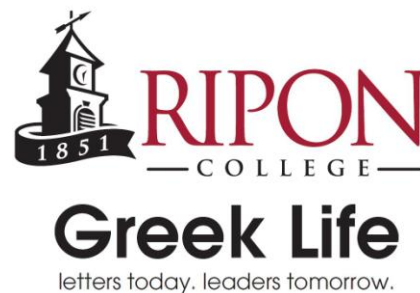


# Ripon College Greek Life Membership Manual 2014



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## i. Institutional Relationship

Ripon College is committed to student's academic and co-curricular success and supports student organizations and Greek groups that supplement those successes. To illustrate that commitment the institution has stated expectations for Greek groups and the services they provide. In turn the Institutional Relationship details what support and resources the College will provide to encourage Greek group accomplishments.

### **A. INSTITUTIONAL RELATIONSHIP BETWEEN RIPON COLLEGE AND GREEK GROUPS**

Greek groups have been an integral part of the Ripon College campus for years. It has always been expected that such groups would conduct their affairs in accordance with the mission and values of the College. These groups, like all other student organizations, are subject to annual review for institutional recognition and support. This annual review will consist of a report detailing different areas of leadership and achievement and will be due in the Student Activities Office each spring.

In order to establish a framework for success, the College expects each Greek group to conduct an annual, thorough self-evaluation. Such a process may help identify strengths and weaknesses that can then serve to guide goal setting. The College will make resources and staff available to facilitate such efforts. The College shall recognize a general fraternity/sorority for as long as the general fraternity/sorority operates within the guidelines and tenets of its charter; the policies and procedures of the College; and the state and federal governments.

The basic premise for Greek groups is that they exist to foster mutual efforts to provide rewarding educational opportunities. Typically this is demonstrated by pursuits for academic excellence, leadership training experiences, close friendship bonds (among both current students and alums), citizenship, concern for fellow human beings, and an overall commitment to purposeful living, both in college and beyond.

Please view this as a living document that can expand and change as time passes. The partnership that exists between Ripon College and Greek groups is as follows.

Expectations of administration:

- 1) Dean of Students ultimately responsible for approving and overseeing Greek groups.
- 2) A professional-level member of the administration designated as IFC, Panhellenic Council and Greek Council advisors.
- 3) A professional level member of the administration, the Assistant Director of Student Activities designated as a resource for all Greek organizations.
- 4) College responsibility for maintenance and cleaning of allotted residence hall space.
- 5) Administration will provide equal distribution of a block of rooms within College residence halls. Room allocations should include approximately the same number of single-singles and double-singles as other allocations.
- 6) Maximum house size is 45. Total will be reviewed on a yearly basis by Dean of Students and Assistant Director of Student Activities.
- 7) Institutional resources in terms of meeting space, available administrative personnel, and input into budgeting for lounge furnishings.

- 8) Opportunity for democratic participation in governance via hall councils, student senate, and/or IFC and Panhellenic Council.
- 9) Periodic meetings scheduled by the Assistant Director of Student Activities for open communication.
- 10) Options provided to establish an account through the Business Office.

#### Expectations of Greek Groups:

- 1) Submit a current, working constitution and student organization registration form including a list of officers, advisor, and organizational members as requested to the Office of Student Activities within the time frame suggested.
- 2) Establish an annual self-review, goal-setting procedure, citing the group's positive affect on the campus as criteria for College recognition for the following academic year.
- 3) Maintain a minimum of 15 on-campus members living in the housing block in order to be a recognized Greek group, and as such, be provided a block of housing space within the residence halls.
- 4) Follow non-discriminatory practices in membership selection (though allowing for single-sex fraternities and sororities).
- 5) Maintain the physical space provided, i.e., clean up after events and report to Residence Life staff any incidents of destruction of College property.
- 6) Adhere to College policies, both individually and collectively. Be consistent with regulations regarding pledge recruitment and education. (Hazing practices are prohibited! Please see Appendix Two)
- 7) Encourage academic achievement.
- 8) Pay accounts on time, maintaining positive relations with the College Business Office and community businesses with whom transactions are made.
- 9) Promote positive relations with other student groups.
- 10) Provide leadership training for new members as well as new officers.
- 11) Participate in service projects for the College community and for the larger community.
- 12) Consult with the College Advancement Office prior to any fund raising activities.

## ii. Rights and Responsibilities of Greek Life

### A. The Rights and Responsibilities for the Ripon College Greek

**As a member of the Greek Life at Ripon College each student is awarded the following rights:**

From the moment a student commits themselves to become a member of a fraternity or sorority on the campus of Ripon College; they are entitled to certain rights within the Greek system:

- Right to support, in one's quest for personal growth, academic studies, and social development.
- Right to be an individual, accepted as one is, with the personal qualities which mark one as both similar and different from others.
- Right to dignity, free from intentional humiliation.
- Right to equality, to be treated fairly as any other brother or sister.
- Right to participation, as a partner, with the right to freely support or oppose a proposal under discussion by the membership.
- Right to privacy, recognizing one's need for personal time and the expectation that the security of one's personal belongings will be respected.

- Right to respect, for one's culture and spiritual beliefs.

**At the same time that each student acquires these rights, they must also accept certain responsibilities:**

- Responsibility for growth, to work diligently for the development of oneself, one's college, and one's fraternity or sorority.
- Responsibility for loyalty, to one's fraternity or sorority and its members, to the Greek system at Ripon College, to Ripon College, and to the ideals for which they stand.
- Responsibility to participate, thoughtfully in the business of the chapter, to complete faithfully those assignments accepted, and to embrace, support and adhere to the decisions of the chapter, governing body, and the national/international organizations, and govern wisely if elected to a position of chapter leadership.
- Responsibility to responsible conduct, since one's personal actions reflect not only on oneself, but on one's brothers or sisters, on the college and on one's family and friends.
- Responsibility to respect the rights, convictions and privacy of others, and to work unceasingly to improve fraternity/sorority relations with other Ripon College Greeks, with the college, with our campus neighbors, and with the general public.
- One further accepts the personal responsibility for familiarizing oneself with the published creed or ideals of the fraternity or sorority, and for doing one's best to conduct oneself in accordance with these principles.

### iii. Registration

A. Each Greek letter organization is expected to submit information on *a regular basis and in a timely fashion* to the Office of Student Activities in order to be recognized by Ripon College.

1. Each organization must submit an updated roster to the Office of Student Activities by the first day of classes in the fall semester. Each chapter must also communicate with the Assistant Director whenever membership changes occur, including temporary suspensions.
2. Each chapter must complete a chapter profile each September.
3. All members must have a Non-Hazing Compliance form on file.
4. All members joining a Greek organization must have a Membership Recruitment Acceptance Binding Agreement, Continuous Open Bidding Agreement, or Pledging Preference Form on file.
5. Greek organization members are expected to attend meetings scheduled by the Assistant Director of Student Activities, including but not limited to Greek President's meetings, monthly one on ones, Greek Committee meetings.

### iv. Membership

Membership in a fraternal organization is a lifetime obligation. Choosing to be in a Greek organization means being part of a group of men and/or women who work represent a similar set of values and ideals and who agree to be held to a higher standard than other college students and student organizations as per the mission of these Greek organizations.

1. In order to be eligible to become a member of a fraternity or sorority, a student must be matriculated and enrolled at Ripon College and must meet academic standards that are outlined by the chapter and the College.
2. Ripon College participates in Deferred Recruitment, meaning students must have completed at least one semester as a matriculated and enrolled student at Ripon College in order to be

eligible for membership. Greek organizations will not have access to first year and transfer student information until the first Greek President's meeting in the fall semester.

