Promise is a book specifically for our newest members of Sigma Kappa. We hope you will discover interesting information, helpful facts and resources, and meaningful traditions and symbols.

Feel free to use Promise as a notebook - a place to capture your personal notes and reflections. We hope you will turn to your Promise book regularly as you continue your Sigma Kappa journey.

Edited and produced at Sigma Kappa National Headquarters.
© Sigma Kappa Sorority, 2018
Welcome Message from National Council

Welcome to Sigma Kappa Sorority. We are pleased that you have chosen to join us and look forward to sharing our heritage, traditions, accomplishments, ideals, values and dreams with you.

Your membership in Sigma Kappa extends beyond your campus. You belong to an organization which spans from coast to coast and is composed of women, both undergraduate and alumnae, who share the same purposes and principles. Your membership in Sigma Kappa will offer you friendship, companionship, academic assistance, leadership opportunities, meaning in your college associations, and a firm foundation for all your days.

Sigma Kappa’s goal is to help each member develop to her greatest potential. To facilitate achieving this goal, each new member makes a promise during the New Member Ceremony. It is this promise of each new member to the Sorority and its other members that has fostered the growth of our Sorority and provided support to women throughout their lives. You are the current chapter in the story of a sorority’s history that is more than 140 years old. Our Founders were women with great vision, remarkable intelligence, and unshakable faith. Their achievements, both individually and collectively, will stir great pride in you.

Your pride will grow as you learn about the work to which Sigma Kappa has dedicated herself through the years. Our Sorority supports the coastal and island communities of Maine through the Maine Seacoast Mission, the environment through Inherit the Earth, and the elderly through our work with gerontology and Alzheimer’s disease research. There is an opportunity for you to give of yourself: your interests, your time, your talents, and your energy.

Being a Sigma Kappa is a reason to be proud.

Welcome to Sigma Kappa!

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# My Mentors

## Heart Sister Week 1
Name__________________________
Phone Number__________________

## Heart Sister Week 2
Name__________________________
Phone Number__________________

## Heart Sister Week 3
Name__________________________
Phone Number__________________

## Heart Sister Week 4
Name__________________________
Phone Number__________________

## Heart Sister Week 5
Name__________________________
Phone Number__________________

## Heart Sister Week 6
Name__________________________
Phone Number__________________

## Big Sister
Name__________________________
Phone Number__________________

My favorite memory with my big sister is: ____________________________

The qualities I admire in my big sister are:
________________________________________
________________________________________
________________________________________
________________________________________

Things I’ve learned from my big sister are:
________________________________________
________________________________________
________________________________________
________________________________________
Heart Sister

The purpose of a heart sister is to develop a mentoring relationship to help guide the new member in the first few weeks of the new member process up until the point where she is matched with her big sister. A heart sister should help the new member adjust to campus, college, and sorority life. A heart sister is the first glimpse a new member will have into our sisterhood and she should represent our values to the best of her ability. She should be a mentor, a friend, and a role model in the beginning stages of a new member’s experience in Sigma Kappa. A heart sister is expected to:

- Schedule weekly meetings with her heart sister
- Facilitate the weekly heart sister meetings as a part of the Promise program
- Orient her heart sister with the campus and community activities and resources
- Be a guide to her heart sister for all things involving Sigma Kappa
- Be a source of support and guidance for her heart sister’s academic performance

Big Sister

The purpose of the big sister program is to form a long-term mentoring relationship that will last throughout the new member’s time in Sigma Kappa. The big sister should be a role model, confidant, and resource to the new member throughout the new member process and beyond. The big sister must have a genuine willingness to connect emotionally and assist the new member with her development. A big sister is expected to:

- Facilitate the weekly little sister meetings as a part of the Promise program
- Act as a support and accountability partner with her little sister regarding both personal successes as well as any issues which may put the little sister’s membership in jeopardy (including risk management violations), even after the new member period is over
- Work with her little sister to successfully complete the Promise program, including the three lessons after Initiation
- Help her little sister develop an appreciation for the chapter’s ritual
- Acquaint her little sister with other chapter members to help her become integrated into the sisterhood
- Provide guidance on how to be an engaged and supportive sister
Lesson 1: Our Promises

Vice President of New Member Education

Name__________________________
Email__________________________
Phone Number__________________

Assistant Vice President of New Member Education

Name__________________________
Email__________________________
Phone Number__________________

Chapter Advisor

Name__________________________
Email__________________________
Phone Number__________________

Stay Connected

@SigmaKappa
/SigmaKappa
@SigmaKappaSorority
/SigmaKappa
#SKPromise

Sigma Kappa's values are found in the ritual and our heritage as a national sorority. Our ritual symbolically binds all Sigma Kappas together. To fully appreciate your Sigma Kappa membership, you must understand the ritual and ideals upon which she was founded.

Throughout your membership, Sigma Kappa ritual will grow in meaning. Your introduction to ritual is the New Member Ceremony. This ceremony is conducted by every collegiate chapter of Sigma Kappa.

At the beginning of each new member meeting, the opening promise is recited by the class. At the end of each new member meeting, the closing promise is recited by the class. These promises remind us of our commitment to Sigma Kappa. We encourage you to read these opening and closing promises often and reflect on what the words mean to you as you continue in your Sigma Kappa journey.

Promise for New Members
Opening promise:

I promise to support the ideals and standards of Sigma Kappa, to strive for the development of fine character, intellectual and social culture, and to serve my Sorority and my college loyally and well. And to each sister, I pledge my devotion, cooperation, and loyalty.

Closing promise:

For these I shall strive each day: an alert mind, a sense of loyalty, a spirit of service, and a happy heart.

The meaning of Sigma Kappa and the ideals upon which it was founded are expressed in our ritual and our guiding principles. Guiding principles provide a framework from which to govern the organization.

Guiding principles are used:

- To guide decision-making and behaviors at all levels of the organization;
- As powerful instruments for changing organizational culture;
- To steer leaders in establishing the structures and systems to make our vision a reality.

The Purpose Statement and Values reinforce and complement each other in expressing Sigma Kappa’s reasons for being, what we strive to achieve, and how we will conduct the organization and ourselves.

Purpose Statement

The purpose of Sigma Kappa Sorority is to provide women lifelong opportunities and support for social, intellectual, and spiritual development by bringing women together to positively impact our communities.

The symbols and insignia of Sigma Kappa are outward signs representing ideals and beliefs. Symbols are another aspect that Sigma Kappas share, uniting members in lifelong friendship. Throughout this new member experience and within our ritual ceremonies you will learn more about the special meaning each of these symbols and insignia has to members of Sigma Kappa.
How to Claim Your Account

The Sigma Kappa website (www.sigmakappa.org) is a resource for all members. Here, you can find the contact information for NHQ staff members and the volunteers who support your chapter. You can also read about current events and news that are relevant to our Sorority. The website also provides a wealth of information for parents and friends who are interested in your new Sorority membership. The website also provides information and resources about the Sigma Kappa Foundation and the National Housing Corporation, which you’ll soon learn more about.

The Sigma Kappa website contains a database with every member’s information. You are encouraged to update your profile at least once a year so that other members are able to contact you.

Members only is the Sigma Kappa website’s private side for members only. Here, you will find resources for all aspects of chapter management, including supplies and resources for every officer position. You can also find Sigma Kappa PowerPoint templates, and even Sigma Kappa wallpapers for your computer, tablet, and phone! To access the members only side of the website, you will need to claim your member account. All new members will need to do this in order to gain access to the e-learning modules, as part of the Promise for New Members Program. See the images below for more information about claiming your account.

1. Go to sigmakappa.org.

![Login page](image)

2. Click on the ‘Login’ button on the top right hand side of the web page.

![Login page](image)

3. When you arrive at the Login page, click on the ‘claim account’ button.

![Claim Your Account](image)

4. Fill out the short ‘Claim Your Account’ form. Once you have completed both steps click ‘submit’.

![Claim Your Account](image)

5. You will need to select your chapter designation from the list. Your VPNME can tell you what this is.

6. Be sure to save your password in your phone or write it down somewhere secure.
Each of the 10 lessons of the Promise for New Members Program are accompanied by a short, interactive online module designed to help you learn more about Sigma Kappa and yourself! It is important to watch the online module each week BEFORE your new member meeting and your meeting with your heart sister or big sister. This will help you to be better prepared to discuss the content with your mentor and with your fellow new members in your new member meeting.

The online modules are housed in SKILLab: Sigma Kappa’s Interactive Learning Lab. Access SKILLab by signing into the members only side of the website, and click the SKILLab button on your dashboard located under your profile image. You can also get to SKILLab by clicking on the profile button at the top right hand side of the page, which has a drop down option for SKILLab.

Once you have entered SKILLab, you will see your main training home page otherwise known as your Dashboard. To begin the Promise for New Members Program modules, click the square tile titled Promise for New Members. From here, you can access the modules for all of the lessons in one menu. As you complete each module, the next one will unlock, allowing you to easily move through the lesson modules. If you have trouble unlocking or moving on to the next module, be sure you have completed each interactive part of the current module.

The slides within each module are set to advance on their own, unless a quiz, interactive piece or reflection opportunity is to be completed.
How to Access Your GIIN Account

The GIIN, or Group Interactive Network, system helps our chapters communicate and stay connected throughout the year. With features such as a chapter calendar and announcements page, chapter members are able to stay informed on upcoming events and any information the officers need to share with the group at large. The GIINsystem also allows the chapter to upload files and post questions, surveys and polls. The system also connects to Billhighway, where members can pay bills.

You can access the GIINsystem by following the instructions below.

1. Go to ginsystem.com/sigmakappa
2. Log in using the same username and password as your members only account.
Lesson 1: Our Promises

Sigma Kappa National Headquarters (NHQ)

National headquarters is the home to the Sigma Kappa Foundation, Sigma Kappa National Housing Corporation, and Sigma Kappa Sorority. National headquarters serves as the administrative center for all three Sigma Kappa entities and is located at 695 Pro-Med Lane, Suite 300, Carmel, IN 46032-5323. You can contact Sigma Kappa NHQ by calling 317-872-3275 or emailing info@sigmakappa.org.

