

Associate Member Counselor Checklist

This is an overview and preparation checklist to help you prepare to implement the standardized [In the Bond: Associate Member Onboarding and Education](#) program from the International Headquarters (IHQ), including the use of facilitation guides and the Associate Member workbook.

PRIOR TO STARTING EDUCATION:

1. Work with appropriate officers to schedule the Associate Member Ceremony, which counts as “Day 1” of the education process. Ensure that AM Pins and *Cornerstones* have been ordered, shipped, and are available for the ceremony.
2. Reserve a room for all education sessions that has tables or desks for all Associate Members. A classroom on campus that is centrally located is appropriate.
3. Review the session content, learning objectives, and room setup/supply list for each event, and prepare a calendar for Associate Members on meetings and expectations that comply with the Fraternity’s Risk Management Policies and the maximum 35 day timeline. Determine if sessions will be once or twice per week.
4. Print or provide digital access to the Associate Member Workbook. If printing, ensure you have extra writing utensils during education sessions.
5. Review the checklist below for specific items and preparation needs for each session:

SESSION TOPIC	INFORMATION YOU NEED TO PREPARE	FLEXIBILITY OPTIONS
Week One, Session One: Building Brotherhood and Understanding Expectations	• Schedule of Dues and Payment Deadlines • Demonstration to ensure AMs are registered and can log into the Learning Management System in MyDChi	Invite “BB” - Chapter Advisor and/or member of the Alumni Board of Trustees to lead or assist with “Delta Chi Values and Basic Expectations” session content
Week One, Session Two: Delta Chi’s History and Our Campus Community	• Example of your own personal life motto • List of all fraternal organizations and councils on campus (including professional and honor societies) • Chapter founding / charter date, re-founding (if applicable), and major chapter milestones	Invite campus fraternity/sorority advisor or student activities staff member to lead or assist with “Our Chapter and Community” session content

SESSION TOPIC	INFORMATION YOU NEED TO PREPARE	FLEXIBILITY OPTIONS
Week Two, Session Three: Delta Chi Structure and Risk Management	- Copies of Delta Chi Risk Management Policy - List of names and roles for all chapter officers, advisors, Area Counselor, and Regent - Look up names of the Fraternity's Executive Committee ("AA", "CC", "DD") and Executive Directors of the Fraternity and Foundation	Bring in red / yellow / green paper or sticky notes to provide a visual for the opening activity in the event of large groups or rooms that do not permit much mobility.
Week Two, Session Four: Hazing Prevention and Values-Based Leadership	- Locate the university definition of hazing - Awareness of state/province laws and definitions of hazing	If the University or your governing council has similar requirements (ex. hazing prevention keynote speaker, bystander training), have AMs participate in that instead of duplicating this content.
Week Three, Session Five: Alcohol and Social Responsibility	- List of campus and community resources related to health promotion, sexual violence prevention, and/or counseling - Schedule presentation with trained professional with expertise in topic area related to alcohol and events (if none, content is available for you to facilitate.	If University or your governing council has similar requirements (ex. required keynote speaker on topic), have AMs participate in that instead of duplicating content. If you are receiving the Alcohol Skills Training Program from IHQ, that can replace this content

NOTE: This "first half" of education focuses on foundational knowledge and resource sharing. The second half of education is to assist Associate Members in the creation and development of their personal development plan.

The Initiation Application should be submitted two weeks prior to Initiation. It cannot be "unlocked" to submit until all AMs have been enrolled, registered, and completed their Tightrope modules in the Learning Management System.

SESSION TOPIC	INFORMATION YOU NEED TO PREPARE	FLEXIBILITY OPTIONS
Week Three, Session Six: Advancing Justice through Philanthropy and Service	- List of chapter fundraising events and those of other organizations that chapter supports - Examples of local service projects the chapter regularly hosts or participates in	Invite Philanthropy Chair and/or Community Service Chair to facilitate the “Philanthropy and Service” section, or session may be completed with entire chapter after Initiation
Week Four, Session Seven: Academic Success and Career Support	- List of all fraternity, campus all-male, and current chapter GPA - Chapter GPA standards to stay active, hold officer role, etc. - List of campus academic support resources and chapter expectations	Invite Scholarship Chair or Faculty Advisor to facilitate “Academic Support Resources” section. Replace/supplement content with a presentation from a campus office (ex. Academic Advising, Career Services), or session may be completed with entire chapter after Initiation
Week Four, Session Eight: Personal Development and Wellness	List of campus and community resources related to mental health	Replace/supplement content with a presentation from a Counseling Center, or session may be completed with entire chapter after Initiation.
Week Five, Session Nine: Brotherhood Integration and Lifetime Membership in Action	Panel of 3-5 Delta Chi alumni, in person or virtually	
Week Five, Session Ten: Ceremony Preparation and Final Reflections	- Printed copies of the “Death of a Fraternity” script - Delta Chi or School Flag - Closing activity supplies - Date, time, location, and dress code for initiation	