- a. Chapters can organize recruitment in the fall semester for returning, upper class students, so long as those students have completed at least one semester as a matriculated and enrolled student at Ripon College.
3. Fraternities and sororities must not have restrictions on membership based on gender, sexual orientation, race, color, religion, age, nationality or ethnic origin, physical appearance, class standing, organizational membership, campus address or handicap.
4. Each inter/national organization must also honor the membership standards set by the inter/national office. Local organizations with regional leadership must also abide by the regional offices membership standards if they exist.
5. Other standards to be followed may be set by other groups and organizations, including but not limited to:
  - a. Ripon College
  - b. Panhellenic, IFC, and Greek Council
  - c. Federal, State, and City Laws

## v. Recruitment and New Member Education

1. Each fraternity and sorority is required to report any new members to the Assistant Director of Student Activities by the next business day of those students signing a Membership Recruitment Acceptance Binding Agreement, Continuous Open Bidding Agreement, or Pledging Preference Form.
2. Grade Release Forms are available from the Dean of Students Office. Each Greek group is encouraged to seek academic information about potential new members before offering bids for membership whenever possible.
3. Greek organizations not participating in IFC or Panhellenic Recruitment must provide a detailed strategic plan for Recruitment. Said groups must also work with the Panhellenic, IFC, and Assistant Director of Student Activities on all issues concerning Recruitment.
4. National Panhellenic Council Recruitment
  - a. All member sororities must comply with guidelines, procedures and Unanimous Agreements set forth by the NPC and the Ripon College Panhellenic Council.
  - b. All recruitment dates and events must be submitted to the Assistant Director of Student Activities.
  - c. The Assistant Director will work with the Panhellenic Council advisor on issues concerning recruitment.
5. IFC Recruitment
  - a. All member fraternities must comply with guidelines and procedures set up by the IFC.
  - b. All recruitment dates and events must be submitted to the Assistant Director of Student Activities.
  - c. Chapters wishing to organize a recruitment to supplement IFC recruitment must submit a plan and dates to the Assistant Director of Student Activities.

## vi. Academic Standards

The experience being a member of a Greek organization can be fruitful and productive in life after College because each fraternity and sorority takes ownership over their educational program encouraging performance above that of other college students.

1. In order to enter into a New Member Education process to begin membership in a Greek organization, a student must meet the academic standards set by each individual group.
2. Fraternities and sororities are expected to have information and programming concerning academic success in their member education program.
3. Greek organizations can have access to member grades through the Grade Release Form. These forms can be found in the Dean of Students office. Individual students can sign the Grade Release Form and volunteer to disclose that information at any time.
  - a. Each student's signature is required to release information. Academic information will not be released without a consenting signature.
  - b. Academic information will only be disclosed to the recipient identified on the Grade Release Form.
4. The Office of Student Activities will partner with Greek organizations to provide resources and incentives that promote academic achievement. The Assistant Director of Student Activities will work with Greek organization leaders to partner with other offices on campus to provide necessary resources to the Greek community.

## vii. Housing Information

Ripon College places value in the residential living experience. Each student is required to live in the College residence halls. In this way, Ripon College strives to be a true "community of scholars" in the best sense of those words. Fraternity and Sorority members are housed in the residence halls in order to participate in that "community of scholars."

1. In April Greek Presidents will receive housing information from the Director of Residence Life based on the numbers of students who indicated their desire to live with their fraternity or sorority. This information is provided by each member on their Housing Plan Form. Each group will be allotted a proportional number of rooms based on that self reported membership.
2. Each chapter will be expected to conduct their own housing lottery to assign member housing for the next academic year.
3. Housing will be reevaluated if membership changes after housing assignments for the following academic year have been submitted.
4. Each chapter must provide one person designated to make housing decisions over the summer months. That person will work with the Director of Residence Life to modify or make changes to housing if necessary, up until one week before the start of classes each semester.

## viii. Hazing Policy and Risk Management

Every student at Ripon College is expected to follow not only the Ripon College policies outlined in the student handbook, but also all the laws that govern life in the city of Ripon, the state of Wisconsin and the United States. Hazing is against the law in the state of Wisconsin and the Ripon College policy is outlined here. Every member should have a signed copy of this policy on file in the office of Student Activities. Any additional copies are available from the Assistant Director of Student Activities.



Ripon College

### Fraternity/Sorority Chapter Anti-Hazing Agreement

I, (print name) \_\_\_\_\_ a member of the (chapter name)

\_\_\_\_\_ Chapter of (organization name)

Fraternity or Sorority, do hereby affirm that I understand and will comply with the following Ripon College Policy.

#### Ripon College Hazing Policy

The College will not tolerate nor condone hazing in any form. Policies governing hazing are as follows:

1. The College defines hazing as any willful act by one student alone or acting with others, directed against any other student, that:
  - a. Subjects the student to indignity or humiliation
  - b. Intimidates the student by threatening or ostracizing in public
  - c. Submits the students to ignominy, shame or disgrace among fellow students
  - d. Humbles, or is calculated to humble with pride, stifles the ambition, or blights the courage of the students attacked
  - e. Constitutes a legal assault, by striking, beating, bruising, maiming or any other physical violence, or merely seriously threatens to do these acts.
2. Specifically forbidden hazing activities include, but are not limited to:
  - a. Any brutality of a physical nature, such as whipping, paddling, beating, branding or calisthenics.
  - b. Late night sessions which interfere with scholastic activities (1 a.m. Sunday through the end of Friday classes)
  - c. Forced or required consumption of any food, alcohol, drug or other substances.
  - d. Excessive exposure to the elements; or forced or required theft of any property.
  - e. Any activity or situation that would subject an individual to extreme mental or physical stress, such as permitting less than six hours of continuous, uninterrupted sleep per night, or forced or required extended exclusion from social contact.
  - f. Forced or required conduct that could result in extreme embarrassment, such as nudity or sexual behavior.
  - g. Running personal errands for others, such as driving them to class, cleaning individual rooms, washing cars, etc.
  - h. "Road trips" (dropping someone off to find their way back) or "kidnaps."
  - i. Forced or required wearing apparel publicly or privately which is conspicuous and not normally in good taste
  - j. Forcing, requiring, or encouraging the violation of any College policy or federal, state or local law.
3. Hazing is forbidden by Ripon College and any chapter or student suspected of hazing will be investigated and may face judicial action. If hazing occurs, the chapter will be suspended for a specified time period. Repeated hazing by the same organization will subject the group to permanent suspension from campus. In order to ensure that all Chapter members are aware of the requirements outlined in the policy on hazing, I affirm that I have read and am now informed of the requirements outlined in this policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 1. Risk Management

- a. Social development is a component of fraternities and sororities. In order to make social development a safe and positive experience for all members of the Greek community and the rest of the campus community a few guidelines are to be followed:

- i. All events must respect and abide by local, state and federal laws and Ripon College policies.
  - ii. All events must follow inter/national policies.
  - iii. Each chapter must create a crisis management plan and submit a copy to the Assistant Director of Student Activities.
  - iv. Each chapter must submit a copy of their risk management policy to the Assistant Director of Student Activities each August.
- b. If there is a concern for the risk level the Assistant Director of Student Activities will work with that specific chapter to address that concern.

## ix. Other Policies and Procedures

In this section you will find copies of policies and procedures that specifically pertain to fraternities, sororities or student organizations.

### A. Behavioral Expectations of Student Organizations

Ripon College has high expectations of student organizations and Greek groups, as they produce leaders on campus and serve as an extension of the student affairs division of the College. The College expects that the goals of these organizations would align with the goals and mission of the institution. There is also the expectation that the members of these organizations would represent Ripon College in an appropriate way while on campus and at off campus functions. This includes following Ripon College policy.

