are built upon basic expected performance in the various areas of chapter operations. As an officer of your Chapter, the criteria within your responsibility are identified in the box that follows.

11. Social & Moral Development (4 points)

_____ *The chapter held at least two non-alcoholic social events (exchanges/mixers/date parties/etc.) (2 points)*

Activity: _____ **% brothers/pledges attending:** _____ **Date:** _____

Activity: _____ **% brothers/pledges attending:** _____ **Date:** _____

_____ *The chapter also held at least one additional non-alcoholic social activity with another men's and/or women's group (1 point)*

_____ *The chapter is submitting a 2005-06 Chapter Programming Award application for social/moral development. (1 point)*

13. Brotherhood/Chapter Unity (5 points)

_____ *The chapter conducted at least three brothers-only events (not including recruitment events, membership education or chapter meetings) during the calendar year with a significant number of brothers in attendance. Events can range from camping to retreats away from the house to card tournaments to canoe trips to brotherhood nights. (3 points)*

1. Activity: _____ **% brothers/pledges attending:** _____ **Date:** _____

2. Activity: _____ **% brothers/pledges attending:** _____ **Date:** _____

3. Activity: _____ **% brothers/pledges attending:** _____ **Date:** _____

_____ *A system or program of regular constructive critiquing of members is in place to provide opportunities for personal development. (Example: Pass the gavel, membership review committee, senior critic, active criticisms) (1 point)*

(Attachment #15 – Include a 1-page outline/explanation)

_____ *Members are recognized for outstanding brotherhood (Brother of the Week, Tip of the Hat Award, etc.) (1 point)*

I. INTRODUCTION

Man is a social being and fraternities are social organizations that promote lasting friendships through common traditions and principles. FarmHouse, in particular, aspires to BUILD MEN that are well rounded and can be comfortable in all social settings. As an organization, FarmHouse holds social and moral development as one of our 4-Fold ways of Building Men and fosters an environment in which these two fundamental concepts are intertwined within members.

Moreover, the pure nature of fraternal events provides a social connection to fellow students and other members of the college community. Internally, social activities are an opportunity for camaraderie and group enjoyment; externally, such events can improve the your campus image, highlight the chapter, and improve relationships with potential new members, alumni, University faculty and staff, and other members of the community. As the Social & Brotherhood Chairman, you are responsible for the planning, organization, execution, and value of the social and brotherhood program. A disorganized program of social and moral development can be disastrous for the chapter and its members.

II. RESPONSIBILITIES

The Social & Brotherhood Chairman

The Social & Brotherhood Chairman is not a position for the brother who only knows the social preferences and tendencies of the chapter. Rather the ideal candidate for the Social & Brotherhood Chairman position is a man who holds himself with high regard for his personal morals and can influence other brothers in this way in social situations. He must also have a strong understanding of the Fraternity's values and how these values underscore the concept of brotherhood.

In addition, the Social & Brotherhood Chairman must have self-discipline and strong organizational and financial management skills. He needs to have a thorough understanding of legal liability and the FarmHouse Risk Management program. Ideally, the chair is someone respected throughout the chapter that can unify disparate personalities, has the charm and social grace necessary to be an effective ambassador to outside groups, and finally is creative enough to make social events something more than simple "beer and music" gatherings. The Social & Brotherhood Chairman's duties include:

- Promotes brotherhood, social, and moral development through the implementation of both brothers-only and general activities
- Coordinates all social functions of the chapter according to the wishes of its members.
- Schedules, supervises and plans all social events, dinners, and exchanges throughout the year.
- Works with the VP – Finance to manage the costs of social activities; keeping them under budget and saving all receipts and supporting documentation.
- Ensures compliance with the FarmHouse Risk Management and Alcohol & Drug Policies at all social events including holding brothers accountable for their choices and actions.
- Plans special programs such as Founder's Day Dinner & Awards Banquet, Parents' Weekends, Sweetheart dinner, Legacy Dinners, etc.
- Assists the new member class in arranging mixers/exchanges with new sorority classes.
- Ensures the housemother has an escort whenever she desires to attend functions
- Keeps the chapter apprised of all college social events
- Maintains an officer notebook that includes the budget and details of every event, and an event evaluation.

Social Committee

Perhaps a brother with all of these talents does not exist in your chapter. Indeed – he could be hard to find in many places. That is why a functional and well-managed Social & Brotherhood Committee is vital. The Social & Brotherhood Chairman's main responsibility is to oversee the social calendar and ensure that all of the things necessary for a successful event are put into place. The Social Committee is tasked with assisting the Chairman in ensuring that this responsibility is met. Whatever other talents that the Social & Brotherhood Chairman may not possess should complement him on the Committee. In few other areas of chapter management is it so important to have a diverse representation from the brotherhood.

