



2020-2021

Virtual P4B Guide

Worthy Brothers,

Below are the joint recommendations between the Sigma Chi Leadership Institute, Sigma Chi's curriculum generating organization, and the Jordan Initiative Committee, the home of the content generation for the Preparation for Brotherhood and Ritual for Life Programs within the Sigma Chi Fraternity.

With the ongoing pandemic, the 2020 Magister Faculty understands that some campuses will be on-ground, operating the traditional P4B program within our chapters and campuses. However, some of our chapters will be offering a hybrid (some education on-ground, some virtual) or a completely online version from their laptops and ZOOM meetings.

This will be one of the most difficult years in Sigma Chi history. Not only will many of our chapters be recruiting remotely online, but they will also be expected to begin their Preparation for Brotherhood programs virtually as well. In order to expedite Initiations to as soon as our chapters return to campus, it will be integral for our Magisters to pivot and offer their P4B to any pledges they receive in a digital setting if their campuses are completely online this fall.

To begin the fall semester, the Sigma Chi Leadership Institute board of directors and The Jordan Initiative Committee has developed best practices and recommendations for deploying pledgship in an online or virtual setting.

We wish you luck, safety and good health as we begin this endeavor to keep Sigma Chi vibrant in our respective cultures and deploy P4B at a critical time in Fraternity history.

You have our every confidence.

In Hoc Signo Vincas,

The Jordan Initiative Committee

& Sigma Chi Leadership Institute

Guidance and Recommendations

The following are recommendations for conducting a virtual pledge program following a virtual Mission 365 recruitment program. Each chapter will have different circumstances and may be able to conduct some events in-person but several factors must be in place in doing so. Consult your institution, house corp., chapter advisor, or Grand Praetor for guidance.

Norman Shields – As a general rule, Norman Shields are not being mailed to chapters. They will be available online via the Chapter System. Each pledge will have direct access to his own virtual Norman Shield when he logs in. It will be in a PDF form where he will be able to write his journal entries. This will apply to those chapters where students are not on campus.

If students will be on campus, notify Sigma Chi headquarter when you order your pledge pins and Norman Shields in advance that students will be on campus. The order form is in the Magister Workspace online. Also, check with the previous Magister to determine if there were any extra Norman Shields from the last pledge class. Be sure it is the 2019-2021 edition.

The Preparation for Brotherhood Guide, Big Brother Guide, Ritual for Life Guide will not be mailed to chapters. They are available online in the Magister Workspace and Kustos Workspace. Check with the previous Magister and Kustos for their copy. Be sure it is the 2019-2020 edition.

At some point prior to your first virtual Group Session meeting, the future pledges need to pick up their Norman Shield if they are on campus and you have requested hard copies. This should be done as safely as possible with all parties wearing masks, set the book on a table for pick up while you are at a safe distance (six feet) apart. If necessary, confirm his email and cell phone number.

Remember that all Big Brother and ConnΣXtions interactions will be virtual via phone preferably by facetime.

Submit the 400A form at sigmachi.org so each future pledge will receive an email from HQ to fill out their pledge form. Upon doing so, each future pledge will receive his login and password for the online learning portion of P4B.

Please reference the 2019-2020 Edition of the Magister Guide (either hard copy or online).

Contact the Regional Chapter Support Coordinator (RCSC) to set up the weekly pledge meetings via Zoom by entering the email for each pledge, assistant Magister(s), Magister, Chapter Advisor (or designate), Quaestor, and any other member as needed.

Everyone participating in the Group Session must do so with a computer and not a phone since Group Sessions will be as interactive using a PowerPoint slide deck.

You, as Magister, will be facilitating the Group Session. The RCSC will advance the PowerPoint as you progress through the Group Session. (Remember, the script, if needed, is provided in the Magister Guide for each slide; however, you should be well versed in the contents of each slide to discuss and facilitate without reading the script).

Big Brother Education – Training Session

1. Please reference the 2019-2020 Edition of the Magister Guide (either hard copy or online) (pg. 157)
2. Make sure the RCSC has the Big Brother Training Program PowerPoint ready to present by having the first slide ready 15 minutes before the scheduled meeting. Before the Group Session, make sure everyone is on mute.
3. Invite all Big Brothers to attend the Zoom meeting for Big Brother Education. Coordinate with the RCSC and the Chapter Advisor.
4. Send each Big Brother a copy of the Big Brother Guide from your Magister Workspace.
5. Begin the Group Session (pg. 161). The RCSC will follow your progress and advance the slides accordingly. (This will allow you to interact with the class without the distraction of advancing the power point.)