While individual students are held accountable for their conduct when it is contrary to the standards of the community or civil law, student groups and Greek organizations are also responsible for their conduct should it be contrary to the standards of the community or to civil law. The following are some examples, of actions which may result in sanctions against the group:

- Advance knowledge of the action and/or official approval of the action was evident within group membership at large.
- Participation and/or knowledge of the action, or failure to take responsible behavior in preventing the action by major officers or a large number of members (this may have the effect of condoning the action).
- Failure on the part of major officers to investigate the action or failure to cooperate with the investigation.
- The action occurs as a result of an atmosphere created by the organization that encourages or condones the action.
- The action results from alumni returning to campus as guests of the organization.

Disciplinary action resulting from conduct that requires such can include but is not limited to: monetary fines, restitution charges, community service assignment, probation, limited or suspended ability to host events or functions on campus, suspension of Student Senate funds, limits on group membership (including pledge class limitations or suspension), or dissolution of the organization.

### B. Residence Life Policy regarding entering a Greek Organization's Lounge

In order to ensure proper communication with the Residence Life staff during events occurring within a Greek organization, the following procedures will be followed:

1. At least 48 hours prior to the event taking place, a designee from the Greek organization will alert the Assistant Director of Student Activities and the Director of Residence Life in writing of the event and time specifics.
2. The Director of Residence Life will then alert the Residence Life staff of the event.



- a. These Greek events include but are not limited to: House meetings, ritual, Initiation events, and elections.

When Residence Life staff members are on rounds through the building where the above events are taking place they will adhere to the following procedure:

1. When reaching the door to a Greek organization's lounge, staff members will knock and wait for a representative to come to the door of the lounge and open it.
2. If after one minute no one answers the door, the Residence Life staff will enter the lounge by opening the door.
  - a. Exceptions to this would include reason to believe a legitimate policy violation is occurring. For example, someone notices alcohol being carried into the lounge; excessive noise or noise indicating that a policy violation is occurring; or there is reason to believe someone is in need of medical or emergency attention.

## x. Annual Review and Chapter Assessment

Fraternities and sororities are founded on values and ideals that align with the College's academic mission. These values and ideals should enhance a student's experience at Ripon College by positively effecting intellectual development, leadership skill development, creating an atmosphere of cooperation and creating a heightened sense of citizenship through service. To this end each Greek group will complete an Annual Review for Greek Awards judging detailing the contributions and improvements their group has completed during the past academic year. While ongoing assessment of each group will happen throughout the year through various meetings and interactions, this Annual Review will decide each chapter's recognition status with the College as well as winners of the various awards presented at the Annual Greek Awards ceremony.

### A. ANNUAL REVIEW FOR GREEK GROUPS AT RIPON COLLEGE

As stated in the Institutional Relationship between Ripon College and Greek Groups, each Greek organization is expected to compile an annual review. That review will work to confirm institutional recognition and support. When writing that review, focus on the areas below in order to demonstrate your organization's contribution to Ripon College.

1. Scholarship.
  - a. Describe the components of the scholarship program or what incentives the organization offers to members to promote academic success.
2. Membership
  - a. Summarize the new member education program, including the goals of the program.
  - b. Describe and list any activities designed to educate all members about social issues or other topics concerning a college student (for example, time management, alcohol education, sexual responsibility, etc.).
3. Campus Involvement
  - a. List, with a brief description, the events and activities your organization has attended or organized as a whole (for example, sporting events, any non-philanthropic activities you have (co)sponsored, any campus wide educational programs, etc.).
  - b. In addition to the activities above, describe how the chapter has contributed to a better relationship within the Greek community and encouraged a positive relationship between the College and the Greek organizations.
4. Management

- a. Describe chapter and/or executive committee retreats during the academic year if any- list the goals of such an activity.
- 5. Service/Philanthropy
  - a. Describe all chapter sponsored services projects during the academic year, include money raised and hours dedicated.
- 6. Conduct
  - a. If the chapter has received any verbal or written warnings/sanctions from IFC, Panhellenic Council or the Dean of Students; describe the situation and any sanctions. Include any corrective action taken by the chapter in response to a violation.

## xi. Philanthropy

Greek organizations work to contribute to the Ripon College community and the surrounding community each year. Below are a few suggestions and guidelines for philanthropic success.

1. The Office of Community Engagement and the Ethical Leadership Program can offer assistance to groups when planning events, connecting with different organizations in the community and maintaining a log of hours served.
2. The Advancement Office on campus is willing to help any organization that is working to raise money for a cause and also working with questions about tax deductible information. There are specific things that are deductible and this might help your organization to make more money if your donors can consider their gift tax deductible.
  - a. Greek organizations must work with the Advancement Office whenever they send out a mailing to Ripon College alumni or trustees.
3. Ripon College is a non-profit institution and that distinction means that there are certain situations where purchases made to facilitate a philanthropic activity can be benefit from our Tax Exempt status. Contact the Business Office x8106 for more information.

## xii. Fiscal Responsibility

The leadership skills learned in a fraternity or sorority should include one of fiscal responsibility.

1. Each organization must provide information on the Chapter Profile about financial institutions where Greek organizations hold accounts.
2. All Greek organizations have the right to have an account on campus in the Business Office.
3. Any monies unpaid to the College, for costs associated with duplicating or food service for example, will be distributed equally among all members and charged to each member to cover that cost.
4. The College reserves the right to pass charges along to on campus Greek accounts or bill equally to each member for charges assessed by a third party for damages or unpaid monies resulting from an activity sponsored by a Ripon College Greek organization.

### xiii. Media and Public Relations

The Office of Marketing and Communications has many resources for student groups when they are looking to publicize their events in the local or expanded community. Their webpage is full of tips and helpful hints: <http://www.ripon.edu/press/>

1. Press Releases
  - a. Please submit press release requests via a web form at: [www.ripon.edu/press/](http://www.ripon.edu/press/)
  - b. Fraternity and sorority members are welcome to write a press release advertising their event and information can be found at the web address above.
2. Using the College logo and other images and requests for posters or other publicity
  - a. Any use of the College logo or other images must be emailed to the [Publications@ripon.edu](mailto:Publications@ripon.edu) for approval of artwork design
  - b. Any requests for graphic design or poster work must be submitted through: <http://www.ripon.edu/mediarequest/>

### xiv. Alumni Relations

1. Each chapter is encouraged to maintain contact with their alumni members.
2. Fraternity and sorority members are responsible for any alumni visitors that are invited to campus for Greek Life functions.
  - a. Chapter Consultants are considered guests of each individual chapter and are held to the same standards found in the Ripon College Student Handbook as Ripon College students when on campus.

### xv. Advisors

Each fraternity and sorority is required to have an advisor that is a member of the Ripon College faculty or staff. Chapters are encouraged to utilize their advisor and take advantage of the link they provide between students, faculty, staff and alumni.

1. Expectations of Advisors
  - a. Advisors are committed to the group he or she advises.
  - b. The advisor must maintain a working relationship with the fraternity or sorority.
  - c. The advisor will regularly check in on the academic and leadership progress of the group they advise.
  - d. Advisors should be familiar with Ripon College and the inter/national offices policies and regulations.
  - e. If an advisor resigns, it the responsibility of the organization to notify the Assistant Director of Student Activities and find a new advisor.
  - f. Resources for advisors are available in the Student Activities Office.
  - g. If an Advisor wished to attend a chapter house meeting or other function in the residence halls, the Office of Residence Life will assist the advisor with access to the residence hall.