However the Social & Brotherhood Chairman chooses to delegate his responsibilities, it is important to remember that the Chairman is managing the big picture and for the fulfillment of those duties. Committee members will most often be responsible for on-site event management, preparation, and publicity for an event.

Social and Moral Development

To help facilitate developing members both socially and morally, the Social & Brotherhood Chairman must first understand how the two work together and how to foster this development in his brothers. The following information outlines the stages of the moral development theory most commonly used when working with college students. This theory was developed by Lawrence Kohlberg in 1958 at the University of Chicago. Kohlberg's theory holds that moral reasoning, which he thought to be the basis for ethical behavior, has developmental stages. Building upon Jean Piaget's previous work, he concluded that there are six identifiable stages of moral development. Later his model was revised and reduced to five stages given there was a lack responses in studies owing to a clear boundary of the last stage of moral development.

Stages

Kohlberg's stages were broken into three different levels: (1) pre-conventional, (2) conventional and (3) post-conventional. According to his model it is not possible to regress backwards in stages. It is also not possible to “jump” stages; each stage provides new perspective and is “more comprehensive, differentiated and integrated than its predecessors.”

Level 1: Pre-Conventional

The pre-conventional level of moral reasoning is especially common in children, although adults can also exhibit this level of reasoning. Reasoners in the pre-conventional level judge the morality of an action by its direct consequences. The pre-conventional level consists of the first and second stage of moral development.

Stage one, individuals focus on the direct consequences that their actions will have for themselves. For example, they think that an action is morally wrong if the person who commits it gets punished.

Stage two espouses the “what's in it for me” position; right behavior being defined by what is in one's own best interest. Stage two reasoning shows a limited interest in the needs of others, but only to a point where it might further one's own interests, such as “you scratch my back, and I'll scratch yours.” Concern for others is not based on loyalty or intrinsic respect in stage two.

Level 2: Conventional

The conventional level of moral reasoning is typical of adolescents and adults. People who reason in a conventional way judge the morality of actions by comparing these actions to social rules and expectations. The conventional level consists of stages three and four of moral development.

In stage three, individuals whose moral reasoning seek approval from other people. They try to be a “good boy” having learned that there is inherent value in doing so. Stage three reasoning may judge the morality of an action by evaluating its consequences in terms of a person's relationships.

For stage four, it is important to obey the laws and social conventions because of its importance to maintaining society. Moral reasoning in stage four is thus beyond the need for approval exhibited in stage three.

Level 3: Post-Conventional

The post-conventional level consists of stages five and six of moral development. Many scholars consider stage five and stage six of Kohlberg's original model simply as one stage now.

In stage five, persons have certain principles to which they may attach more value than laws, such as human rights or social justice. In this reasoning, actions are wrong if they violate these ethical principles. Laws are regarded as social contracts rather than dictums, and must be changed when necessary (provided there is agreement). By this reasoning laws that do not promote general social welfare, should be changed. Democratic governments are ostensibly based on stage five reasoning.

In stage six, moral reasoning is based on the use of abstract reasoning using universal ethical principles. One way to do this is by imagining oneself in everyone else's shoes, imagining what they would decide if they were doing the same. While Kohlberg insisted that stage six exists, he had difficulty finding participants who use it. It appears that people rarely if ever reach stage six of Kohlberg's model.

Example

Kohlberg used moral dilemmas to determine which stage of moral reasoning a person uses. The dilemmas are short stories in which a person has to make a moral decision. The participant is asked what this person should do. For instance, a dilemma that Kohlberg used in his original research was the druggist's dilemma:

A woman was near death from a unique kind of cancer. There is a drug that might save her. The drug costs \$4,000 per dosage. The sick woman's husband, Heinz, went to everyone he knew to borrow the money and tried every legal means, but he could only get together about \$2,000. He asked the doctor scientist who discovered the drug for a discount or let him pay later. But the doctor scientist refused. Should Heinz break into the laboratory to steal the drug for his wife? Why or why not?

From a theoretical point of view, it is not important what the participant thinks that Heinz should do. The point of interest is the justification that the participant offers. Below are examples of possible arguments that belong to the six stages. It is important to keep in mind that these arguments are only examples. It is possible that a participant reached a completely different conclusion using the same stage of reasoning:

- **Stage one (obedience):** Heinz should not steal the medicine, because he will consequently be put in prison.
- **Stage two (self-interest):** Heinz should steal the medicine, because he will be much happier if he saves his wife, even if he will have to serve a prison sentence.
- **Stage three (conformity):** Heinz should steal the medicine, because his wife expects it.
- **Stage four (law-and-order):** Heinz should not steal the medicine, because the law prohibits stealing.
- **Stage five (human rights):** Heinz should steal the medicine, because everyone has a right to live, regardless of the law. Or: Heinz should not steal the medicine, because the scientist has a right to fair compensation.
- **Stage six (universal human ethics):** Heinz should steal the medicine, because saving a human life is a more fundamental value than the property rights of another person. Or: Heinz should not steal the medicine, because that violates the golden rule of honesty and respect.