Sigma Kappa Foundation

The Sigma Kappa Foundation is the fundraising arm of Sigma Kappa, which exists to fund major Sorority projects and facilitate the support of our philanthropic efforts. For more than 50 years, the Sigma Kappa Foundation has supported Sigma Kappa Sorority. With a unity of purpose, our Foundation has played and continues to play a crucial role in the growth and success of Sigma Kappa, providing the lifeblood of financial resources to keep our Sorority vital and healthy. The Sigma Kappa Foundation is governed by an elected board of trustees consisting of volunteer Sigma Kappa members.

Our Mission

The mission of the Sigma Kappa Foundation is to create and fund leadership, scholarship and philanthropic initiatives that reflect the values and spirit of Sigma Kappa Sorority.

Our Vision

Sigma Kappa Foundation has a powerful vision for our dynamic organization to remain strong...one that assures Sigma Kappa continues to grow, innovate and thrive.

Sigma Kappa National Housing Corporation

The Sigma Kappa National Housing Corporation (NHC) is an independent legal entity created by the national organization in the fall of 1993 to provide operational support, financial resources, and accounting services to the local corporations and facility committees who manage our participating houses, lodges, and suites.

The basic function of the NHC, along with providing services to ease the administrative burden on our local housing corporations, is the pooling of assets to enable participating corporations to finance housing projects. The NHC also holds title to participant corporation properties and manages the assets of the housing investment funds.

The NHC is comprised of participating corporations, a group of Sigma Kappa local house corporations that have applied and been accepted into the NHC. There is a specific process that potential participants must complete for those corporations that existed prior to the NHC’s founding. Those that have been incorporated since 1994 are automatically participants in the NHC.
Preparing for Academic Success

Fill in the blanks with information provided by the vice president of new member education and/or the vice president of scholarship (vice president of academic excellence). Additional information regarding the Sigma Kappa academic policy can be found on page 66.

My GPA goal for the term ________________________________

My ideal time of day to study is______________________________

The location I study best is ________________________________

Study hours are held at ________________________________

Location ___________________________________________

Study hour expectations __________________________________

Study buddy program ______________________________________

Where can I go for academic assistance? ______________________

Sigma Kappa Academic Requirements

To get initiated: _________

To be in good standing: _________

To hold an executive council office: _________

To hold any other office/chairman position: _________

To be a big sister: _________
Academic Standards

Sigma Kappa believes that each member needs to be established academically so that she can participate, lead, serve, and enjoy her membership to the fullest. Therefore, the standard of performance is set by the National Policy Handbook of Sigma Kappa for Initiation, for initiated members to maintain, and for officer and big sister eligibility. This reflects Sigma Kappa’s belief that individual excellence develops chapter excellence. Sigma Kappa chapters are expected to provide leadership in academics as well as in other areas of campus life. Each collegiate chapter can establish academic standards stronger than the national policy which are reflected in the chapter’s Code of Conduct. Each new member should become familiar with both the national policy and their chapter’s academic policies.

Each chapter has an academic program that is instrumental in helping members achieve academic excellence. The academic program has a section specifically tailored for our new members to help you maintain academic excellence during the new member period. Members and new members who do not meet the academic requirements set forth in the National Policy Handbook and chapter Code of Conduct will receive additional support and guidance from the vice president of scholarship (vice president of academic excellence).

Code of Conduct Highlights

Fill in the blanks with information provided by the vice president of new member education and/or the executive vice president (vice president of standards and values). Additional information regarding Sigma Kappa social events and other expectations will be covered in Lesson 4.

The Code of Conduct can be found: ____________________________

__________________________

Things I need to know about the Code of Conduct before Lesson 4:

__________________________

__________________________
Financial Responsibility

Sigma Kappa Sorority is a not-for-profit organization and relies on the national fees from its members to finance yearly operating expenses and chapter services. The operating expenses include such items as our national headquarters’ office and supplies, equipment, postage, printing, legal fees, insurance coverage, and national headquarters employees’ salaries. Chapter services include creating and distributing educational materials, the leadership consultant program, organizing and conducting national convention and Regional Leadership Conferences (RLCs), paying the expenses of national officers who volunteer their time to assist Sigma Kappa chapters, and publishing our national magazine, the Sigma Kappa Triangle.

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Member Fee</td>
<td>paid once, due at the time of the new member ceremony</td>
</tr>
<tr>
<td>Initiation Fee</td>
<td>paid once, two weeks prior to Initiation and includes a lifetime subscription to the Sigma Kappa Triangle and life membership in Sigma Kappa. Portions of this fee also go into the national convention fund and general operating fund.</td>
</tr>
<tr>
<td>Badge Fee</td>
<td>paid once, due prior to Initiation. The badge fee depends on the type of badge ordered and is not considered part of the Initiation fee.</td>
</tr>
<tr>
<td>National Collegiate Dues</td>
<td>paid yearly by all initiated collegiate members. This fee is used to pay for the leadership consultant program, national headquarters staff, and expenses of national officers who work with our chapters across the country. It also pays for the many supplies sent periodically to chapters and provides funds for one delegate from each collegiate chapter (lodging and meal expenses) to attend both national convention and a regional leadership conference.</td>
</tr>
</tbody>
</table>

In order to maintain quality services for our chapters, it is vital for every Sigma Kappa member to uphold her financial obligations to the Sorority.

In addition to these national fees, there are local dues for each chapter. This money is used to keep individual chapters operating. The money is used for recruitment, social activities, academic and new member programs, intramural and other campus activities, Panhellenic dues, chapter supplies, and other miscellaneous expenses.
Every collegiate chapter sets its own dues based on local financial needs and budgets and manages the financial business of the chapter with the assistance of its advisory board. Chapter dues are billed to each individual member’s Billhighway account.

If your chapter’s house corporation participates in the NHC, housing fees are invoiced monthly through Billhighway.

Invoicing and payment systems for non-NHC corporations will vary by chapter. Please check with your house manager or local house corporation for more information.

The **housing/furnishing fee** is charged by each local house corporation/property committee or the National Housing Corporation. These monies are used to purchase chapter furnishings and equipment, and to provide funds for housing, a lodge, or other meeting facility for the chapter.

If your chapter owns or rents a house, suite, residence hall floor or lodge, it is the responsibility of every member and new member to live in those quarters when space is available. The financial stability of the chapter is dependent upon everyone fulfilling this obligation of membership.

The **parlor fee** is paid by new members and initiated members living out of the house/suite/floor to help defray expenses of utilities, supplies, housekeeping, and routine maintenance. The amount is set by the corporation board or property committee.

The **national insurance assessment** is paid yearly by every initiated member and new member to provide liability insurance coverage for the chapter and its members.

## Automatic Financial Suspension (AFS)

When a member’s account is delinquent for 30 days, she is placed on automatic financial suspension by the chapter. She surrenders her badge and membership certificate to the financial advisor, loses her privilege to vote, to attend social functions, and to hold office as provided for in the *National Policy Handbook*. If the terms of repayment are not met, her membership is terminated.

## Fundraising

Fundraising by a Sigma Kappa chapter is approved only for a recognized philanthropic priority. Sigma Kappa chapters are not to engage in fundraising for any activity that should be financed through the chapter budget. This restriction includes social functions and new member gifts.
My Financial Responsibilities

Fill in the blanks with information provided by the vice president of new member education and/or the vice president of finance.

Date bills are distributed: ____________________________

Date payment is due: ____________________________

**Items which may appear on your bill**

New member fee: $ ____________ This one-time fee is paid before the new member ceremony.

Initiation fee: $ ____________ This one-time fee is paid before Initiation. It covers a lifetime subscription to the *Sigma Kappa Triangle* and life membership in Sigma Kappa.

Badge fee: $ ____________ The cost of the badge is not a purchase price, but a fee for the privilege of wearing the badge for life. This fee must be paid two weeks prior to Initiation.

Chapter dues: $ ____________ These are paid by each initiated and new member to cover chapter operations including the cost of all planned chapter activities and events. The amount and terms of payment are set by the chapter.

Amount due: $ ____________ each month/term (circle one)

Housing/furnishing fee: $ ____________ This is a flat-rate fee paid by each member during her first year of membership. Some chapters may split this fee into installments. This money is transferred to the chapter’s house corporation or National Housing Corporation account where it is accumulated for the improvement of chapter facilities. The amount and terms of payment are ________________

Room and Board: $ ____________ Charges for room fees (rent) and meals for house residents.

Parlor fee: $ ____________ Paid by new members and initiated members living out of the house/suite/floor to help defray expenses of the house/suite/floor such as utilities, supplies, housekeeping, routine maintenance, etc. The amount is set by the corporation board.

National collegiate dues: $ ____________ Paid annually by all initiated collegiate members. This money covers the cost of operating our national organization including national headquarters and the expenses of the volunteers who serve Sigma Kappa.

National insurance assessment: $ ____________ Paid annually by every member to provide liability insurance coverage for the chapter and its members.
How to Access Your Billhighway Account

Billhighway is the tool chapters use to manage their finances. Chapters use Billhighway to bill their members for any dues or fees and the system allows the chapters to monitor each member’s balance.

Individual members have access to login to their own unique Billhighway account to view statements or make payments. Chapter members may also use a check or debit card to submit payments. Many chapters also allow the use of credit cards to pay dues through Billhighway. Please check with your vice president of finance to clarify if this option is available to you.

Additionally, statements are emailed out at the beginning of each month automatically through Billhighway. Members may add a parent’s email address in Billhighway so their parent will also automatically receive the emailed statement each month.

If you have a concern about your finances, you can reach out to your chapter’s vice president of finance to create a payment plan, which can be entered into and monitored by Billhighway.

The utilization of Billhighway ensures both the chapter and the national organization are assured of accurate financial recording and timely filing of all tax forms.