## xvi. Expansion and Extension

### **EXPANSION, COLONIZATION, & AFFILIATION OF GREEK CHAPTERS**

Determining the need for expansion and colonization rests with Ripon College and the Greek system as the need arises. Any locally organized group that disbands or cannot maintain the required 15 members and requests permission to reorganize at Ripon College must follow the below guidelines.

If expansion of the system is desirable, two methods exist for issuing invitations to inter/national Greek organizations. In any case, to be considered for expansion at Ripon College, a fraternity/sorority must be a member of the North American Inter-Fraternity Conference, the National Panhellenic Conference, or another national Greek governing organization.

1. If expansion is sought by an existing local chapter or student interest group they shall:
  - a. Contact the Assistant Director of Student Activities and indicate to the College the group's desire to organize. The Assistant Director will form an Expansion Committee if necessary to approve the bid for expansion and work with that Committee during the expansion process.
  - b. Be given a grace period of one semester during which they may organize to prepare for membership as a Greek organization at Ripon College with the consent of the IFC/Panhellenic Council, pending approval from Assistant Director of Student Activities or Expansion Committee.
  - c. Develop and follow the process to enter into membership with an inter/national organization.
    - i. Including compilation of information on group scholarship, philanthropy interests, leadership abilities, letters of administrative and peer support and general campus information; and soliciting invitations for colonization.
  - d. Review responses from national chapters regarding solicitations for colonization.
  - e. Evaluate options based on Ripon College and Greek needs along with member expectations.
  - f. Present top five choices to the Assistant Director of Student Activities and/or the Expansion Committee for final review and approval.
2. If expansion is pursued by the College, without the impetus of existing local chapter or interest group, they shall:
  - a. Develop petitions to be sent to national organizations sharing campus background, current and intended Greek position on campus, support of administration and Greek system members.
  - b. Review responses from national chapters.
  - c. Evaluate options based on College expectations along with general Greek system needs.

Following the review and prioritization of the national chapters, the Assistant Director shall work with the local organization, interest group or Expansion Committee to decide: a) how many groups to invite to campus; and b) whom to invite to make presentations.

After all invited organizations have visited campus and made presentations, the Assistant Director, or the Expansion Committee, along with the local organization or interest group if applicable, will determine which group(s) will receive the College's recommendation for colonization. If approval

for colonization has been granted, the Assistant Director or the Expansion Committee will recommend to the Dean of Students that the College issue a formal invitation for colonization to the selected organization(s). Colonization shall follow the rules and regulations stated in the constitution of the appropriate governing council. Formal recognition of the new chapter by Ripon College can occur after a successful colonization period, providing that all requirements for affiliation have been met and approved by the Dean of Students.

## Appendix

### **A. Expectations of the Assistant Director of Student Activities**

The Assistant Director of Student Activities shall be a member of the Student Affairs staff. An important responsibility of this position is to assist the members in shaping a common vision for the men's and women's Greek-letter systems in their growth and development.

This shall include, but not be limited to, the following:

1. Assist chapters in developing appropriate administrative policies and procedures to enhance the consistent achievement of institutional educational and development goals for the Ripon College Greek-letter experience.
2. Develop both long and short term goals for the positive growth and development of the fraternity and sorority systems.
3. Administer an annual evaluation program which provides each chapter with a framework for assessing their progress as a chapter.
4. Assist chapter officers in developing the leadership potential of members.
5. Assist the governing bodies of the men's and women's Greek-letter systems in planning their membership recruitment programs, campus events, and educational programs.
6. Assist chapter officers in confronting issues in their fraternity or sorority.
7. Assist fraternity and sorority chapters in maintaining contact with their inter/national headquarters.
8. Maintain regular communication with chapter advisors and advisory board chairs.
9. Promote the recognition of scholarship in all fraternity and sorority chapters.
10. Provide the fraternity and sorority leaders with ideas for chapter programs and improvements in their chapter operations.
11. Advise the governing bodies on means to promote the positive growth of the men's and women's Greek-letter chapters.
12. Coordinate all fraternity/sorority extension activities and chapter closings when appropriate.
13. Assist the Dean of Students or his designee with chapter discipline and education on College and community standards.

### **B. Academic Incentives for the Ripon College Greek**

Academic incentives are an important part a chapter's scholarship program. It is vital to provide members with a variety of incentives because what motivates one member might not motivate another. Incentives can be both monetary and non-monetary. Review the academic incentives your chapter provides every semester/year to account for changing chapter goals, and in order to improve their effectiveness and efficiency. All chapter members should be involved when determining incentives so that they "buy in" to the incentives program. Also, the scholarship chair should monitor the incentives program the chapter utilizes to ensure that its value for improving

academics does not become subordinate to the purely competitive aspect (if competitive incentives are used).

Below is a list of activities or programs chapters can use for academic incentives, as well as ideas for actual rewards to chapter members.

#### ***48 Suggestions for Chapter Activities***

1. Brother/Sister of the week, month, semester and/or year: academics as a part of the selection process.
2. Scholar of the week, month, semester and/or year: the scholarship chair selects.
3. Reward members who improve their GPA by .20 or more.
4. Reward members who achieve a 4.00 or Dean's List status.
5. Reduced dues for members with a specific GPA (such as 3.5) or higher.
6. GPA determined Housing: preferential room picks based on GPA, roster number for new members determined, etc.
7. Yay! You Got an A!: Pass around an "A" box at chapter, have people put their name in it if they have gotten an A on a test or quiz in the last week, and draw a name and give a prize.
8. Skippy Jar: Collect money from those who skip class in an old Skippy peanut butter jar. Create teams to hold members accountable for attending class. Structure as follows: If someone from Team A sees someone from Team B skipping class, he/she should go to them and ask them to put a quarter in a designated jar. Use the money from the jar to purchase something for the chapter resource room or library at the end of every semester.
9. Hang engraved plaques or framed photos of members who receive academic awards and/or scholarships.
10. Have a "Pi" dessert celebration and reward members for GPAs with 3.14 and higher by eating pie.
11. Dean's List Dinner.
12. Hold a "Scholarship Awards" dinner or dessert reception. All members should attend and invite council officers, the Greek Advisor, the Dean of Students, alumni/alumnae, the Vice President for Academic Affairs, the Vice President for Student Affairs, and faculty members.
13. Reward the entire chapter if the chapter GPA is above the all-undergraduate, all-men's, or all women's average.
14. Create an honor roll of brothers/sisters with high GPA's and post it in the chapter room.
15. During Mom's/Dad's/Parent's Day, announce all academic accomplishments – inductions into honor societies, Dean's List, 4.0s, etc.
16. Nominate members for awards, both local and national. Share the nomination letter with them.
17. Brag board to recognize people who got As and Bs on tests and papers.
18. Create a scholarship bulletin board in the chapter house to recognize members who are a part of Order of Omega, Gamma Sigma Alpha, and other honorary societies.
19. Hold a competition within the chapter for the highest GPA pair. Pair the brother/sister with the highest GPA with the brother/sister with the lowest GPA and so on down the line. Create a team competition and give a prize to the team with best cumulative GPA, most As and Bs, or fewest classes missed.