Applying Kohlberg's Theory

The previous example applying Kohlberg's stages of moral development to a situation is a common method of understanding moral development and an individuals' role in society. As the Social & Brotherhood Chairman, the following scenarios proposed to the chapter before a social event or during a retreat or even at a general chapter meeting could lead to beneficial discussion on what it means to be have integrity and be a brother. The Total Member Educator should assist in moral development programming.

Scenario 1

A group of brothers have gathered in celebration of Jon's 21st birthday. You are a close friend of Jon's and know he does not drink very often. An older chapter member starts buying shots for Jon and announces loudly that no one is leaving until Jon has consumed 21 shots. What do you do as Jon's close friend? What are your new members thinking and how should they be acting in this situation? What should chapter leaders be doing in this scenario?

Scenario 2

The Director of New Member Education this year is very well-liked for his boisterous ways. During a new member activity, he starts yelling and screaming at new members in very demeaning ways. You are a new member—how do you respond? You are the president of the chapter—how do you respond? Your Little Brother in the chapter is a new member—how do you respond?

Scenario 3

You are the President of the chapter and sharing a room with a non-FarmHouse brother whom you have known since grade school. He is Muslim, a varsity soccer player, works two part time jobs to afford college, and declined a bid to join the chapter last semester. The Association Board Treasurer informs you that he can not live in the chapter house. The chapter is under capacity currently. What should you do? What do you say to your roommate?

Scenario 4

You are a recent alumnus of the chapter and currently serving as a chapter advisor. The president of the Delta Delta Delta chapter – your fiancée – confides in you that one of her new sisters was sexual assaulted by the FarmHouse Chapter President last night. What do you do? Who should you speak to? Does the situation change if the accused was not the Chapter President, but a new member? How does the situation change if you were not an alumnus.

You may wish to have members break into small groups and discuss the scenarios based on the various stages of Kohlberg's moral development theory or discuss the scenario as a large group. Brothers may even wish to create a scenario that is more relevant/applicable to a campus scenario they are struggling with currently. No matter which method that is chosen, your role as Social & Brotherhood Chairman in concert with the Total Member Educator is to encourage each brother to look within himself to find his own morals given a situation.

III. SOCIAL

The Community

When planning a function, the Social & Brotherhood Chairman must consider all campus and neighborhood social regulations, including permits, registering parties if necessary, age restrictions, food and beverage choice and availability, etc. He must also schedule the brothers and Social Committee for purchases, deliveries, set-up, security, and cleaning up. Being a good neighbor is important. No one wants to wake up in the morning to a yard full of garbage or have endured a sleepless night due to loud neighbors.

You will oversee the neighborhood-relations program that includes:

- Informing neighbors of upcoming events via a personal visit and letter.
- Helping familiarize them with the FarmHouse Alcohol & Drug Policy and that any late night events at the FarmHouse chapter house or on FH grounds will be alcohol-free.
- Making important chapter phone numbers available to neighbors for questions or complaints.
- Handling any neighborhood situations that may arise.
- Ensure that all events do not intrude upon neighbor's property and make sure that a clean-up crew ensures the exterior of the property is clean at the end of the event.
- Inviting neighbors to attend a non-alcoholic social event sponsored by FarmHouse like a back to school BBQ to maintain relationships

The chapter's community is the entire campus as well. While all brothers should be involved on campus, the Social & Brotherhood Chairman should make sure that the chapter is well represented at important university events and supports other Greek events.

Risk Management

Social events are where most risk management violations occur. Remember that all FarmHouse Risk Management policies exist so that the chapter and its guests can enjoy themselves in a SAFE environment. If you do not follow the Alcohol & Drug policy, your insurance will not be valid should an accident occur and the officers and members can be held personally responsible for any damages.

Every chapter-sponsored function should have an adequate supply of food and non-alcoholic beverages. The Social & Brotherhood Chairman should make sure that chapter events are not focused on alcohol and schedule dry social events throughout the year. **The Social & Brotherhood Chairman ensures that sound risk-management practices are followed at all social events.**

The chapter must follow all federal, state, local, university and Fraternity policies with regard to alcohol.