You can access Billhighway through the GiNsystem by following the instructions below. Billhighway can also be accessed by visiting www.Billhighway.com

1. Log in to your GiN account.

2. From your GiN account you can access your Billhighway account by going to the Other Resources section of the main menu.

3. Your username to access Billhighway is the full email address Sigma Kappa has on file for you.

Lesson 1: Our Promises
Reflection

1. Why did you join Sigma Kappa?

2. How did the New Member Ceremony make you feel?

3. What stood out to you in the Lesson 1 module you watched online?

4. What are shared expectations we have of each other?

5. What promises do you plan to make to Sigma Kappa?
Lesson 1: Our Promises

Weekly To Do List

☐ Complete online module in SKILLab
☐ Meet with heart sister or big sister
☐ Put new member meetings and other important dates into your calendar
☐ Bring questions that you may have about this lesson to next week’s meeting

☐ 

☐ 

☐ 

☐ 

☐
Lesson 2: Relating Sigma Kappa’s Founding to Today

New Member Pin

The new member pin is a Greek letter Σ shaped like a serpent intertwined through a K. In 1920 this design was officially adopted as our new member pin. The new member pin is to be worn only by a new member of Sigma Kappa and above all other fraternity jewelry, whether honorary, professional, or social. It is surrendered to the chapter president at the time of Initiation.

The new member pin and the member badge are to be worn over the heart to indicate membership.

Colors

Founder Louise Helen Coburn’s early reminiscences give us her memory of white as the color favored in the early days of Sigma Kappa. Lavender and maroon, as our colors, occur in Alpha chapter’s minutes of June 1891. They were being used then and apparently had been approved earlier. A note in the minutes of 1904 speaks of a committee appointed to “write down the true significance” of our colors which is revealed in the ceremony of Initiation.

Jewel

The pearl is the official jewel of Sigma Kappa; however, this does not prohibit the use of other stones in jeweled badges. The pearl is recognized as a symbol of purity and gracious character. The pearl has been the Sorority jewel since 1915.

Flower

Wild purple violets were loved by Sigma Kappa from the beginning. The delicate flowers grew wild along the banks of the Messalonskee River where the Founders sat and dreamed of Sigma Kappa. In June 1892, the wild purple violet was adopted as our Sorority flower.
Symbols

The dove was accepted as an official symbol of Sigma Kappa at the 1984 convention and the heart was adopted at the 1988 convention. Both symbols signify the love felt by members across the country.

Coat-of-Arms

The Sigma Kappa coat-of-arms reflects the familiar symbols of the Sorority — the dove, the violet, the Greek letters, and maroon and lavender.

Adopted in 1911, the coat-of-arms consists of a maroon shield with a diagonal bar of gold, bearing five lavender stars; the upper portion of the shield has a conventionalized violet, the lower portion a coiled serpent, both figures being in gold. Above is a wreath of alternate maroon and gold, surmounted by a dove, in silver, with outspread wings, all beneath an arch of gold rays. Below is a scroll of silver bearing in black the open motto, One Heart One Way, in Greek and the date 1874. The letters ΣΚ stand above the center of the scroll. The significance of the coat-of-arms is revealed only during the ceremony of Initiation.

Triangle Badge

The earliest badge is reflected in the design now used as our new member pin. On March 7, 1894 the triangle badge was chosen with “unjeweled maroon enamel, if possible.” Jeweled badges were approved at the 1915 convention when the pearl was adopted as our national jewel. If the badge is unjeweled, it has a scroll edge.

The badge is to be worn above all other fraternity jewelry, whether honorary, professional, or social.

All members’ badges are the property of the national organization. The payment made for them by each initiate is considered to be a reasonable sum for the privilege of using the badge during the member’s lifetime. Each initiate is required to pay a badge fee prior to Initiation. The badge must be returned to national headquarters if a member withdraws or is expelled. Upon the death of a member, one of the following is to be done: (1) the badge may be buried with the member, or (2) the badge is returned to national headquarters. Alumnae may wear their badges on bracelets as charms, lapel pins, pendants, rings, etc.

Order of the Triangle Pin

The alumna pin was adopted in 1978. It is a small triangle pin of maroon enamel with ΣΚ etched in gold. It is worn as a lapel pin by alumnae who have participated in the Order of the Triangle ceremony.
Twenty-Five Year Pin
The twenty-five year pin is a silver violet surrounded by an open triangle with the number 25 in the middle of the violet and the Greek letters ΣΚ set to the left side of the triangle.

Fifty-Year Pin
A gold circle pin etched with ΣK is given to fifty-year members. It encircles the triangle badge.

Seventy-Five Year Pin
The seventy-five year pin is a golden violet surrounded by an open triangle with a diamond in the middle of the violet and the Greek Letters ΣΚ set to the left side of the triangle. Presentation may include a display frame or case.

Mother’s Pin
The mother’s pin may be worn by mothers of Sigma Kappa members and by Sigma Kappa house directors. It is a small gold circle pin surrounding a gold triangle with the Greek letters ΣΚ in the center.

Sigma Kappa Seal
The seal of Sigma Kappa is used on all official papers, membership certificates, and chapter charters.

The seal shall consist of the letters ΣK surmounted by a dove with outspread wings, all surrounded by a serpent in the form of a circle; these shall be enclosed within two circles, the inner a fine line, the outer wider and with a rope pattern, between which at the top shall be the words, “Sigma Kappa,” and at the bottom the words, “founded A.D. 1874.”

Sigma Kappa Triangle
The Sigma Kappa Triangle is the official magazine of Sigma Kappa Sorority. The quarterly magazine has been published continuously since 1907.

Promise for New Members
Sigma Kappa’s Founding Story

We see our values portrayed through our Founders as we learn about Sigma Kappa’s history. How difficult it must have been for women pursuing higher education toward the end of the 19th century! Through their experiences and commitment to one another, each of the five women that began Sigma Kappa developed themselves into the women whose footsteps we follow through our own Sigma Kappa journeys.

From its earliest days, Colby College, known as Waterville College until 1867, has had a marked influence on the world. The college leaders took the most forward step in the school’s history in 1871 when it was among the first to recognize the right of women to attend college. Offering liberal studies for women was still an experiment in the late 1800s. The college opened its doors to “young women on equal terms with young men.” Colby was a leader, opening its doors to women four years earlier than either Wellesley or Smith in Massachusetts.

Historians aren’t sure why Colby took the lead, but it’s been said that the educators of the State of Maine had suddenly become aware that in all of New England there was no place where a woman could be broadly trained for the teaching profession. At that time, only narrow and special courses were offered at various state schools.

At first, this sudden change of policy didn’t yield a large enrollment of women. Only one woman entered the first year and four entered two years later (constituting the five Founders of Sigma Kappa).

The early history of Colby College itself becomes the background for the amazing story of Sigma Kappa. Colby College is the second oldest college in Maine and Sigma Kappa was the only Greek letter society founded in the state.

The 1873 freshman class was the first to have more than just one woman. Four young women from Maine entered in this class. Mary Caffrey Low, of Waterville, was the college’s trailblazer – having enrolled two years earlier. In other words, she was the only female student at Colby for two years before Louise Helen Coburn of Skowhegan, Elizabeth Gorham Hoag of Waterville, Ida Mabel Fuller of Albion and Frances Elliott Mann of Yarmouth joined her.

The campus environment was very difficult for these young ladies. The numerous male students left the women isolated, ignored, and ridiculed. This isolation drew the five young women into a close knit circle of support. Not only were the undergraduate men opposed to having women in their ranks, the professors opposed them as well.
The young women knew that they were on trial and were thrown into earnest and healthy competition with their male classmates. They had a deep desire to pave the way and create a better environment for future generations of women.

They didn’t want things to be worse for any personal shortcomings of theirs. Because of this deep commitment to their individual and collective academic successes, they were able to hold their own with their brothers along all lines of course work.

Perhaps this feeling that they needed to serve as representatives of their sex was the strongest influence leading the women of 1874. Mary Caffrey Low took an active leadership role and began to outline a plan for a Greek-letter society along with these young women. They began this work during their freshman year. They were equally committed to their academics and starting this new society for young women. Their purpose from the very beginning was to have a national society of college women pursuing academic degrees.

They were told by the college administration that they needed to present a constitution and bylaws with a petition requesting permission to form Sigma Kappa Sorority. On November 9, 1874, the five young women received a letter from the faculty approving their petition. Thus, this date has since been considered our Founders’ Day.

In June of 1875, they were called upon to mourn the loss of one of their number, Elizabeth Hoag. This personal and organizational loss was tragic. She was only 18 years old and was mourned by the Sigma Kappas as well as her entire class.

Frances Mann proposed the secret ideal on which our Sorority is founded. She also proposed the name Sigma Kappa and much of the symbolism of our ritual. Louise Coburn led the development of the constitution and bylaws.

At the beginning of the winter term (February 1875), the two women of the freshman class, Ellen Statra Koopman and Emily Peace Meader, were initiated by Mary Low, the first to preside on such an occasion. Sigma Kappa now had seven members on its roster during its first year.

Meetings were held regularly, which, though small and informal compared to later ones, were delightful for those who attended. Under such difficult campus circumstances, these early meetings are remembered as a pleasant aspect of college life.

Business sessions were recorded in detail, with delightful digressions and items of particular interest to the members.
The first banquet was held November 30, 1878, following the Initiation of three members. It was surely a most understated event, but thrilling for those attending.

On March 26, 1881, is the entry, “Miss Curtis had just commenced her reading when the attention of all was arrested by music, proceeding apparently from voices outside ... It was unanimously decided to place the serenade as the second piece on our program in token of our appreciation.” The serenaders were members of one of the men’s fraternities at Colby College.

In our first constitution, chapter membership was limited to 25. The original group was known as Alpha Chapter, and as our Sorority grew, Beta Chapter and Gamma Chapter were also established at Colby College. Early records indicate that the groups met together; but in 1893, the Sigma Kappa members decided it wouldn’t be desirable to continue chapter expansion on Colby’s campus. They voted to fill Alpha Chapter to the limit of 25 and to initiate no more into Beta and Gamma Chapters. Eventually, the second and third chapters would vanish from the Colby College campus. Sigma Kappa realized if the organization was going to continue to grow, it had to expand beyond the walls of Colby College.