20. Establish a friendly GPA competition with another chapter on campus. A “traveling trophy” can be the prize.
21. Set aside 5-10% of your dues budget for academic incentives.
22. Inform chapter members of local and national scholarships.
23. List member’s majors on the phone list for members to use to contact others if they need assistance.
24. Create a list of all the classes members have taken so that other members know who to go to for advice.
25. Enforce quiet hour policies among your members to encourage good study habits.
26. Hire a tutor for classes with which new members are struggling.
27. Establish chapter standards to have a specific GPA to hold office, play intramurals, attend socials, big brother/sister etc.
28. Have scholarship resources available at house and in new member meetings: maybe a writing workshop, math skills session, study skills lab, a computer, etc.
29. Make the goal of sound scholarship the first emphasis of all your publications in your chapter, especially those that deal with recruitment.
30. Maintain your academic requirements for recruitment higher than those of your respective council.
31. Mention at every chapter meeting some item relating to the importance of good scholarship.
32. Make sure social events are not scheduled during mid-terms and finals.
33. Provide chapter members with a calendar at the beginning of each semester with all required chapter events (such as initiation and recruitment) so that members can plan ahead with their schoolwork.
34. Hang up schedules on a bulletin board and hold people accountable when you see them missing class.
35. Find a faculty advisor who works with the chapter on academic issues.
36. Invite a different faculty member to dinner monthly and have her/his discuss her/his expertise.
37. Invite your Hall Director or Career Development to do a presentation on time management skills.
38. Invite Career Development to do a resume/interview seminar or to talk about internships for members.
39. Invite the Assistant Director of Student Activities to dinner to talk about scholastics.
40. Invite an academic advisor or the Registrar to talk to the chapter about scheduling for classes.
41. Incorporate study skills as part of new member education program.
42. Invite speakers on scholarship topics to speak to new members.
43. "Smarties" and "Nerds" candy given each week to members who received A's on tests, projects, labs, and those getting accepted into graduate school or being awarded scholarships.
44. Finals Balloon Pop: members receive as many balloons as they have final exams. When the final is over, they pop a balloon to mark progress!
45. A-Kites: members put a ribbon on a kite tail each time they receive an A on an exam. At the end of the semester, winners receive rewards!
46. Chapter utilizes GPA rebates on their semester dues: (for example: 5% rebate for improving previous semester GPA by 0.5. 10% rebate if students beat the all-fraternity GPA average by 0.25 or more. Students can get both rebates for a total rebate of 15%.)

### ***Suggestions for Rewards or Awards:***

1. Framed certificates
2. Hand-written thank you notes
3. Congratulatory notes and cards
4. Newspaper ad(s) in the College Days
5. Recognition in alumni/alumnae newsletters
6. Recognition in parents' newsletters
7. Name and/or picture on academic excellence bulletin board in chapter house
8. Lapel pins
9. Dangles (for sororities) that their chapters have for high scholarship
10. Gift certificates to local stores or malls
11. Gift certificates to local restaurants
12. Gift certificate to the campus bookstore
13. Chapter memorabilia, such as t-shirts, jewelry, sticky notes, etc
14. University memorabilia, such as clothing, bumper stickers, water bottles, etc
15. Small plaques or trophies
16. "Traveling" trophy or medallion that is passed to a different member each week
17. Chapter dues discount
18. All or part of the Gamma Sigma Alpha and Order of Omega initiation fees for members
19. Tickets to an on or off-campus event, such as a play, movie, sports event or concert

### **C. Peer Counseling Skills for the Ripon College Greek**

\*Please note that this section is only to provide basic skill and knowledge about peer counseling. This material is not meant to replace the work of an actual licensed counselor. If at any time a member is struggling with mental illness or another serious situation please refer them to a professional, do not assume that responsibility.\*

Two skills from the basic foundation for peer counseling. They are active listening and messaging. In general, you will probably find active listening most useful when dealing with the personal issues, such as depression and "I-messages" most useful for conflict resolution. Yet in almost all cases, it will be a great benefit for you to be able to combine these two skills.

#### ***Active Listening***

1. Active listening is a listening process that forces you, the listener, into an active role. Active listening is more than merely hearing or listening. Rather, it is a conglomerate of specific behaviors that directs your peer counseling session towards a successful conclusion. Active listening is divided into two forms of behavior, non-verbal and verbal.
  - a. *Non-verbal behavior.* Non-verbal behavior is a natural and essential part of communication. Actually, some researchers say that up to 80% of all communication is non-verbal. You may already possess, perhaps unconsciously, the ability to read other people's body language as well as control your own. Yet in order to be an effective peer counselor, you will have to learn to consciously utilize and read non-verbal behavior. Although in a peer counseling situation, your friend will be the main



focus of your attention, it is wise to periodically monitor your own behavior. This will not detract from the counseling session, but rather enhance it. Here are some rules of thumb:

- i. Listen, Hold, Mirror
  - ii. Active non-verbal behaviors include:
    1. Making eye contact
    2. Maintaining an interested facial expression
    3. Nodding
    4. Facing the other person
    5. Maintaining an open position
    6. Maintaining an attentive posture
    7. Keeping a close proximity
  - iii. Active non-verbal behaviors do not include:
    1. Checking your watch
    2. Fidgeting
    3. Sighing
    4. Foot tapping
    5. Listening to loud music or other conversations
    6. Watching television
- b. *Verbal behavior*: The verbal behavior component of active listening is more complex than the non-verbal component. Verbal active listening is comprised of open-ended questions and reflection.
- i. Open-ended questions: Simply put, open-ended questions are questions that cannot be answered with a “yes” or “no.” These types of questions move a peer counseling session forward. For example, it is obvious that “Is your roommate a slob?” is much less effective than “So tell me how you two have been getting along lately?”
  - ii. Reflection: Reflection is the process of acting like a verbal mirror. Rephrasing someone’s thoughts help clarify issues and usually have a calming effect on the situation. Effective reflection is actually quite complicated for in order to reflect well, you must capture the speaker’s content and emotion. This is a skill that takes a great deal of practice and, at first, may feel unnatural. However, mastering this skill will make you a very successful peer counselor. The following example illustrates effective reflection:
    1. “Well, I haven’t been myself lately...I feel just kinda vacant and tired...my friends call and ask what is new and I say nothing and really mean it. My grades stink and I didn’t get that part in the spring play and nothing seems to be going right for me.” Content – “Well, it sounds like your friends have been calling and you don’t tell them anything and on top of that you aren’t doing well in school and didn’t make the spring show.” Feeling – “You sound kind of bored and discouraged.”

### **“I-Messages”**

2. “I-Messages” “I-Messages’ are a clear assertive and non-threatening way of telling another person how you feel, when something happens and why.” (DeBenedetti, 1992.) You will

probably find them most useful when dealing with conflict, especially when you are thrust into the role of mediator. “I Messages” usually conform to the following format:

- c. “I feel...” state how you feel, “When...” state the problem, “Because...” state why
- d. Example: “I feel disappointed when you cancel our plans at the last minute, because I look forward to the time we spend together.” This is a much better statement than “You are so irresponsible and unorganized, you always cancel our plans at the last minute.”
- e. “I-Messages” do:
  - i. Focus on the present conflict
  - ii. Speak about yourself
  - iii. Describe your needs
- f. “I-Messages” do not:
  - i. Blame
  - ii. Criticize
  - iii. Name call
  - iv. Bring up past grievances
  - v. Offer solutions
  - vi. Assume the other person knows how you feel
  - vii. Accuse
  - viii. Attack