A Balanced Social Calendar

It is very easy for a chapter to focus solely on its social calendar. We all like to enjoy ourselves and spend time with our brothers and friends. And there are numerous event themes and ideas for sorority mixers, parties, and gatherings. However, a social life is only one aspect of college and fraternal life. The Social & Brotherhood Chairman is responsible for planning great events – but also managing the Social Calendar. You obviously cannot force every brother to find the right balance between work, play, and study – but you can make sure that the chapter's social calendar does have

that balance. The social calendar should also reflect scholastic priorities, all community service events, and other opportunities for personal development beyond a traditional party.

IV. BROTHERHOOD

What is Brotherhood?

The uniting thread of fraternity membership in FarmHouse is that of brotherhood. Brotherhood has so many facets – friendship, love, honesty, truth, understanding - that it defies adequate definition. FarmHouse, or other fraternity for that matter, did not invent “brotherhood”. But with members who are drawn together by sharing goals and common experiences and who live in close association with other members, the fraternity is able to foster brotherhood in a special way.

Brotherhood is a living entity within a chapter and believing in brotherhood means:

- To always support your brothers in any undertaking
- To always challenge your brothers to work together
- To always encourage chapter unity through brotherhood building and other activities
- To encourage integration of all new members into the brotherhood
- Showing thanks to chapter brothers for helping them out or a job well done
- Using words like “We” instead of “I”.
- Being able to listen as well as talk to anyone in the chapter
- Having great pride and respect in this family of men and what it stands for
- At times, putting the brothers before your own needs
- Guiding the brotherhood spiritually and mentally

Each FarmHouse member must reach out and find brotherhood – it is not simply given. Those who have found it have reached the highest happiness; those still searching must continue with diligence until they too reach that highest plane. In the struggle to find the true meaning of brotherhood, the qualities which insure success are: energy, industry, intellectual capacity, diligence, and, at least, as much sympathy as is necessary to make a man understand the feelings of his fellow man. By searching for the true meaning of brotherhood, the FarmHouse member will come to truly understand the essence of his fraternity.

Conducting Brotherhood Activities

There is no easier way to promote brotherhood within the chapter than by conducting a brothers-only activity. These brotherhood events can be as simple as organizing a camping trip or in-house tournaments in billiards, bowling, 3-on-3 basketball, or flag football. More thought provoking brotherhood activities may include discussion type activities such as:

Fireside Chats

Come up with questions that are relevant to the situation the Chapter is going through like:

- Who is an important adult in your life and why?
- Describe an event that changed your life and what you learned from it.
- Define brotherhood and tell what it means to you.

Gavel Pass/Candle Pass

Gather the membership in a circle. The president begins the activity by sharing why he values his membership in the fraternity. When finished, he passes the gavel to the next

member. Whoever holds the gavel has the floor. No one can interrupt him. To add a personalized chapter touch add a saying after each member speaks that has special meaning to the chapter.

This is a great activity for chapters to do. Chapters have used this activity to air grievances, publicly praise their brothers one at a time, thank individuals, close chapter meetings, to send-off graduating members or to recount events at the end of a semester or school year.

Brother of the Week

This activity is a great one to use. Positive feedback and recognition is very important. This brief activity offers good recognition of brothers who do more than their share to build a strong chapter.

Post a large poster-sized nomination form in some high-traffic area such as the dining room, mail room, etc. Encourage brothers to nominate other brothers who during the week have gone above and beyond the call of duty. During the next chapter meeting take 5 minutes and read the list of nominations, and ask the nominator to spend one minute explaining why the person they nominated the person for “Brother of the Week”. You may wish to call on your brotherhood committee to select a winner or have a brotherhood vote by applause. Give that brother some kind of reward or inexpensive gift then make some kind of plaque with pictures of all the winners.

The following are additional Brotherhood activities that can be organized to promote building “Brotherhood” within your FarmHouse Chapter.

- Paintball
- Ropes Course
- Softball tournament/game
- Basketball tournament/game
- Euchre/Pitch tournament (cards)
- Bowling
- Volunteer work at community agencies
- Etiquette Dinner
- Serenade sororities
- Play bingo at a nearby nursing home
- Intramurals (Pizza after the game)
- Tailgate before football game
- Host Study Breaks during finals week
- Wiffle Ball
- Weekend retreats (at nearby state park)
- Gavel Pass at end of meeting
- Chapter Dinner
- Road trip to nearby chapter
- Ski weekend
- Pro/semi-pro sporting events
- White water rafting
- Fishing
- Karaoke Night
- Flag Football
- University Athletic/Special event
- Alternative Spring Break at a youth camp
- Laser Tag
- Sponsor a little league team
- Host sports camp for kids
- Golf Outing (with Alumni)
- Host Alumni Cookout
- Parents Weekend
- Host an open house and invite University Administrators/Staff and Parents
- House fix-up day (men that work together, appreciate one another)
- Host study groups for specified majors/classes