Most, if not all, of the women’s colleges did not allow societies such as Sigma Kappa. Other colleges hosted very few similar organizations. Pi Beta Phi (founded 1867) was the first women’s fraternity at Monmouth College. Kappa Alpha Theta (founded 1870) followed at DePauw University, Kappa Kappa Gamma (founded 1870) at Monmouth College, Alpha Phi (founded 1872) at Syracuse University and Delta Gamma (founded 1873) at Lewis School. Greek letter groups formed before 1874 are called fraternities, whether for men or women, because the term “sorority” had not yet been coined.

In 1904, Sigma Kappa’s Delta Chapter was installed at Boston University. Elydia Foss of Alpha Chapter had transferred to Boston and met a group of women who refused to join any of the other groups on campus. When asked if Sigma Kappa was a national organization, Elydia replied, “No, but it is founded on a national basis.” Elydia then took the necessary steps to make Sigma Kappa a national sorority and it was incorporated in the state of Maine on April 29, 1904. Their new status as a national sorority made Sigma Kappa eligible to join what was then called the Interfraternity Conference, now known as the National Panhellenic Conference.

Mary Caffrey Low Carver

Born March 22, 1850, Mary Low was the first woman to attend Colby College, the first name on the roll of Sigma Kappa, first to preside at an Initiation, and first woman invited to become a member of the Phi Beta Kappa Honorary Society.

Mary was a brilliant student who studied all her life. She graduated in July 1875 when she was 25 years old. As prescribed by the college administration, her graduation dress was black with a high, boned collar, long sleeves covering the hand, and skirts to the ground - very modest!
Although highest in academic rank for her class, it was not customary for a woman to give either the valedictory or the salutatory address. However, Mary was permitted to give the Class Prophecy, in Latin, of course.

After graduation from Colby, she married Leonard D. Carver and taught school. Her daughter, Ruby, was initiated into the Alpha chapter. Ruby Carver Emerson was national president of Sigma Kappa from 1935-36.

A visionary leader, Mary was always interested in the future of Sigma Kappa. The chapter minutes of the 1880s and 1890s frequently refer to the selection of delegates to travel to the town of Augusta to consult Mrs. Carver on everything from the selection of furniture to the decision to extend Sigma Kappa beyond Colby’s walls.

Later in life she lived with her daughter in Cambridge and delighted the Boston Sigma Kappas with her wit. She offered wonderful toasts at the joint Delta and Omicron Chapters’ Initiation banquets. Mary was hearing impaired, but she read lips so quickly that few recognized her deafness. Her dark eyes sparkled with humor, and her curly, white hair framed a serene and lovely face.

Mary Low Carver died March 4, 1926, at the age of 76.

Elizabeth Gorham Hoag

Elizabeth was an only child, happy and joyous, who wrote artistic and musical plays. She lived with her widowed mother and her Quaker grandmother, who frequently found it necessary to say, “Thy talks too much, Elizabeth.” Since Elizabeth’s mother was the organist for the village church, Mary Low knew her. She was a slender, delicate girl with a pale face, dark curly hair, and brilliant dark eyes.

Born in 1857, she was 17 when she entered Colby College. She was a conscientious student who loved languages and literature. She found math to be difficult work and she literally had to memorize her textbooks on the subject.

Elizabeth designed the first Sigma Kappa emblem.

She had what we now know as tuberculosis and during the winter of her sophomore year grew more and more frail. The women knew she would not live long and worked hard to prepare for their first Initiation on February 17, 1875 so Elizabeth could see her cousin, Emily Peace Meader, initiated.

Late in March, Louise Coburn received this little note: “Adored Goody, I’ve gin’ out. I shan’t brighten our pleasant retirement with my presence this week anyway.” It was signed, “An Imp still.” She lingered through the spring and died June 8, 1875, at the age of 18. Elizabeth was mourned not only by her sisters, but also by her whole class; they voted to wear mourning bands until the end of the school term in July.
Ida Mabel Fuller Pierce

Ida Mabel Fuller was about 20 years old when she decided to go to Colby College. Her brother, Blin, declared that if she went there, he would go somewhere else. Although it had always been traditional for Fuller men to go to Colby, Blin went to Bowdoin College. Ida Mabel was a dynamic, inquiring, social-minded woman, refusing to, in her own words, “accept her sex as irrefutable condemnation to a subordinate position in life.”

Ida Mabel was the practical voice in the early planning of Sigma Kappa. When the dreamers got too dreamy, she promptly brought them down to earth.

Ida Mabel left college in her junior year and went to Kansas looking for a drier climate. In Kansas, she met and married Dr. Pierce. In later years, after his death, she became a successful businesswoman, founded a hotel for girls in Kansas City, and was vice president of a bank.

Ida Mabel’s interests were wide, but she always included Sigma Kappa in her life. Blin must have forgiven her—he followed her to Kansas and both his daughters went to the University of Kansas. Ida Mabel not only helped Abby Fuller found Xi Chapter there, but she also served as housemother for several years. A confirmed conventionite, Ida Mabel was always willing to travel to Sigma Kappa functions and was present at the 1924 golden jubilee convention. She died September 26, 1933.

Louise Helen Coburn

Louise Helen Coburn was a scholar, writer, and poet. She was the second woman to graduate from Colby and the second Sigma Kappa to attain Phi Beta Kappa. She was 18 when she entered college and developed a strong belief that Sigma Kappa was destined to live and grow. She wrote much of the Initiation ceremony.

Louise had the pleasure of seeing Sigma Kappa grow beyond her dreams. Her sister, Grace Coburn Smith, Alpha, was national president of Sigma Kappa. Two of her nieces, Louise Coburn Smith Velten and Helen Coburn Smith Fawcett, were Alpha Chapter initiates. Joseph Coburn Smith, her nephew, married Ervena Goodale, Alpha. Apparently, Louise’s family approved of her sorority!
Later in life she lived in Skowhegan, Maine, and welcomed visitors to her home as her strength allowed. She became completely bedridden but remained mentally alert, reading often and singing hymns when reading tired her. One of her letters to her Sigma Kappa sisters ended, “May the loving spirit of Sigma Kappa continue to guide you.” She was 93 when she died February 7, 1949.

**Frances Elliott Mann Hall**

Frances Mann had been a high school teacher in Rockport, Massachusetts, before she entered Colby College. She felt she needed better training for her profession. Frances was slightly older than the other women but was still in her early 20s.

Having to go to chapel to get a mark, Frances was late one day and had to wait for all the men to exit. It was an embarrassing moment. Frances said afterwards, all she saw was the floor; but all one young man, George Washington Hall, saw was Frances. When his friends asked him what ailed him, he replied, “I’ve just seen my wife.”

Frances, too, had to leave college her junior year because of headaches related to her astigmatism. She married George, and they taught together. Frances was very proud to be the first Sigma Kappa to marry.

She attended the 1928 convention in Washington, D.C., and the Saranac convention in 1933. At Saranac she was a faithful attendant at all functions, even the Mission program which began at midnight. Frances was very proud of Sigma Kappa. Her last message was, “Take my love to all the chapters. God bless them.” She died February 6, 1935.

Our Founders intended Sigma Kappa to be a moral and spiritual influence on our lives. The idea was to be more than a social club. Sigma Kappa is proud of the integrity of its members. We look to you to carry on this attribute.

The development of character is an integral part of our standards. It acknowledges moral values and ethical principles such as honesty, responsibility, and justice. Remember to respect the worth and dignity of individuals and be aware of the needs of others. Promote your compassion for those in need through participation in Sigma Kappa’s philanthropic endeavors.

The goals and purpose of Sigma Kappa will make a difference in your life. Accept the challenge of becoming a leader of sound character who is socially acceptable and morally responsible to herself and to Sigma Kappa. Weave Sigma Kappa ideals, standards, and ethics into your life and carry them into your alumna days. This is the true sense of the phrase “One Heart, One Way.”
### Sigma Kappa Collegiate Chapters

<table>
<thead>
<tr>
<th>Letter</th>
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Lambda Zeta
Lambda Eta
Lambda Theta
Lambda Iota
Lambda Kappa
Lambda Phi
Lambda Rho
Lambda Sigma
Lambda Tau
Lambda Upsilon
Lambda Phi
Lambda Omega
Promise for New Members

Susquehanna University
Western Kentucky University
The University of Findlay
California State University/Sacramento
University of Missouri
California State University/Fullerton
Virginia Tech
Cal Poly State University/SLO
Indiana University Southeast
Babson College
Elmhurst College
Angelo State University
University of California/San Diego
University of Arizona
Colorado School of Mines
University of Alabama at Birmingham
Cal State Poly University/Pomona
Rutgers, The State University of New Jersey
Appalachian State University
University of LaVerne
University of Delaware
University of California/Riverside
University of Virginia
University of Nevada/Las Vegas
Albright College
State University of NY/Fredonia
Massachusetts Institute of Tech
University of NC/Charlotte
Auburn University
Arizona State University
State University of NY/Geneseo
Kansas State University
Bowling Green State University
University of Tennessee/Chattanooga
The Pennsylvania State University
West Virginia University
Northwest Missouri State University
Grand Valley State University
University of Dayton
Elon University
Texas Christian University
University of Pennsylvania
University of North Georgia
Duquesne University
Marquette University
University of Nevada, Reno
Florida International University
Clemson University
University of California/Irvine
University of West Georgia
The College of New Jersey
Florida Atlantic University
Indiana University Purdue University-Indianapolis
Northeastern University
Spring Hill College
Coastal Carolina University
Robert Morris University
University of Houston
College of Charleston
University of South Florida
American University
The University of Tampa
Austin Peay State University
Reflection

1. Date of local chapter founding: ______________________________________

2. Reflect on what life might be like if you attended college in the 1870s. In what ways would your life be different?
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________

3. Reflect on how you identify with the Founders and the story of our founding.
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________

4. What can you do now to continue the positive impact that our Founders had on us?
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________

5. What issues do college women face today, and what can Sigma Kappa do to assist members in those situations?
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________

6. How can you show bravery on today’s college campus?
   ______________________________________
   ______________________________________
   ______________________________________
   ______________________________________
Weekly To Do List

☐ Complete online module in SKILLab

☐ Meet with heart sister or big sister

☐ Read through the National Policy Handbook

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Lesson 3: Personal Values and Sigma Kappa Values

Sigma Kappa’s Core Values

The values of Sigma Kappa are personal growth, friendship, service and loyalty; bound by a promise.