### ***Making a Referral to the College Counseling Center***

- 3. Making a referral is an important skill. It is useful for all types of peer counseling sessions. Referral is especially important, because successfully referring someone keeps you from getting in over your head. Here are some typical student concerns about seeking counseling, and some suggested responses.
  - g. “I don’t know what they (the counselor) could do.” “Give them a try—you’ve got nothing to lose.”
  - h. “I want to deal with the problem myself.” “You will have to. The counselor won’t deal with it for you.”
  - i. “I don’t want anyone to know.” “Your conversations with the College Counselor are confidential. No one will tell me, your parents, your professors, or anyone without your permission.”
  - j. “I hate to call to make an appointment.” “Would you like me to call and make the appointment for you?” (Make the call with your friend in the room.)
  - k. “I feel funny about going in there and talking to a stranger.” “The College Counselor is super friendly. If you’d like, I’ll come along with you for your first appointment.”
- 4. What happens if your friend still says no? While this is a difficult situation, there are things you can do.
  - l. Be sure that this person clearly understands your reasons for suggesting a referral.
  - m. Let them know that you care about them.
  - n. Do not argue with each other. It is entirely his or her decision and should be respected. You cannot mandate counseling.
  - o. Most importantly, recognize your limits. You are not a professionally trained counselor; there is only so much you can do for a friend.**

## **D. Philanthropy Resources for the Ripon College Greek Philanthropic Ideals**

The purpose of the Greek social life is to create a stimulating environment to help members develop into mature and responsible individuals. Part of that includes giving back to campus, the campus community and most importantly the larger community around us. Ripon is unique in its setting; we are located in a small community with an active community that seeks out the college for help. You have an opportunity to not only raise money for your organizations Philanthropy goals, but through community service Greeks can have opportunities for meaningful interaction with others in need, as well as the chance to learn, grow, and appreciate others. Nationally college students are more involved in serving their communities than any other form of civic engagement. Part of the college experience is recognizing your role in the larger global environment, and part of your role as Greek leaders is to offer experiences for your members that can help do just that.

Below is a list of different activity ideas that you can work to tie into your philanthropy theme or opportunities for your members to make a difference in the community where they live. The Center for Social Responsibility is also a wonderful resource on campus for ideas and to give your group contact information for different activities and local organizations. They are located on the second floor of the Union and can be reached at x8153 or via email at [leadwell@ripon.edu](mailto:leadwell@ripon.edu).

1. Hold a non-perishable/canned food drive, either independently or as admission for an event. \*The Ripon Thrift and food pantry in town is the largest in FDL County, serving the most people
2. Coordinate a toy drive for local ambulance services
3. Partner with a Blood Drive to bring more donors into the drive
4. Work to send cards or toys to Milwaukee's Children's Hospital or St. Jude's Children's Research Hospital (check with hospital first to see restrictions)
5. Collect toys for the Toys for Tots program
6. Make flash cards or other teaching aids for the local ESL program
7. Hold a Supply Drive for local domestic violence or emergency housing shelters
8. Volunteer to work with Special Olympics of Wisconsin
9. Volunteer with Habitat for Humanity in FDL, Green Lake or Outagamie Counties
10. Visit with the elderly at the many assisted living facilities in Ripon
11. Sponsor an activity for Big Brothers/Big Sisters to attend on campus
12. Attend, host or plan activity for the developmentally disabled in the area
13. Create a team for Ripon Relay for Life
14. Volunteer for community events, like October Fest, Dickens of a Christmas, etc

As a Greek organization you also have the resources to offer services to campus. Sponsoring awareness activities focusing on issues that are facing this campus or topic areas that would be of interest to your organization is a great way to get your group involved in making a difference in their community. You can partner with Health Services or other offices on campus for many of these topic ideas to bring special presenters to campus or to be able to offer different screenings or tests.

Suggested topics to focus attention on:

- Alcohol/Drug Abuse
- Sexual Assault

- Sexual Health
- AIDS Awareness
- Credit Card Responsibility
- Environmental Responsibility

### **Tax Deductible Information**

The Advancement Office on campus is willing to help any organization that is working to raise money for a cause and whose members have questions about what is tax deductible (or not). There are specific things that are deductible and this might help your organization to make more money if your donors can consider their gift tax deductible.

**If you work with a national foundation that is connected with your national office:** Check with your nationals to find out what is and is not tax deductible. If donors can write a check directly to a non profit organization you should be able to supply those donors with a tax ID number that proves that organization is a 501(c)3 not-for-profit recognized by the IRS.

**If you are soliciting donation through letters to alumni, friends and family that will benefit your specific organization:** Money that is donated through a letter soliciting campaign to raise money for your specific organization is not tax deductible.

**If you are soliciting donations through letters to alumni, friends and family that benefit a national non-profit organization:** If checks are made out directly to the organization, for example the American Cancer Society then they can be considered tax deductible. If the check is made out to Delta Delta Delta Sorority and then that sorority is going to send one check to the American Cancer Society it is not tax deductible for that donor.

Check with the organization that you are partnering with to be sure of their regulations and the laws that they have to follow in terms of fund raising. Below is an example of a statement that Delta Tau Delta uses in all of their fundraising for the national foundation. If you have a similar policy, foundation or something like that, it is recommended that you include your tax ID number in all solicitations you send out to prospective donors.

**Are donations tax-deductible?**

Yes, all donations are deductible as allowable by law. The tax identification number for Delta Tau Delta Educational Foundation is XX-XXXXXXX.

### **E. Team Builders and Ice Breakers for the Ripon College Greek**

\*This section has suggestions for activities that will build the relationships in your organization. Some activities have physical components that could be dangerous if not set up and monitored correctly. Do not try to proctor those activities without first consulting with the Assistant Director of Student Activities. \*

### **Team Building**

Creating a team and building trust among members is key to an organization's success. Try using some of the games below to build a mutual trust and respect in a healthy and productive way. Contact the assistant director of Student Activities for more suggestions or ideas to help strengthen your group.

1. **All Around** Sit in a circle. Give each person a sheet of paper and have them write their name on the top. Put all of the papers in the center of the circle. Have each participant select a paper from the center (not their own) and ask them to write one (or a sentence) positive word about that person on the bottom of the sheet. They then fold the paper up to cover up the word. Put the sheet back in the center and pick another one. Participants will continue to select other's sheets from the circle to write affirming words on, until the name is the only thing showing on the paper. The leader can then distribute the papers to their owners.
2. **The Newlywed Game** Think of the old TV show the Newlywed Game. Break the group up into pairs who think they know each other well. The "host" of the activity then separates the pairs into different rooms. One partner answers a set of 10 questions and puts the answers on note cards or pieces of paper. Then bring everyone back together. Ask each pair to guess what their partner wrote on the note card, if correct the team gets a point.
3. **Discussion Gift** Pick a gift that everyone can share (a bag of candy for example) and wrap it in as many layers as there is people in the group. Place a question on each layer before you wrap it again. Have everyone sit in a circle. Each person takes a turn opening a layer of paper and has to answer the question that is revealed. The last question (so the first question you wrap up) should be "If you unwrap the gift will you share it with the group? Why or why not?"
4. **Story Bracelet/Key Chain** You need some beads and ribbon, string or wire to put the beads on. For each different color or style of bead that is threaded onto the ribbon have the bracelets creator share one thing about how they feel when with the group, or things they have gained from the group.
5. **Minefield** Give everyone in the group a piece of paper and have them write one thing that is disruptive to the group or counterproductive to their goals. Everyone should then wad up their paper and throw it on the ground. Next everyone should break into pairs. One partner is blindfolded and the other verbally tells him/her how to get across the minefield without bumping any of the mines. After each team is across you can read the crumpled paper and talk about what you can do to eliminate the mines and make things easier.
6. **Dollar Dash** Divide the group into teams. Give each team one dollar and send them into town for a specific amount of time. They must buy as many items as they can with one dollar and they need to get receipts for each item. The catch is that the entire team has to agree on everything that they buy. At the end of the time limit everyone returns with their items and receipts. The teams can be awarded one point for each item. Discussion can focus on the team and team work, roles of each person on the team, if the activity was difficult or if they thought the activity was successful.
7. **Water Over the Bridge** This activity requires the following: index cards, tape, scissors, string, blue construction paper, plastic cups, water and other materials to construct with. Divide into teams, each team gets a blue piece of construction paper. Their assignment is to build a bridge to get across their blue construction paper river. It must be at least 4 inches tall to avoid floods and should be able to hold a cup with water in it without spilling.
8. **Pencil Drop** Break into teams of two. Tie two pieces of string around the eraser end of a pencil. Tie the other end of the string to the teammates, who are standing back to back with a bottle between them. Have them lower the pencil into the bottle without using their hands.
9. **Electric Fence** Tie a string or rope between two poles. Tie it at a height that would make it difficult for the tallest person on the team to walk over it. The object is to get the entire team over the "fence" but the catch is that everyone needs to be touching at least one member of

the team. This makes the whole team connected. You do not always have to be connected to the same person, but to someone on the team. This is an exercise in trust too.