- Casino Night
- Host dinner for University President/Greek Advisor
- Open discussion time before or after chapter meetings(to discuss current events)
- Host a Habitat for Humanity house
- Neighborhood snow shoveling/grass cutting/gutter cleaning/car washing
- Host an Easter/Christmas Party for nearby child care/day care center
- Volleyball tournament
- Lock-in (at campus gym)
- Horseshoe tournament
- Visit a nearby Museum
- Coffee breaks before and in between classes in the morning
- Attend a nearby church as a chapter
- Host a speaker (athletic coach, mayor, Congresswoman, Local Leader, etc)
- Take the time to facilitate a discussion at chapter meeting about something important (Talk about the current situation going on in Iraq. How do members feel?)
- End every chapter meeting with everyone finishing the sentence “I am proud to be a FarmHouse member because...”
- Sing FarmHouse songs
- Mini golf
- Play capture the flag in local neighborhood
- Dodgeball
- Darts
- Foosball
- Mom’s/Dad’s/Little Sibling’s Weekend
- Theme Dinner Nights
- Hiking
- Rent a bus for away games
- Canoe Expedition
- Golf Outings
- Monday Night Football
- Campus Athletic Events
- Chapter Mission trips (over summer, spring break or Christmas break)

Additional discussion or workshop topics that your FarmHouse Chapter may want to consider to understand and promote brotherhood more are the following.

- Moral dilemma discussions (differentiating right from wrong)
 - Underage drinking
 - Hazing
 - Illegal drug use
 - Sexual assault
- Discussing when it is okay to lie/if it is okay to lie
 - To a brother
 - To a non-member
 - In a relationship
 - At work
- Moral/Ethical workshop during officer training
 - Responsibilities
 - Working with friends
 - Accountability
 - Honesty
- Diversity programming/Respecting Others
- Ethics in FarmHouse
- Etiquette and Social Skills Training

VI. ADDITIONAL RESOURCES

Sample Event Planning Outline

Event Name: FarmHouse Dad's Weekend

Date: April 28-29, 2006

Description: An event for members and their Dads to hang out and have fun. Friday night we will go out to dinner. Saturday morning there will be a golf tournament.

Timeline: 12/01/05 – Print “Hold the Date” cards

12/15/05 – Send “Hold the Date” cards to all Dads. Request RSVP.

01/15/06 – Explore Golf Course options

01/15/06 – Explore Restaurant options

02/01/06 – Purchase trophies for tournament winner / loser (4 each)

02/15/06 – Reserve Golf Course

02/15/06 – Reserve Restaurant

03/01/06 – Send details to the Dads who RSVP'd

04/12/06 – Set foursomes for the tournament

04/19/06 – Confirm all reservations and details

Budget: Cards: \$200
Golf: \$20 x 50 = \$1000
Restaurant: \$40 x 50 = \$2000
Gifts: \$300

Other: None

Sample Event Summary

The event summary is your chance as a chairman to monitor the progress of your committee and its members. Furthermore, the event summary can serve as a guideline for future committee members planning the same or similar events.

Event Name: Parents' Weekend Reception

Date: October 1, 2005

Committee and Chairman: Parents' Weekend Committee – Bobby Smythe, Chairman

Date and Time of Event: October 1, 2005, 7:30pm

Description: Every year, the Chapter invites all FarmHouse parents to attend our Parents' Weekend Reception on the Friday evening of Iowa State University's Family Weekend. This year we teamed up with the women of Kappa Kappa Gamma and invited their parents to attend as well. The reception was held at the FarmHouse chapter house.

Steps in Planning: First, we contacted the Kappa Kappa Gamma women and invited them to join us for the event. Next, we established the date, time, and location. We then put together invitations and mailed them to all of our parents, potential members, advisors, faculty members, and university officials. Next, we arranged for entertainment and refreshments. The week of the event we thoroughly cleaned the house and prepared it for the influx of traffic. Finally, after the event we sent thank you notes to all attendees.

Needed Supplies, Cost, Attendance, etc.: Table Cloths (\$10), Soda (\$40), Snacks (\$60), Invitations (\$25), Thank you notes (\$25)... Event Cost \$160.

Persons to Contact, Addresses, and Phone Numbers:

John Deere at Campus Printing Services for the Invitations and Thank You Notes 555-1868
Reese Witherspoon, Special Events Chair at Kappa Kappa Gamma 555-2323

Notes / Suggestions for Improvement: Send invitations to faculty members sooner. Possibly have students invite their favorite professor so it's more personal. We had great turnout from potential members. Introduce their parents to members' parents. Have scholarship materials out and awards visible. Great turn out from KKG. Have it with them again next year!