- **Personal Growth**: Sigma Kappas value being the best women we can be: a process which can only happen when sisters experience all of the opportunities this organization has to offer. Through enacting principled leadership inside and outside the classroom, Sigma Kappas will develop into the type of women prepared for life after graduation.
  - Bound by a Promise to be the best person you can be.
  - Social: Demonstrating leadership through behaviors that are in alignment with the Sorority’s values
  - Intellectual: Committing to a lifetime of learning and enrichment
  - Spiritual: Striving to live a purposeful life

- **Service**: Service to one’s community, organizations and causes is a lifelong responsibility of every Sigma Kappa.
  - Bound by a Promise to model service and leadership in your communities, especially within Sigma Kappa.
  - Offering your time, ideas or resources to support the common good and assist those in need.

- **Friendship**: Sigma Kappa values the deep bonds of sisterhood and friendship that last throughout life. Members prioritize mutual respect and esteem between sisters and others, even in adverse circumstances. Friendship includes not only being friends with our Sigma Kappa sisters, but also with the greater community.
  - Bound by a Promise to demonstrate sisterhood and friendship throughout life.
  - Sisterhood, self-respect and mutual respect

- **Loyalty**: Sigma Kappa values unwavering devotion and commitment to the tenets and principles of our organization, as well as to our own personal values. Loyalty to one’s own convictions, and role modeling such through word and action, is something every Sigma Kappa strives to do.
  - Bound by a Promise to remain loyal to Sigma Kappa and to living its values in all that you do.
What are your personal values?

Select the five values that you find most important in your life. Write them in the five boxes at the base of the pyramid. Narrow those down to four, place those in the row above. Continue in this manner until you have identified your highest priority value in the top box.

Acceptance  Courage  Harmony  Learning  
Accountability  Creativity  Health  Love  
Advocacy  Credibility  Honesty  Loyalty  
Ambition  Equality  Hope  Relationships  
Assertiveness  Fairness  Inclusivity  Responsibility  
Change  Faith  Independence  Service  
Collaboration  Family  Integrity  Spirituality  
Community  Friendship  Justice  Truth  
Compassion  Growth  Leadership  Understanding
Reflection

1. How can you connect your personal values to the values of Sigma Kappa?

2. How can you carry out Sigma Kappa’s values in everyday life?

3. Why is the value of friendship important within Sigma Kappa?

4. When have you exhibited loyalty in your life?

5. What does service mean to you?

6. How is personal growth important within the context of sorority membership?
Weekly To Do List

- Complete online module in SKILLab
- Meet with heart sister or big sister
- Read through the *National Policy Handbook*

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Lesson 3: Personal Values and Sigma Kappa Values
November 9, 1874: First official meeting, which is known as Founders’ Day. Mary Low, Louise Coburn, Frances Mann, Ida Mabel Fuller and Elizabeth Hoag were present.

Because of a membership limitation of 25, Sigma Kappa established Beta* Chapter on the Colby College campus.

It was decided to fill the ranks of Alpha Chapter, to initiate no more into Beta and Gamma Chapters, and to extend Sigma Kappa beyond Colby College.

The triangle badge was adopted (maroon enamel, unjeweled).

With the installation of Delta Chapter, the first beyond the Colby College campus, extension grew nationwide.

Death of Elizabeth Gorham Hoag.

Lavender and maroon were first mentioned as Sorority colors.

Gamma* Chapter established at Colby College.

“Odes of 1896” was published.

Sigma Kappa was admitted to the National Panhellenic Conference.

*NOTE: From records of Alpha Chapter meetings, the three chapters apparently met together. We note in several instances where “in the absence of Alpha’s secretary, voted to have Beta’s secretary take notes.” And once, “in the absence of Alpha and Beta secretaries, voted to have Gamma secretary take the notes.”
The *Sigma Kappa Triangle*, Sigma Kappa's official magazine, was established and has been published regularly since its first issue in January 1907.

1911
Sigma Kappa coat-of-arms was adopted.


1915
The pearl was adopted as our official jewel.

Our official banner was accepted.

1918
The Maine Seacoast Missionary Society (now Maine Seacoast Mission) was adopted as our first national philanthropic priority in honor of our Founders, who were all from Maine.

1920
New member pin was adopted.


1924
"History of Sigma Kappa, 1874-1924" edited by Emma E. Kinne, *Epsilon*, was published.

Central office (NHQ) was first established in Reading, MA.

Hattie May Baker, *Delta*, was appointed as executive secretary.

1926
Death of Mary Low Carver.

1927
The name Sigma Kappa was patented.

1930
A new song book was published.

Ruth E. Litchen, *Xi*, was appointed executive secretary.

National headquarters moved to Lawrence, Kansas.

1933
Death of Ida Mabel Fuller Pierce.

1935
Death of Frances Mann Hall.

Sigma Kappa Timeline
1936
National headquarters was moved to Indianapolis, Indiana.
Margaret H. Taggart, Alpha Iota, was appointed director of national headquarters.

1937
First Traveling Secretary (leadership consultant) Ruth Norton Donnelly, Lambda, was appointed.

1941
October issue of the Sigma Kappa Triangle was our fourth song book.

1949
Death of Louise Helen Coburn.

1950
History of Sigma Kappa, 1874-1949, written by Lillian M. Perkins, Omicron, was published.

1954
Gerontology was adopted as a national philanthropic priority.

1956
With the purchase of a home at 3433 Washington Blvd., Indianapolis, Indiana, Sigma Kappa became one of the first NPC groups to own its own national headquarters building.

1959
Sigma Kappa and Pi Kappa Sigma sororities merged.

1962
The Sigma Kappa Foundation was established.

1965
Ruth Rysdon Miller, Theta, assumes chairmanship of the National Panhellenic Conference.

1970
Sigma Kappa directory was published.

1974
Centennial Year - “History of Sigma Kappa, 1874-1974,” was published.

1978
Order of the Triangle was accepted as part of our ritual.

1982
Graduate consultants were added to our field personnel.

Promise for New Members
1985
First Sigma Kappa in space, Dr. Rhea Seddon, Lambda. A mission specialist for NASA, she carried Sigma Kappa’s badge on the space shuttle.

1987
AWARE, member development program, was published.

1989
The national headquarters building located at 8733 Founders Road, Indianapolis, Indiana, was purchased by the Sigma Kappa Foundation.

1984
Alzheimer’s disease and related disorders was adopted as a focus for our gerontology philanthropic priority.

“Brave Maroon II” was published. This second poetry anthology was edited by Lillian Perkins, Omicron.

1988
The heart was adopted as an official symbol.

1992
Adoption of Inherit the Earth as an additional focus for the gerontology program, encouraging collegians, alumnae, and older citizens to work together to improve local environments.

1993
National Housing Corporation established to assist collegiate chapters with housing and furnishing needs.

1999
Promise for Initiated Members and Promise for Alumnae Members were published to replace the AWARE Program.

Sigma Kappa became the first NPC sorority to undertake a consistent graphic identity campaign as part of a marketing communication plan.

2002
Virtual Violet, e-newsletter for alumnae, debuts.

Sigma Kappa Traveler program unveiled.

2004
Sigma Kappa celebrates 125th anniversary.
Licensed vendor program and Shop Sigma Kappa debuts.
2009
Visual identity updated.

2010
The recording secretary and corresponding secretary positions were combined into one position named vice president of communication.

The philanthropy and Sigma Kappa Foundation chairmen positions were combined into one position named vice president of philanthropic service.

Field consultant program was renamed leadership consultant program.

2012
College Officer Training School (COTS) was renamed Regional Leadership Conference (RLC), formatted to bring programming closer to our members and allowing more members to participate.

The SKoop replaced Virtual Violet and Sigma Kappa Savvy as the e-newsletter for chapter officers and national volunteers.

2014
The Promise for New Members program underwent a complete update and transition to a new delivery model, including e-learning.

The programming responsibilities were removed from the executive vice president’s role and a new vice president of programming was created.

The Sigma Kappa Foundation pledged to donate $1 million to the Alzheimer’s Association and become a member of the Zenith society, the Association’s group of most engaged and dedicated donors.

National headquarters relocates to 695 Pro-Med Lane, Carmel, IN 46032-5323.

2015
Donna Crain King, Epsilon Rho, installed as Chairman of the National Panhellenic Conference.

Online education launched in SKILLab: Sigma Kappa’s Interactive Learning Lab. This online platform includes education and training courses for new members, collegiate and alumnae chapter officers and national volunteers.

Hosted the inaugural National Volunteer Development Weekend to provide training for all national officers.
2016

Visual identity updated.

SIGMA ❤ KAPPA
Live with Heart

Collaborative website with all three entities created.


2017

The Sorority Strategic Plan 2017-2020 was created to focus on making Sigma Kappa a leader among sororities, empowering our collegiate members and chapters, and providing alumnae with opportunities for continual growth.

The virtual Sigma Kappa Book Club was launched as a space for members to share their love of reading.

The debut of The LowDown, a quarterly e-newsletter for all members, shares information about the national organization, higher education and fraternity/sorority life issues.

Legacy Link, a way to connect legacies with Sigma Kappa from an early age, was introduced.

Launched a partnership with Talkspace, the global leader in online counseling. This put Sigma Kappa at the forefront of improving the mental health of its members by providing direct access to valuable mental health resources.