10. **Junkyard Crossing** Get some items that you can stand on but can be moved, e.g. a trash can lid, flattened cardboard box, a piece of blanket, etc. For this activity to be a challenge you want to have fewer items than people on the team. Then have the group get through the junkyard on their pieces of junk. The trick is that there is a junkyard dog who wants to eat your items, so you cannot leave them unattended. If you fall into the junkyard without a piece of junk under you, you have to start over from the other side. This is a good activity for team work.
11. **Back to Back** Break into partners and have them lock arms with their backs to one another. With arms remaining locked at all times, the partners will sit down on the ground, kick their legs out straight, and try to stand back up. Then groups of four will try the same thing. Then groups of eight, sixteen, and eventually, the entire group together.
12. **Human Knot** Everyone in the group reaches across the circle with their right hand to grab another group member's right hand. The group then reaches in with their left hand to grab a different group member's left hand. The object is to untangle the group without letting go of hands until a circle is formed.
13. **Lap Sit** The group will start in a circle. Every group member will turn placing their left leg towards the inside of the circle. Everyone will take one giant step into the middle of the circle. With hands on the person's shoulders in front of you, the group will sit on each other. The group will need to work together to communicate. Once this has been completed, the group may wish to try to walk in this formation.
14. **Machine Team** The object of this game is to create a machine out of a group of people (i.e. ceiling fan, hot air balloon, watch, etc.). You might want to split your group into two or three smaller groups. Each person is required to be accountable for one noise and one motion of the machine. The group members should then put their motions and sounds together to create the machine. Give each group about 5 minutes to work together and prepare, and then have the groups present to everyone. Ask the other groups to guess what machine the group is.
15. **Piece of the Puzzle** Facilitator should cut a puzzle out of poster paper ahead of time. (There should be one piece for each member of the group.) Have participants decorate their piece to represent who they are and what they feel they can contribute to the group. Once participants are done, have them share what they have on their piece. Participants should then assemble the puzzle.
16. **What you Don't Know** Tape a blank piece of paper (poster board - kind of like a billboard over the person's head) on everyone's back. The members are to write a compliment or positive comment on everyone's back. At the end of the session, explain that a lot of times we tend to give compliments behind someone's back and it is not very often that we actually say these things to people's faces. We sometimes take for granted the positive aspects of others. If you wish, you may also explain that criticisms often are given behind other's backs as well, and that it may be more effective if they go to the person, instead of others. Have the group members pair up with someone they would like to get to know better and remove the paper from each other's backs. They should then explain to that person why they would like to get to know him/her better.
17. **Lego Communication** You can borrow Lego sets from Student Activities and use them to illustrate the importance of communication differences. Have group break into pairs and sit back to back. Give one partner the instructions to the Lego kit. Give the other all of the

pieces. The partner with all the pieces cannot talk during this activity. The student giving the instructions cannot look at the student who is building. Let them build for a few minutes then have them turn and look at what they are making. It will most often look nothing like the picture. Then have them change places, this will be a lesson on how people communicate in different styles and to realize and respect how to work through those differences.

18. **Lego Challenge** Have the group break into teams and give them a pile of Lego each. Challenge each team to build the strongest and tallest structure they can. Give them a time limit. Some of the students on the team should be blindfolded and others that can see are not allowed to touch the Lego pieces. After time has expired have them share what they built, the winner can get some sort of prize and ideally they would have been the group with the best communication.
19. **Balloon Squeeze** Each person is instructed to inflate a balloon. If your group is large divide them into teams of 8-10. Then instruct each team that they must cross the room and bring their balloons with them. But they may not hold the balloon in their mouth or hands, and the entire team must be touching one another. There are a few solutions to this exercise, but it works best when team members place the balloon on their chest and squish close to the person in front of them so that the balloon does not move. They can then hold the person in front of them on the shoulders with their hands.
20. **Alphabet Pockets** Divide into teams of 4 or 5. Everyone on the team searches through their own pockets, wallets, pocketbooks, etc. The group tries to come up with one possession which begins with each letter of the alphabet. The winning team is the one to have objects representing the most letters
21. **Big Bad Wolf** Divide students into teams of 4-6. Give each team enough newspaper and tape to build a newspaper shelter of some kind. It must be big enough to get three team members inside. Set a time limit on how long you want to give teams to work on the project. The Big Bad Wolf (activity organizer) then attempts to blow the shelter down. The winners are the ones whose house is still standing.
22. **Blind Square** You will need a blindfold for everyone on the team and a large rope, about 40 ft in length. Simply blindfold all your team members and throw a rope on the ground next to them. Tell them to make a square, using the full length of the rope lying on the ground next to them. Give them no further instructions and watch as they work as a team to accomplish this goal.
23. **Broom Stick Schtick** First, place the rod on the floor and direct the youth to make two equal lines on each side, facing each other. Then instruct the youth to form their hands into fake pistols and point them at the person across from them. Pick up the rod and hold it over everyone's fingers and tell the youth that you are now going to place the rod across everyone's fingers. Rules: Everyone must keep their fingers touching the rod on the underneath side. No one can use any of their other 8 fingers to help. Everyone must keep their fingers straight. (No curling their finger around the rod.) The object is for everyone as a group to lower the rod to the ground. At first, because not everyone will lower the rod in the same way at the exact same time at the same speed, the rod may seem to rise even though they know the objective is to lower it. After a couple of tries, they will hopefully work as a team to lower the pole to the ground.
24. **Hula Hoop Pass** Get all your participants in a circle holding each other's hands. Get someone to 'unlock' one of their hands from the circle, put a hula-hoop onto his/her hand, and then reconnect with the circle. The aim of this game is to get the hula-hoop around the circle and back to where it started without the group letting go of each other's hands.