Your Name: T.H. Rice, Social & Brotherhood Chairman

Banquet Checklist

The following is a sample Banquet checklist and setup that could be used for a scholarship or recognition banquet, Founders' Day event, Chapter Anniversary, etc.

1. Appoint Banquet Chairman to coordinate the night's activities.
 - Develop a committee, notebook and budget.
2. Determine the dates of banquet.
 - College/University and Fraternity calendar should be considered.
3. Select location for the banquet
 - Book banquet facility at least three months prior to the event
 - Typically held at a nice hotel near the university or in university facilities. University catering and facilities are generally more affordable.
4. Arrange a room for reception (pre-banquet).
 - Provide a detailed map and contact person for all events.
 - Held one hour prior to dinner.
 - Have a no-host bar (individual's pay for their own drinks).
 - Appetizers are a nice touch but optional.
5. Arrange a room for the banquet festivities.
 - Plan enough time for a post-dinner program (not including post-banquet dance).
 - Include seating for all guests, dates, parents etc.
 - Include a head table for distinguished guests. Head table should be equipped with a podium and microphone and should be skirted on a raised tier.
 - Floral arrangements and candles are a nice addition to tables, but are not necessary.
 - Inquire about the hanging of a FarmHouse flag behind the head table.
 - Consider color scheming tablecloths and napkins in green, white and gold.
6. Plan for a post-banquet dance or entertainment.
 - If facilities allow, the dance should be in the same room as the banquet.
 - Select a band or DJ that appeals to all ages.
7. Select an appropriate meal for the occasion.
 - Be sensitive to costs (hotel meals can range from \$20-45).
 - Chicken/beef selections typically are the best.
 - Tell caterer the total plate amount (e.g. \$25 per person) inclusive (meaning food, gratuities and service charge). The meal should include a salad, entree, dessert and beverage.
 - Pay for meal costs of distinguished guests i.e. head table.
 - Collect money for banquet from chapter members and all others three weeks prior to the event.
8. Determine banquet program well in advance of event.
 - Prepare a list of distinguished guests and titles.
 - Inform speakers of their role in writing.
 - Order any awards or gifts one month prior to banquet. While absolutely not necessary, small gifts for the Greek Advisor, International President and contributing staff members is a nice touch (i.e. school hats or sweatshirts, engraved pens or commemorative souvenirs unique to the host school. These should only be considered if there is room in the budget.)
 - Consider printing one-page programs for all guests. Include the evening program and speakers, the menu and any expressions of thanks.
 - Arrange for an official photographer for party pictures and, more importantly, a group photograph with all attendees. Make sure that a written contract is signed.