2018

The RESPEKT movement was upgraded with the goal of educating, energizing, and empowering our members. RESPEKT allows members of Sigma Kappa to engage in topics that interest them, while giving them the tools to lead and advocate for important issues in their chapters, on their campuses, and in their communities.

Day of Service was established as a way for our members to continue to find ways to positively impact our communities.
### Greek Alphabet

<table>
<thead>
<tr>
<th>Letter</th>
<th>Pronunciation</th>
<th>Greek Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Α</td>
<td>Alpha</td>
<td>(Al-fah)</td>
</tr>
<tr>
<td>Β</td>
<td>Beta</td>
<td>(Bay-tah)</td>
</tr>
<tr>
<td>Γ</td>
<td>Gamma</td>
<td>(Gam-ah)</td>
</tr>
<tr>
<td>Δ</td>
<td>Delta</td>
<td>(Del-tah)</td>
</tr>
<tr>
<td>Ε</td>
<td>Epsilon</td>
<td>(Ep-si-lon)</td>
</tr>
<tr>
<td>Ζ</td>
<td>Zeta</td>
<td>(Zay-tah)</td>
</tr>
<tr>
<td>Η</td>
<td>Eta</td>
<td>(Ay-tah)</td>
</tr>
<tr>
<td>Θ</td>
<td>Theta</td>
<td>(Thay-tah)</td>
</tr>
<tr>
<td>Ι</td>
<td>Iota</td>
<td>(Eye-o-tah)</td>
</tr>
<tr>
<td>Κ</td>
<td>Kappa</td>
<td>(Cap-ah)</td>
</tr>
<tr>
<td>Λ</td>
<td>Lambda</td>
<td>(Lamb-dah)</td>
</tr>
<tr>
<td>Μ</td>
<td>Mu</td>
<td>(Mew)</td>
</tr>
<tr>
<td>Ν</td>
<td>Nu</td>
<td>(New)</td>
</tr>
<tr>
<td>Ξ</td>
<td>Xi</td>
<td>(Zeye)</td>
</tr>
<tr>
<td>Ο</td>
<td>Omicron</td>
<td>(Om-i-cron)</td>
</tr>
<tr>
<td>Π</td>
<td>Pi</td>
<td>(Pie)</td>
</tr>
<tr>
<td>Ρ</td>
<td>Rho</td>
<td>(Row)</td>
</tr>
<tr>
<td>Σ</td>
<td>Sigma</td>
<td>(Sig-mah)</td>
</tr>
<tr>
<td>Τ</td>
<td>Tau</td>
<td>(Taw)</td>
</tr>
<tr>
<td>Υ</td>
<td>Upsilon</td>
<td>(Oop-si-lon)</td>
</tr>
<tr>
<td>Φ</td>
<td>Phi</td>
<td>(Fie or Fee)</td>
</tr>
<tr>
<td>Χ</td>
<td>Chi</td>
<td>(Kie)</td>
</tr>
<tr>
<td>Ψ</td>
<td>Psi</td>
<td>(Sigh)</td>
</tr>
<tr>
<td>Ω</td>
<td>Omega</td>
<td>(O-may-gah)</td>
</tr>
</tbody>
</table>
A solid understanding of morals and ethics allows Sigma Kappa members to hold each other accountable to being the best version of themselves. Through the National Policy Handbook, which outlines Sigma Kappa national policies and procedures, and the local chapter Code of Conduct, members can practice self-governance and develop personally and professionally.

It is important for every member to be familiar with the National Policy Handbook and her chapter’s Code of Conduct. Sigma Kappa’s policies on social functions and hazing are particularly important for new members to understand, and they are included in the pages that follow.

Social Events and Functions

All Sigma Kappa members and new members and their invited guests must be aware of and comply with the following policies. For more information, refer to the National Policy Handbook.

- All members, new members, alumnae, and guests must be in compliance with state laws, university regulations, local ordinances, and national policies.
- All Sigma Kappa social events with other organizations or non-members shall not involve overnight accommodations.
- All Sigma Kappa events held at a men’s fraternity facility must comply with the fraternity’s national/local rules and resolutions and any campus-wide alcohol-free initiatives.
- Open parties are prohibited. There shall be a defined and restricted guest list available at every sponsored or co-sponsored Sigma Kappa event. Anyone visibly intoxicated should not be allowed admittance to a Sigma Kappa event.
- Pre- and post-social function parties are never approved. Such parties and the attendance by Sigma Kappa members and new members are not condoned.
• Co-sponsored social function attendees are limited to members and new members of both sponsoring groups and their dates.
• A chapter may not sponsor or co-sponsor a function or event where firearms will be made available for use.
• Social functions that involve traveling to multiple venues, i.e. bar crawls, are prohibited.
• Underage drinking is prohibited.
• Sigma Kappa social events held outside the city in which the college/university is located require the use of common carrier such as buses, taxis, hotel shuttle, university transportation, etc. Events held in the same city as the college/university may use common carrier or the designated driver program.
• A cash bar shall be utilized for serving alcohol. Use of an outside vendor possessing adequate liquor liability insurance is required. Alcoholic beverages must be sold/served by a bartender who is not a member or new member of the sponsoring or co-sponsoring organizations.
• Security personnel shall be hired for any event at which alcohol is served/sold.
• Chapter funds shall not be used to purchase alcoholic beverages.
• Activities/themes must be tasteful and not promote alcohol use/abuse. Drinking games, toga parties, the purchase or use of alcohol in bulk quantities (kegs, etc.), and/or use of drink tickets are strictly prohibited.
• Non-alcoholic beverages and food/snacks shall be available and served throughout the duration of the event.

Sigma Kappa Policy Statement on Hazing

B. Hazing Policy

1. Sigma Kappa Sorority considers hazing to be a destructive and degrading activity which is inconsistent with our ideals and standards. The dignity of every individual is recognized and all forms of hazing are opposed.

2. Every chapter shall follow the Promise new member education program as outlined in the *Handbook for the Vice President of New Member Education* without additions, deletions or alterations. This program is designed to educate new members in the purposes and ideals of Sigma Kappa.

3. Hazing is defined as any action, activity, or attitude directed toward a new member, member or any individual because of his/her relationship with Sigma Kappa or any other campus organization with or without their consent which ridicules, humiliates, embarrasses, confuses, frustrates or causes undue stress as well as any action that may cause physical or mental discomfort and has the potential to cause bodily injury or psychological damage. This includes the harassment, intimidation, degrading or lack of respect from one member(s) to other member(s) and may include verbal, written, implied, physical or through email, text, and/or any type of social media. The following list includes examples of hazing by category and is not intended to be all-inclusive.
a. Subtle hazing: any action, activity, or attitude which ridicules, humiliates, or embarrasses. Examples include, but are not limited to: purposely alienating new members, referring to new members in a demeaning manner such as “pledge,” silence periods, any form of demerits, requiring new members to address initiated members in a different manner, scavenger hunts, phone duty or house duty if only assigned to new members, requiring new members to carry objects that initiated members don’t carry, deprivation of privileges, withholding the date of Initiation or big sister revealing, not allowing new members to wear Greek letters, requiring new members to complete signature books, requiring new members to do meaningless activities in order to earn membership such as “pearl” points or separating sprinkles, requiring new members to wear new member pins/ribbons at all times.

b. Harassment hazing: any action, activity, or attitude which confuses, frustrates, or causes undue stress as well as any action that may cause physical or mental discomfort. Examples include, but are not limited to: Requiring new members to sleep over at chapter housing or other locations, drawing any unnecessary attention to new members through a form of critique or criticism, scaring new members with what might happen at Initiation or during Inspiration Days, any form of questioning under pressure or in an uncomfortable atmosphere, verbal abuse, personal servitude, moving into the chapter house/suite/residence hall for Inspiration Days, requiring new members to wear ridiculous costumes or special clothing, requiring new members to enter through the back door or not allowing them to see certain parts of the house/suite/residence hall, new member activities with demeaning or crude themes, withholding good grooming or personal hygiene, requiring new members to memorize irrelevant information about initiated members, yelling at new members.

c. Dangerous hazing: any action, activity, or attitude which has the potential to cause bodily injury or psychological damage. Examples include, but are not limited to: suggesting or requiring new members acquire paraphernalia from another chapter, leaving campus secretly, requiring new members to do physical exercise for the sake of membership, withholding food or sleep, late work sessions which interfere with scholastic responsibilities, transporting new members against their will, restricting bodily movement in any way, blindfolding, requiring touching any unpleasant substance, hitting, paddling, tuck-ins, kidnaps, requiring new members to drink or eat, marking or branding, requiring a new member to take items from places or deface property, new member sneaks or walkouts.

4. The naming of new member classes or allowing new member class officers does not promote chapter unity and is not recommended.

5. Auxiliary groups such as big brothers, little sisters, or fraternity dads are prohibited in support of the 1967 NPC Unanimous Agreement. For further clarification, see NPH XVIII. A.

6. As a general rule, a member or new member who hazes shall be suspended or expelled from the organization following the appropriate procedures. This applies to alumnae as well as collegiate members. Failure to sanction individuals involved in hazing activities may result in sanctions of the chapter as outlined in national policy section VII.G.

_taken from the National Policy Handbook, Section VII._
1. In your opinion, what is the most important aspect of the Chapter Code of Conduct?

2. Why do you believe risk management is important to Sigma Kappa?

3. Sigma Kappa holds its members to higher standards than the average college student. What might be the benefits of being in a sisterhood with high standards for its members?

4. When have you experienced an ethical dilemma? What did your reactions say about your values and morals?

5. How can you plan to make decisions while keeping your values and morals in mind?
Weekly To Do List

☐ Complete online module in SKILLab

☐ Meet with heart sister or big sister

☐ ________________________________

☐ ________________________________

☐ ________________________________

☐ ________________________________

☐ ________________________________
Lesson 5: Leadership and Governance

Leadership Strength Assessment

Rank the word choices below, using a scale of 1-4, with 4 being used for those statements MOST like you and 1 being used for those statements LEAST like you. Each set of four statements must include one of each rank.