25. **Floating Toilet Paper** See how long your team can keep one square of toilet paper in the air by blowing it. Team members are NOT allowed to actually touch the toilet paper; they can only use their breath.
26. **Famous Pairs** For this icebreaker, tape the name of a famous person or character to the back of each participant. You will need an even number of participants. Each person is to find his/her match without directly talking to each other. They may give a description of who they are (once they figure it out) or say a common phrase. Use the following list as a guide: Fred and Wilma Flintstone, Bill and Hillary Clinton, George and Judy Jetson, Mickey and Minnie Mouse, Aladdin and Jasmine, etc.
27. **Frozen T** For each team you'll need one T- shirt and one plastic storage bag. Place one nicely folded T-shirt in each bag then pour in about 2 cups of water and freeze all of them overnight. Hand out the bagged T-shirts to each team. On "Go" the teams will have to get their T-shirts thawed out so that one person from their team can put the T-shirt on. Teams will get creative in their attempts to win. They could run the shirts underwater, put them in the microwave and even pound the ice out of them. The first team to come back with one person in the T-shirt is the winner.
28. **Gum Art** Give each participant a piece of bubble gum to chew, toothpick and index card. Allow them 10 minutes to chew the gum, place gum on index card and then design something on index card using only the toothpick as a tool (No Hands). The person with the best and most creative design is the winner. If you have quite a few players you can have several categories of winners, like "most ingenious", "most creative" and of course the "What is that?" award.
29. **Beach Ball Breaker** Get a large inflatable beach ball and use a permanent fine or medium point marker to write questions on it. This will take quite some time, but you can do it some night in front of the television. The resulting tool is an "icebreaker ball" that you can use for years to come. You can use it in a large group and throw it around. The person who catches it has to answer the question touching their left thumb. They then say their name, answer the question and throw it to someone else. Some examples of questions are: If you talking your sleep, what would you say? What is the first thing you do when you get out of bed? If Satan lived on earth, what would he be called by his friends? What is your favorite movie line? Approximately how many jokes do you know by heart and tell us your favorite. What do Martians do for fun on Mars? If you were to treat yourself to the "finer things" what would you treat yourself to?
30. **Think Hard or Hardly Think** Put the following on a table: A calendar, The letter "K", A match in a bottle of water, Jar of 16 candies, Toothbrush, Pitcher, Candle, Salt, Fork, Tacks, Buttercup (Reeses?), the letter "N", Stamp, 2 dice on a dish of dirt, An Iron. When the guests come have the previous articles on a table. As they come, give them the following list. Match the statements on the list with the items on the table.
  1. End of pork ("k")
  2. A bunch of dates (Calendar)
  3. A swimming match (match in the bottle)
  4. Sweet sixteen (Candies)
  5. Never borrowed, never lent (toothbrush)
  6. Seen at a ball game (pitcher)
  7. Out for the night (candle)
  8. The ending of a Biblical Character (Salt)



9. Branching of a river (Fork)
10. On of the causes of the American Revolution (Tacks)
11. A spring flower (buttercup)
12. The end of ambition ("N")
13. Ready to be licked (Stamp)
14. A paradise on earth (dice)
15. Birthplace of Burns (Iron)

## **F. Room Reservation Information**

As with anything, the earlier you plan to reserve a space on campus the more likely you will find that space available. Always have a back up space in mind, in case you cannot secure your first choice.

1. Reserving a room on the second floor of the Commons (the President's Dining Room, the Heritage Room, the Mihaly Room).
  - a. Contact: Foodservice (Carol Wall email: [foodservice@ripon.edu](mailto:foodservice@ripon.edu))
  - b. Ext. 8331
2. Reserving a room in the Library (including the Waitkus Computer Lab).
  - a. Contact: Systems & Circulation Librarian (Andrew Prellwitz email: [prellwiza@ripon.edu](mailto:prellwiza@ripon.edu))
  - b. Ext. 8752
3. Reserving a room in Rodman.
  - a. Contact: the Academic Support Specialist in Rodman (Jean Hooker email: [hookerj@ripon.edu](mailto:hookerj@ripon.edu))
  - b. Ext. 8791
4. Reserving a room anywhere else on campus (including the two conference rooms on the ground level of the Commons).
  - a. Contact: the Administrative Assistant to the Dean of Students (Cindy Hutter email: [hutterc@ripon.edu](mailto:hutterc@ripon.edu))
  - b. Ext. 8111
  - c. To reserve these spaces you will need to fill out a scheduling form, they can be picked up in the Dean of Students office or they can be found online on the College's Events Calendar page
5. Reserving the Pub for a Union Event.
  - a. Contact: the Administrative Assistant to the Dean of Students (Cindy Hutter email: [hutterc@ripon.edu](mailto:hutterc@ripon.edu))
  - b. Ext. 8111
  - c. This space has its own reservation form and you must fill that form out in person allowing Cindy Hutter to provide specific information about the Pub space.
6. Table and chair set up requests.
  - a. Contact: Grounds Manager (John Tobin)
  - b. Ext: 8795
  - c. Email: [tobinj@ripon.edu](mailto:tobinj@ripon.edu)
  - d. To order tables, chairs, trash cans, grills or other set up for your event you need to contact the Plant Department and submit a request to them. The timeliness of your request will aid in guaranteeing the use of equipment.
7. Sound equipment usage and reservation.

- a. Contact: Student Activities office
- b. Ext: 8112
- c. Email: [studentactivities@ripon.edu](mailto:studentactivities@ripon.edu)
- d. The Student Activities office has sound equipment, screens, a projector, and other equipment pertaining to that type of set up for student groups to reserve. Again, being timely in a request will help make sure the equipment is available and will provide ample time for each organization to be trained on how to use it.

### **G. Sodexo Catering Menu**

Sodexo has a contract with Ripon College outlining that they have the “right of first refusal.” That means that if an organization sponsors an event that requires food, Sodexo must be included in the planning of that event. In the event that Sodexo cannot provide what your organization needs, then you may investigate purchasing food without Sodexo. For more clarification on this rule, please contact the Assistant Director of Student Activities or Food Service directly.



**PRICE RIGHT CATERING FOR  
STUDENT ORGANIZATIONS**



**WE MAKE IT—YOU PICK IT UP**



**Basic Catering Information:**

Pick up orders during normal hours of operation:

Monday—Saturday

7 a.m.—7 p.m.

Sunday

11 a.m.—7 p.m.

For pickup after normal hours of operation, there will be a service charge added to your final invoice. This service charge is based on the items ordered.

For delivery and setup of your order, there will be a \$10.00 service charge added to your invoice.

Linen service is available at an additional fee.

All services are complimented by paper and plastic service where applicable.

Don't see something??? **Call Catering at extension 8170**—we'll forward a catering guide to you, or check out the Foodservice at Ripon College Web page for more information. (click "offices & resources" then click "foodservice/catering" keep in mind the page is a work in progress).

## COLD TRAYS

*Make Your Own Sandwich Trays  
Served on Disposable Trays  
Minimum of 10 people*

Roast Beef, Turkey and Ham

Tomato, Onion, Lettuce, Mustard and Mayo  
Packets

American and Swiss Cheese  
Wheat and White Bread

Price per person 3.99



Served on disposable trays  
Serves 25 people each

Veggies & Dip 28.49

Seasonal Fruit Tray 34.99

Seasonal Fruit Tray with Dip 36.99

Cheese and Sausage Tray with  
Crackers,  
per person 1.99

## ALA CARTE

**Cookies** (Sugar, Chocolate Chip,  
or Peanut Butter) per dozen 3.99

**Brownies**, per dozen 5.99

**Bagels**, per dozen 6.49

**Muffins**, per dozen 6.49

**3 Gallon Ice Cream**

(Vanilla, Chocolate, or Strawberry)  
27.99

## BEVERAGES

### BEVERAGES Can or Bottle

Can of Soda 0.69 each

2 Liter Bottle of Soda 2.99 each

Bottled Water 0.69 each

### BEVERAGES BY THE GALLON

Hot Chocolate 6.75

Sparkling Punch 7.69

Tropical Punch 2.99

Lemonade 2.99

Coffee 6.75

Fruit Juice 8.49

## MISC SNACKS

### CHIPS & DIPS

TACO DIP & CHIPS

SERVES 25 16.99

Large bag of Popped Popcorn

SERVES 50 27.39

### BY THE POUND

Chips or Pretzels 3.99

Tortilla chips with salsa 5.99

Chips and dip 5.99

Trail Mix 6.99

Gardetto's Snack Mix 6.99