Sigma Chi Online

1. **The Sigma Chi Online Learning Management System and the Chapter System (learning.sigmachi.org) remains in operation, and per the Executive Committee, pledges should complete their assigned eLearning courses as planned in the 5-week P4B layout, beginning with Commencement courses.**
 - a. Any pledge with issues regarding Sigma Chi Online should contact helpdesk.sigmachi.org immediately to submit a HelpDesk ticket. (The average response time to fix an issue is 2 hours.)
 - b. All eLearning must be completed in order to follow through with Initiations in the fall, no exceptions.

Once a pledge completes his pledge form, he will be assigned a license to Sigma Chi Online and should begin his Welcome Activities immediately.

Zoom Pledge Meeting/Ceremony/Activities

Course C – Commencement Course

1. Membership Commitment Statement (pg. 39) – via phone call or face time with the each future pledge, read the Membership Commitment Statement. To expedite the process, have your Assistance Magister(s) and/or future Big Brothers assist in this process. In addition, confirm that each future pledge has successfully logged into the Zoom meeting. Make sure their video is on but their microphone is muted. Have a list of the future pledge class printed out.

2. Make sure the RCSC has the Commencement Group Session PowerPoint ready to present by having the first slide ready 15 minutes before the scheduled meeting. Before the Group Session, make sure everyone is on mute.
3. Begin the Group Session (pg. 39). The RCSC will follow your progress and advance the slides accordingly. (This will allow you to interact with the class without the distraction of advancing the power point.)
As the Assistant Magister(s) and each future pledge introduce themselves, call upon them and ask them to unmute themselves.

Formal Pledging/Big Brother Ceremony

- a. The Magister should work with the Regional Chapter Support Coordinator to schedule a virtual Zoom meeting for the pledge class, Big Brothers, Consul, Recruitment Chairman, and Magister. Send the meeting link to those involved in the Ceremony. If you invite the entire chapter, make sure they are muted for the entire Ceremony. However, this may complicate the logistics of turning on and off the sound and camera of pledges and big brothers due to the difficulty in finding them among the entire chapter in the Zoom meeting.
- b. The Magister should mute all attendees and turn all their cameras off prior to the beginning of the Zoom meeting. (This acts as having their eyes closed prior to the Ceremony)
- c. The Recruitment Chairman, Consul, and Magister should be the only attendees whose unmuted and videos are live and displayed on screen – they should be dressed in coat and tie. They should follow the script outline in the 2019-2020 Magister Guide (pg. 56).
- d. When ready to begin, the Magister will turn on the pledge's video.
- e. Prior to the Consul reading the Membership Oath, the Magister should announce that all mics will be unmuted so the pledges can recite the oath as a group. The Consul should provide longer pauses digitally to ensure every pledge is caught up with the Ceremony.
- f. Following the completion of the Oath, the Magister should begin his Big Brother Ceremony script as laid out on Page 59 of the 2019-2020 Magister Guide.
- g. At this time, all assigned Big Brothers should have joined the Zoom Call with their cameras and mics turned off. Each should have a pledge pin to display on the call – the pledge can receive the pin and his physical Norman Shield upon return to campus.
- h. After reading the first line on page 59, the Magister will then verbally pair the pledge with their Big Brothers by reading the pledge names aloud on the call. As the pledge name is read, the corresponding Big Brother will turn his video on and

reveal his identity to his Little Brother. Once the pairing is complete, the Magister can continue with his script on page 59.

- i. The Consul will finish his script and announce the pledge as a prospective member of the chapter.
- j. The Big Brother will display the physical pledge pin and Norman Shield as the deliverables to the pledges upon returning to campus.

Group Session 1

6. Check online to make sure the pledge class completed their online assignment.
7. Please reference the 2019-2020 Edition of the Magister Guide (either hard copy or online).
8. Make sure the RCSC has the Group Session 1 PowerPoint ready to present by having the first slide ready 15 minutes before the scheduled meeting. Before the Group Session, make sure everyone is on mute.
9. Begin the Group Session (pg. 60). The RCSC will follow your progress and advance the slides accordingly. (This will allow you to interact with the class without the distraction of advancing the power point.)
10. Conduct the Experiential Activity virtually during this Group Session.