I see myself as:
A. _____ Compassionate, idealistic, affectionate, empathetic
B. _____ Consistent, goal-oriented, traditional, realistic
C. _____ Flexible, easy-going, playful, clever, independent
D. _____ Confident, mentally strong, logical, inventive

I see myself as:
A. _____ Caring, nurturing, a communicator, and someone who values feelings
B. _____ Prepared, dependable, loyal, responsible, and having leadership ability
C. _____ Open to change, having many interests, courageous, assertive
D. _____ Having high expectations, knowledgeable, I enjoy my own company

When it comes to work:
A. _____ I flourish with encouragement rather than competition.
B. _____ I believe that work comes before play.
C. _____ I enjoy freedom and independence.
D. _____ For me, work is play.

In relationships:
A. _____ I seek harmony, warmth and romance.
B. _____ I am serious and tend to have traditional views of love and marriage.
C. _____ I thrive on physical contact and enjoy people who share my interests.
D. _____ I am uneasy when my emotions get the best of me and want to establish relationships that allow me to focus my energy on my career.

As a child:
A. _____ I was imaginative and creative.
B. _____ I understood and respected authority and wanted to follow the rules.
C. _____ I learned better by doing and experiencing rather than listening and reading.
D. _____ I constantly had questions and found it necessary to respect a teacher before I could learn from them.

Add the scores you provided above for the letters in each section, and place the totals below:

Letter A: _______  Letter B: _______  Letter C: _______  Letter D: _______

Promise for New Members
Moving horizontally across the table below, rank the word groups on a scale of 1 to 4, with 4 being those words MOST like you and 1 being the words LEAST like you. Each row across must include one of each rank.

<table>
<thead>
<tr>
<th>Column A</th>
<th>Place scores here</th>
<th>Column B</th>
<th>Place scores here</th>
<th>Column C</th>
<th>Place scores here</th>
<th>Column D</th>
<th>Place scores here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authentic Harmonious</td>
<td></td>
<td>Parental Traditional</td>
<td></td>
<td>Active Opportunistic</td>
<td></td>
<td>Versatile Inventive</td>
<td></td>
</tr>
<tr>
<td>Compassionate</td>
<td></td>
<td>Responsible</td>
<td></td>
<td>Spontaneous</td>
<td></td>
<td>Competent</td>
<td></td>
</tr>
<tr>
<td>Unique Empathetic</td>
<td></td>
<td>Practical Sensible</td>
<td></td>
<td>Competitive</td>
<td></td>
<td>Curious Conceptual</td>
<td></td>
</tr>
<tr>
<td>Communicative</td>
<td></td>
<td>Dependable</td>
<td></td>
<td>Impetuous</td>
<td></td>
<td>Knowledgeable</td>
<td></td>
</tr>
<tr>
<td>Devoted</td>
<td></td>
<td>Loyal</td>
<td></td>
<td>Realistic</td>
<td></td>
<td>Theoretical</td>
<td></td>
</tr>
<tr>
<td>Warm</td>
<td></td>
<td>Conservative</td>
<td></td>
<td>Open-minded</td>
<td></td>
<td>Seeking</td>
<td></td>
</tr>
<tr>
<td>Poetic</td>
<td></td>
<td>Organized</td>
<td></td>
<td>Adventurous</td>
<td></td>
<td>Ingenious</td>
<td></td>
</tr>
<tr>
<td>Tender Inspirational</td>
<td></td>
<td>Concerned</td>
<td></td>
<td>Daring</td>
<td></td>
<td>Determined</td>
<td></td>
</tr>
<tr>
<td>Dramatic</td>
<td></td>
<td>Procedural</td>
<td></td>
<td>Impulsive</td>
<td></td>
<td>Complex</td>
<td></td>
</tr>
<tr>
<td>Vivacious</td>
<td></td>
<td>Orderly</td>
<td></td>
<td>Exciting</td>
<td></td>
<td>Philosophical</td>
<td></td>
</tr>
<tr>
<td>Affectionate</td>
<td></td>
<td>Conventional</td>
<td></td>
<td>Courageous</td>
<td></td>
<td>Principled</td>
<td></td>
</tr>
<tr>
<td>Sympathetic</td>
<td></td>
<td>Caring</td>
<td></td>
<td>Skillful</td>
<td></td>
<td>Rational</td>
<td></td>
</tr>
</tbody>
</table>

Next, enter the total scores from the first activity into the boxes below:

| Letter A: | Letter B: | Letter C: | Letter D: |

Now, add the scores from each column in the table, including the total scores from the first activity in the boxes above. Place the grand totals below:

| Column A: | Column B: | Column C: | Column D: |

Find out your results in the online learning module in SKILLab for this week’s lesson!

Your results: _______________________________________

Strengths of your leadership style: _______________________________________

______________________________________

______________________________________

______________________________________

Lesson 5: Leadership and Governance
Leadership in Sigma Kappa

Sigma Kappa’s Definition of Leadership
Sigma Kappa defines leadership as loyalty to one’s values and enacting them in daily life.

Committee System
Many activities and projects of the chapter are accomplished through a committee system. The use of committees allows each member and new member to contribute her talents and ideas. The committee is the “task force” of any democratic organization and the committee chairman is the leader of the “task force.” Committee work is a pleasure when working with your Sigma Kappa sisters. The satisfaction and pride in planning and completing a project are well worth the time and effort.

There are two types of committees in the chapter. A standing committee is permanent and works on many projects related to its area of responsibility throughout the year. Special committees are formed for short term projects and disband when the project is complete. The executive council coordinates the work of all officers, chairmen, and committees.

The Sigma Kappa standing committees are sisterhood, standards, recruitment, public relations, new member education, social, academic excellence, philanthropic service, alumnae relations, and ritual. These committees meet regularly, usually once or twice a month, to plan and organize activities and to coordinate the committee members’ efforts and ideas for current and future activities. New members may serve on any standing committee except the new member education, standards, and ritual committees.

Special committees meet only a few times in an effort to plan and complete a project. Special committees work on projects such as planning and preparing the food for a sisterhood retreat, making nametags for recruitment, planning, and decorating a bulletin board to announce a campus activity, homecoming, special event, etc.

Promise for New Members
The Individual’s Role

Your role as a committee member is important to the success of the committee. Contributions a committee member can make include:

• Understanding committee goals.
• Suggesting new ideas, activities, and procedures.
• Giving suggestions/evaluations as needed.
• Promoting sisterhood between members.
• Appreciating the contributions of others.
• Asking questions to gain enough information to be a contributing member.
• Encouraging all to contribute ideas and information.
• Helping the committee reach decisions by seeking consensus on points in question.
• Accepting contributions of others even when disagreeing.
• Showing concern for the feelings of others and their relation to the group even if it may slow down the work of the group.
• Being responsible and following through on commitments in a timely manner.

National Governance

Sigma Kappa is organized into seven districts separated by region to allow our chapters to form strong relationships with one another based on geographic proximity. Each chapter makes up the grand chapter of Sigma Kappa, and is important to the overall organization.

National council is the governing body of Sigma Kappa. It is composed of eight women, who are elected by the grand chapter at convention every two years. These women lead the volunteer teams and provide strategic direction for the organization.
The collegiate management team provides targeted support for our collegiate chapters. Each of the seven districts are managed by a collegiate district director and a collegiate coordinator, who oversee the chapters in their district. The collegiate district directors manage the volunteers in their district to provide support and resources to the chapters. The collegiate coordinators are national officers who maintain contact with the advisory board for each chapter in the district. In addition, a local alumna is appointed to work with the advisory board and chapter executive council of each collegiate chapter. This volunteer is called the advisory board supervisor. Volunteer teams also make up the national recruitment team, the extension team, the programming team, the communication team, the finance team, the Panhellenic team, and the alumnae team. You will have the opportunity to be involved with these teams as an alumna. You will learn a little more about these teams in your online SKILLab module for this week.

Convention

Every two years, delegates from every Sigma Kappa chapter, both collegiate and alumnae, come together to tend to the business of the Sorority and to celebrate our sisterhood. Convention is filled with fun activities and informational sessions to improve chapter functioning and also to develop personally and professionally.

Regional Leadership Conferences

Regional leadership conferences (RLCs) are held in the beginning of each year, in multiple locations around the country. At these events, the executive officers of each chapter have the opportunity to set goals for the year and fine-tune their leadership skills.

National Panhellenic Conference

When you pledged Sigma Kappa, you joined not only Sigma Kappa, but also a larger group of women: over four million, represented on approximately 670 college campuses, and in 3,784 alumnae organizations worldwide, constituting one of the largest women’s organizations, the National Panhellenic Conference (NPC).

NPC provides support for its 26 inter/national member organizations, and serves as the national voice on contemporary issues of sorority life. It provides a forum for discussion of higher education trends, mutual interest programming, and support to both collegians and alumnae. NPC’s mission is to be the premier advocacy and support organization for the advancement of the sorority experience.
As a member of Sigma Kappa, your participation is expected at a number of events throughout each term. Your chapter vice president of communication (vice president of communications and operations) manages member attendance at these functions. Fill in the blanks with specific dates and expectations for your chapter!

**Chapter Meetings**
In a typical month you will attend two formal chapter meetings (where ritual and business is conducted) and two informal chapter meetings (where educational programs are held).

Day of the week ___________________________ Time ___________________________

Location ____________________________

**Recruitment**
Seeking out and obtaining new members.

My chapter participates in Panhellenic primary recruitment in _________________

My chapter might host continuous open bidding (COB) in _________________

**Study Hours**
Study hours are held at ____________________________________________

Location ____________________________________________

**Ritual**
Includes the new member ceremony, Initiation and Order of the Triangle, generally held once each term.

Ritual practice is also held in advance of each ceremony.

**Philanthropy**
Our major philanthropy events are held ____________________________

Members are expected to complete _________________ service hours.