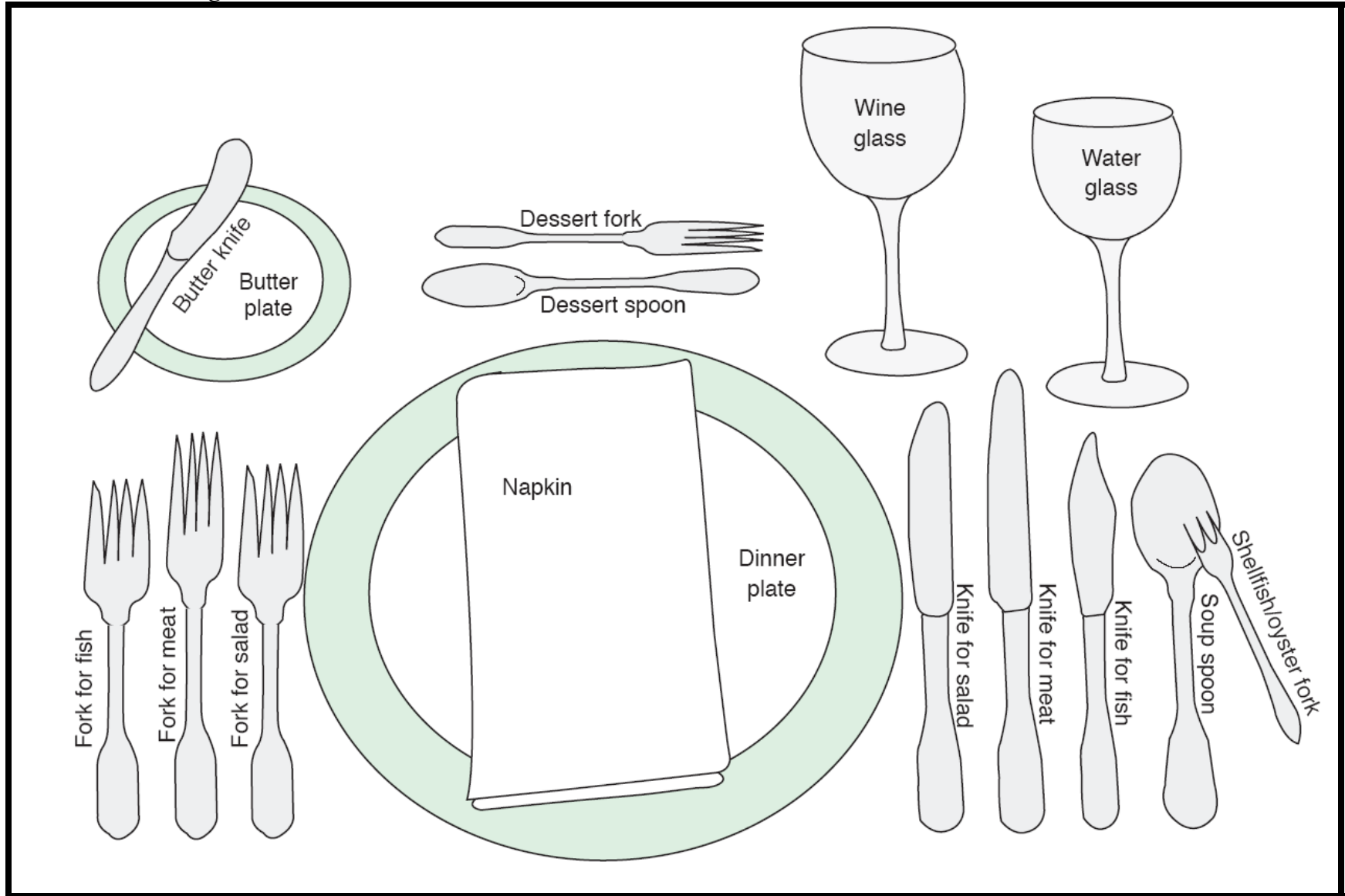
9. Send invitations to all invited guests (International Officers, parents, administrators, Greek leaders i.e. IFC, Panhellenic, Pan-Hellenic Presidents), alumni and staff members.
 - Order quality printed invitations.
 - Include date, time, location and cost of banquet. For parents and alumni, suggested charge for one person is \$40-50 and for a couple \$65-75. Sorority and non-FarmHouse fraternity representatives are responsible for the cost of their meals.
10. Negotiate tuxedo rental agreement (if applicable) with local company for a black tie banquet.
 - All members should be in tuxedo.
 - Members are responsible for fitting and payment of tuxedos.
 - Inform invited guests of proper dress (coat and tie for men and dresses for women are perfectly suitable).
11. Purchase glassware favors for all members and guests as a souvenir of the event.
 - Order at least one month in advance.
 - Include the coat of arms, chapter designation, college/university and event name.
12. Send thank you notes to guests expressing your appreciation for assistance and attendance (within one week).
 - Include distinguished guests, parents and hotel coordinator among others.