Virtual Experiential Activity – Man in the Glass

Again, each chapter will have different circumstances, however, we need to assume what would be the most safe; therefore, the Man in the Glass is conducted virtually.

1. Prior to the activity, have all non-pledges turn off their videos.
2. Have each pledge turn on their cell phone, direct them to their phone camera and turn the image so it is reflecting them as if they were going to take a photo of themselves.
3. If the pledges are able to turn down their lighting in their room, have them do so.
4. It is important to get the pledges in the right frame of mind. Have the pledges close their eyes and have them think about the value of courage and how they would apply it to them. Give them a moment of silence. When appropriate, have them open their eyes and look at their reflection in their phone.
5. Read the Man in the Glass. (pg. 73)
6. Have them close their eyes again and allow them a moment to process the poem.
7. When appropriate, have them open their eyes and begin the After Action Review (AAR)(pg. 75) or slide V-17.
8. Conduct a virtual Candle Pass as described on pg. 79 and have slide V-24 up on the screen. Have everyone mute themselves. The Magister can have a candle and light it so it appears on his screen. If possible, ask that everyone's lights be turned down if possible. You still want eye contact so do not suggest turning off their video feed. The Magister can call upon each person so they can unmute themselves when it is time for them to speak.

Group Session 2

1. Check online to make sure the pledge class completed their online assignment.
2. Please reference the 2019-2020 Edition of the Magister Guide (either hard copy or online).
3. Make sure the RCSC has the Group Session 2 PowerPoint ready to present by having the first slide ready 15 minutes before the scheduled meeting. Before the Group Session, make sure everyone is on mute.
4. Begin the Group Session (pg. 87). The RCSC will follow your progress and advance the slides accordingly. (This will allow you to interact with the class without the distraction of advancing the power point.)
5. Conduct the Experiential Activity virtually during this Group Session.

Virtual Experiential Activity – Illumination

Again, each chapter will have different circumstances, however, we need to assume what would be the most safe; therefore, Illumination should be conducted virtually.

1. Prior to the activity, have all non-pledges turn off their videos.
2. It is important to get the pledges in the right frame of mind. Have the pledges close their eyes and have them think about ways they can be contributing members within the chapter, on their campus, or in their community. Give them a moment of silence. When appropriate, have them open their eyes.
3. Read the Illumination introduction. (pg. 97)
4. Either the Magister, The Consul, or the brother can read his profile. After the profile is read, have the brother turn on his video. (or have his video activated but have a piece of paper in front of the camera and removed once the profile is read.)
5. Once all the brothers have had their profiles read, continue with reading the second part of the activity (pg. 98)
6. During the second part of the activity, as each item is read, have one brother turn off his video feed or place a piece of paper over his computer camera until the entire list is read and each brother has blocked his video feed.
7. Once completed, thank the brothers and continue with the AAR (pg 101). Once the discussion is complete, read the last portion of the activity (pg. 101).
8. Continue with the Group Session including the assignment of the Creed/Coat of Arms.
9. Conduct a virtual Candle Pass as described on pg. 103 and have slide V-44 up on the screen. Have everyone mute themselves. The Magister can have a candle and light it so it appears on his screen. If possible, ask that everyone's lights be turned down if possible. You still want eye contact so do not suggest turning off their video feed. The Magister can call upon each person so they can unmute themselves when it is time for them to speak.

Group Session 3

1. Check online to make sure the pledge class completed their online assignment.
2. Please reference the 2019-2020 Edition of the Magister Guide (either hard copy or online).
3. Make sure the RCSC has the Group Session 3 PowerPoint ready to present by having the first slide ready 15 minutes before the scheduled meeting. Before the Group Session, make sure everyone is on mute.
4. Begin the Group Session (pg. 111). The RCSC will follow your progress and advance the slides accordingly. (This will allow you to interact with the class without the distraction of advancing the power point.)
5. Conduct the Experiential Activity virtually during this Group Session.

Virtual Experiential Activity – Creed & Coat of Arms

Again, each chapter will have different circumstances, however, we need to assume what would be the most safe; therefore, the Creed & Coat of Arms is conducted virtually.