Social Etiquette Meal/Workshop

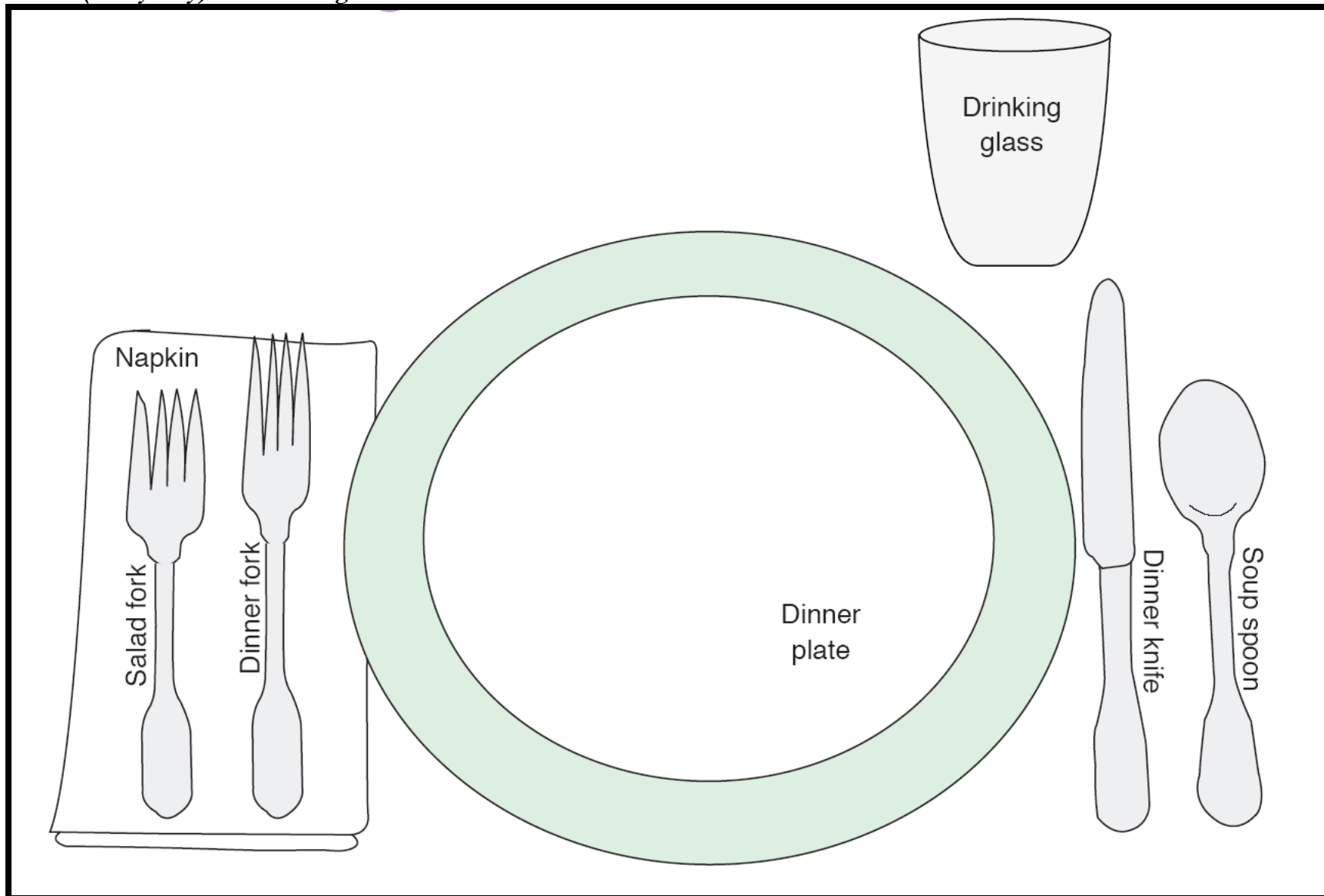
Throughout life FarmHouse brothers will find themselves in a variety of social dining situations requiring them to act in accordance with certain standards of appropriate behavior. An individual's actions in these settings will establish for others the impression and image of a gentleman and a leader. Fortunately fraternity meals provide the perfect setting where members can practice and perfect their fine dining etiquette and other social skills.

As Social & Brotherhood Chairman, you can work with the Kitchen Manager, Total Member Educator, Housemother, and/or Cook to conduct an etiquette workshop/special meal for the chapter. Books by Emily Post and Letitia Baldrige can provide you with information to be included in a workshop. Identifying possible presenters for such a program is as easy as approaching your Housemother, representatives from your career planning office, alumni, faculty, parents and/or community leaders. Your chapter may also decide to host an annual event where members of a sorority or other campus organization (or alumni/alumnae) are invited to a special meal with a speaker addressing formal event etiquette. Alternatively you may wish to hold a hands-on workshop/luncheon where the speaker walks through the proper placement of silverware and glasses, reviews the proper way to pass rolls, salt and pepper, and other common social graces. On the following two pages are diagrams of a standard formal place setting as well as a casual place setting.

Formal Place Setting



Casual (Every Day) Place Setting



20 Ways to Increase Motivation and Brotherhood

1. Permanently discontinue your use of words like “I” “me” and “my” and replace them with words like “we” “us” and “our”.
2. Take time to write little notes of thanks whenever someone does something for the benefit of the group. It doesn't matter if you wish they had done more!
3. Never take credit. Give the credit to your fellow members when things go right. That is the mark of a humble leader.
4. Invite a key member out to dinner. Don't talk business, but maintain that personal relationship.
5. Hold a “Senior's Appreciation Night”.
6. When a member misses a meeting, let him know you missed his contributions
7. Buy a few packs of candy and pass it out at meeting when a member says or does something positive.
8. Be sure everyone in the chapter is doing something meaningful at all times.
9. Ask members to visit other campus organizations with you.
10. Put a classified ad in the campus newspaper every week for a member who has made a contribution to the chapter.
11. Always support your brother's good causes.
12. Don't always do serious and depressing programs. Make things fun and interactive.
13. Always, always, always bring a camera to events. Get photos of members doing good things.
14. Go to local businesses and seek out rewards for members that have gone above and beyond the call of duty.
15. If an event is a little lower than you had wished, too bad. Don't cry over spilled milk. Focus on the positive aspects and have a discussion on the successes.
16. Always work hard to recruit new members.
17. Pay attention to people's girlfriends. These people are important to your members, so if your group is going out to dinner, be sure to have them invite their significant others.
18. Send a note to your advisor's supervisor letting him/her know how supportive and helpful he is.
19. Remember Birthdays
20. Send as many members as possible to Conclave and leadership conferences.

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