1. The Magister can call upon each pledge to present their personal creed and coat of arms. Have slide V-18 (pg. 114) showing during the presentation.
2. Continue with the Group Session discussion about ideals (pg. 119)
3. Conduct a virtual Candle Pass as described on pg. 121 and have slide V-26 up on the screen. Have everyone mute themselves. The Magister can have a candle and light it so it appears on his screen. If possible, ask that everyone's lights be turned down if possible. You still want eye contact so do not suggest turning off their video feed. The Magister can call upon each person so they can unmute themselves when it is time for them to speak. Ask the question on pg. 121 to focus the candle pass.

Group Session 4

1. Check online to make sure the pledge class completed their online assignment.
2. Please reference the 2019-2020 Edition of the Magister Guide (either hard copy or online).
3. Make sure the RCSC has the Group Session 4 PowerPoint ready to present by having the first slide ready 15 minutes before the scheduled meeting. Before the Group Session, make sure everyone is on mute.
4. Begin the Group Session (pg. 125). The RCSC will follow your progress and advance the slides accordingly. (This will allow you to interact with the class without the distraction of advancing the power point.)
5. Conduct the Experiential Activity virtually during this Group Session.

Virtual Experiential Activity – Reflections

Again, each chapter will have different circumstances, however, we need to assume what would be the most safe; therefore, Reflections is conducted virtually.

1. This activity of more of a discussion with the Pledge class about their first activity (Man in the Glass). During the discussion, have Slide V-11 on the screen.
2. Once the discussion is completed do the same for the next slide, V-12 – Thought Questions. This is your AAR.
3. Complete the Groups Session as described on pg. 129
4. Candle Pass – although on pg 130, there is mention that no candle pass is conducted. However, in light of the virtual pledge program, it would be appropriate to have one to allow the pledge class to express themselves with whatever is on their mind. As Magister, you need to tie together the sense of Brotherhood even if there is no physical contact or meeting occurring. You may refer back to the ideals discussion or to encourage further video interaction with each other, their Big Brothers, and other chapter members. One discussion may be for them to think ahead when the virus is no longer a threat and everyone can get together...what would you want the brotherhood to do First? Second? Third? How would they take part in the process?

Ritual Bridge – Day 1 (RBC)

1. Check online to make sure the pledge class completed their online assignment.
2. Please reference the 2019-2020 Edition of the Magister Guide (either hard copy or online).
3. Make sure the RCSC has the Ritual Bridge PowerPoint ready to present by having the first slide ready 15 minutes before the scheduled meeting. Before the Group Session, make sure everyone is on mute.
4. Begin the Group Session (pg. 135). The RCSC will follow your progress and advance the slides accordingly. (This will allow you to interact with the class without the distraction of advancing the power point.)

Ritual Bridge – Day 2 (Seven Candles)

1. It is important to have the pledges in the right frame of mind. Have each pledge write down each of the 7 values. Have them think about each of those 7 values and what they wrote about in their journal.
2. When you are ready to begin, have the pledge close their eyes. Have the imagine a candle is being lit for Courage.
3. Read the passage on pg. 146 about Courage.
4. Continue this process through all the values having the pledges eyes closed the entire time. At the end, they should envision 7 lights for 7 values.
5. Conduct your final candle pass (pg 148) and have slide V-14 on the screen to discuss the questions/statements asked.
6. Conduct the Magister's closing speech (pg 148).

Ritual Bridge – Day 3 (Letters to the Chapter/Candidates dinner).

1. Due to the circumstances, a dinner may not be possible for the safety of the membership.
2. The RCSC can set up a Zoom meeting with the Magister team, pledge class, and Big Brothers, and the Consul for the reading of the letters to the chapter.
3. The Magister will conclude the readings by his closing speech (pg. 151).
4. If the pledges never received their pledge pin because the campus is closed, you will virtually “de-pledge” the class (pg. 152).

End of Pledge Program and Ritual Bridge

1. We are assuming the Initiation will take place. The Executive Committee has provided guidelines in conducting the Ceremonies of Initiation. Please make sure you have a copy of those guidelines. If the campus is closed, it is our hope that a future time and place will be announced once it is safe to conduct the Ceremonies of Initiation.

NOTE: Big Brother Program should be in place throughout the virtual pledge period by contacting their Little Brothers weekly and utilizing the Big Brother Guide. This can be accomplished via Facetime, Zoom meetings, Facebook portals, and any form of virtual communication.