**Social Events**
Significant social events for my chapter are ____________________________

**Campus Events**
Major campus events our chapter participates in are ____________________________
1. Sigma Kappa defines leadership as loyalty to one’s values and enacting them in daily life. How does this relate to your personal definition of leadership?

2. What connections can you make between leadership and the previous lessons about morals, ethics and values?

3. What qualities do you see in the leaders of your chapter? How can these women serve as role models or mentors in your chapter?

4. What impact can one member have on an entire chapter? What impact can one chapter have on our entire organization?
Weekly To Do List

☐ Complete online module in SKILLab
☐ Take the practice new member exam in SKILLab
☐ Meet with heart sister or big sister
☐ Interview female role model using the questions listed on page 67
☐ Plan and participate in wellness activity with heart sister or big sister

☐ 

☐ 

☐ 

☐
Lesson 6: Personal Success and Support

Scholarships Given by the Sigma Kappa Foundation

Scholarships are provided by the Sigma Kappa Foundation for both undergraduate and graduate study to assist with educational expenses. In addition to general scholarships available to all sisters, there are a number of endowed scholarships directed to members of a particular chapter, major or other specific background. Often they are named to honor or memorialize a Sigma Kappa sister or family member. Sigma Kappa scholarships are given annually to collegians and alumnae. Applications for Sigma Kappa scholarships are available once a year. For more information visit the Sigma Kappa Foundation website at www.sigmakappa.org/foundation.

Sigma Kappa Academic Policy

Collegiate Member Academic Policy
A member must maintain a 2.5 cumulative grade point average (based on a 4.0 scale).

Procedure
1. When a member falls below a 2.5 cumulative grade point average, she is considered to be “not in good academic standing” by the advisory board and the collegiate coordinator for that term or until the standard is met. Credit obtained during the summer session is figured into the cumulative grade point average.
2. When new members are not initiated because they do not meet the minimum requirements on that campus, they will also be considered “not in good academic standing.”
3. The terms of “not in good academic standing” are as follows:
   a. Limited social events – two (2) per term (Social events include fraternity parties, mixers/events, date parties, and formals).
   b. As an initiated member, not eligible to serve as a Big Sister or Heart Sister.
   c. Complete the Academic Assistance Plan as outlined in the Vice President of Scholarship (Vice President of Academic Excellence) annual supplies.
Your chapter may have additional terms for those “not in good academic standing” or a higher grade point average requirement. These are outlined in the chapter Code of Conduct. You may wish to also list any additional requirements below:

Campus Resources

Fill in the blanks with the information for your campus.

**Counseling Center:**
Location __________________________
Phone __________________________

**Health Center:**
Location __________________________
Phone __________________________

**Women’s Center:**
Location __________________________
Phone __________________________

**Diversity/Multicultural Center:**
Location __________________________
Phone __________________________

**Student Activities Office:**
Location __________________________
Phone __________________________

**Dean of Students Office:**
Location __________________________
Phone __________________________

**Academic Assistance/Tutoring Center:**
Location __________________________
Phone __________________________

**LGBTQ Center:**
Location __________________________
Phone __________________________

**Other:** __________________________
Location __________________________
Phone __________________________

Lesson 6: Personal Success and Support
The purpose of this piece of the Promise for New Members program is to help you identify a role model and better understand the qualities and experiences that shaped their life. During this week, set aside about 30 minutes to explore these questions with your role model. You will discuss this interview in your new member meeting this week.

1. How do you maintain personal wellness?

2. What do you do to create work/life balance?

3. What qualities are important in a meaningful mentor/mentee relationships?

4. What life experiences have shaped your worldview?

5. What advice do you have for collegiate women?
1. After focusing on personal success and wellness this week, how would you define wellness in your own words?

___________________________________________________________________________

___________________________________________________________________________

2. How stressed are you?
   In addition to your education and Sigma Kappa activities, you may have a variety of other obligations. On a scale of 1 to 10, how stressed are you right now?

   1  2  3  4  5  6  7  8  9  10
   Cool as a cucumber  Manageable  Stressed  HELP NOW!

3. How could your sisters help you in maintaining wellness?

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

4. Which campus resources do you think might be helpful to you?

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

5. What did you learn from interviewing your role model?

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Lesson 6: Personal Success and Support
Weekly To Do List

☐ Complete online module in SKILLab

☐ Plan a personal wellness activity with your heart sister or big sister

☐ 

☐ 

☐ 

☐ 

☐
Initiation Information

Time____________________________________
Date____________________________________
Location__________________________________

Ritual was created by our Founders. It is experienced the same way for each sister, and ties us to the past, present, and future. Ritual reminds us of our responsibilities to our sisters, ourselves, our communities, and our Sorority, and it inspires us to uphold them. Our ritual is confidential but is not meant to be intimidating.

The following requirements for Initiation must be completed by new members prior to Initiation:

1. Fulfill all chapter new member education duties and requirements.
2. Pass the initiate’s exam with a score of at least a 90%.
3. File a written consent to the financial obligations involved in membership with the financial advisor.
4. Pay all chapter debts, including the Initiation fee and badge fee.
5. Sign the badge affirmation card to be sent to national headquarters.
6. Meet academic standards as follows:
   - When Initiation occurs after a grading period (semester, quarter, etc.): Maintain at least a 2.5 or higher grade point average as established by the collegiate chapter.
   - When Initiation occurs before a grading period ends: Meet academic standards as set by the collegiate chapter in collaboration with the advisory board and collegiate coordinator.
7. During the new member period, maintain acceptable academic achievement.
8. Should have one (1) written recommendation from an initiated member in good standing in the chapter files.
9. Have proved worthy of full Sigma Kappa membership through a cooperative and positive attitude toward Sigma Kappa.
The Spirit of Sigma Kappa

“Like a gleam of light through the years runs the silver thread of Sigma Kappa. Time does not dim the wonderful impression made on the imagination and on the heart, when the meaning of Sigma Kappa was first revealed; nothing else has ever given just the same thrill as the mystery of that Initiation.”

— Sara Mathews Goodman, Alpha, national president 1907-08

Among the most inspirational of Sigma Kappa writings are the verses and solemn vows of our ritual. Our ritual was written by our Founders during their first year together at Colby College. College life has changed dramatically since 1874, but our ritual has remained untouched.

Ritual is the use of ceremony to symbolize ideals of the highest importance. Throughout history, virtually every society organized on the basis of ideals has used ritual in some way.

One of the purposes of ritual is to clothe basic, essential ideas in symbolism and allegory so they will not be forgotten, expressing them in a language formal and beautiful, yet simple.

During the New Member Ceremony, new members receive the new member pin, the Sorority flower, the violet, and our colors, maroon and lavender. This ceremony is the graceful introduction to Sigma Kappa ritual.

Initiation, the rite of passage from new member period to lifelong membership in Sigma Kappa, is the final revealing of all Sigma Kappa ritual. The formality of the ceremony gives Initiation a dignity and significance that would be very difficult to achieve informally, and its formal and beautiful language makes the ceremony unlikely to be forgotten. Despite all the changes in higher education, society, and our Sorority since 1874, our Ritual has remained virtually untouched.

Chapter members and alumnae benefit from the Initiation of each new member class by being reminded of the beauty and significance of the Sigma Kappa ideals toward which they continue to strive. Sharing and rededicating our commitment and promise has served to bind Sigma Kappas together for more than 135 years, endowing each member with a feeling of belonging.

The ritual of Initiation provides a common bond and gives all members an experience to hold in common no matter how distant their chapters, transforming individuals “One Heart, One Way.”
Because of the importance of ritual, Sigma Kappa requires:

- That all chapter members shall attend all ritual ceremonies.
- That every ritual ceremony in the *Ritual Book* shall be used accurately and in its entirety.
- That all pre-Initiation activities shall be dignified and constructive.

**Keeping Ritual Confidential**

Members of Sigma Kappa share some aspects of Sigma Kappa life only with other members. Confidentiality is a sign of one’s loyalty, whether to a family member, a friend, or a Sigma Kappa sister. Matters discussed at all chapter and new member meetings must be treated with confidentiality and discretion, out of respect for the Sorority and for the members involved, just as one would use discretion in discussing family matters outside the home.

Ritual, too, should be treated with confidentiality. Our ritual enhances the depth and breadth of the ties that bind us as members of Sigma Kappa Sorority. Our members are diverse, but our ritual is the same.

**For a Lifetime**

As an alumna, you will decide how much of a role Sigma Kappa plays in your life. As you move away from campus and enter the “real world,” Sigma Kappa can provide a broad network of sisters and friends to support you. Joining an alumnae chapter is a terrific way to connect with other Sigma Kappa sisters in your area, and serving as a chapter advisor or a national volunteer enables you to directly impact Sigma Kappa’s future. But engagement as an alumna can be as simple as staying in touch with your own chapter, following Sigma Kappa’s website and social media to learn about events and activities that interest you, or attending a Sigma Kappa Convention or a unique connect event in a city near you. You can also invest in our future by donating to the Sigma Kappa Foundation and paying national alumnae dues. Sigma Kappa wants to encourage our members to continue to Connect, Enjoy, Learn and Give.

In addition to joining an alumnae chapter or serving as a local or national volunteer, alumnae are always kept in the loop with what is happening in the national organization through a variety of communication channels. These include the *Sigma Kappa Triangle, The SKoop, The LowDown*, social media and other mailings. Just make sure your contact information is always up-to-date in your member profile on the website to receive this communication!
Reflection

1. What stood out to you in the module for this lesson?

2. What are you anticipating about Initiation?

3. Initiation is a beginning. In what ways do you plan to give back to Sigma Kappa as a lifelong member?

4. What role do you hope the organization will play in your life after college?

5. When you think back over your time as a new member, what are you most proud of?
Weekly To Do List

- Complete online module in SKILLab
- Meet with heart sister or big sister

[ ]

[ ]

[ ]

[ ]

[ ]
Which Sigma Kappa Founder are you most like?

Celebrating your Initiation with a fun quiz about our Founders! Circle the letter that corresponds with your selection for each question.

1. You have a whole day off. How would you spend it?
   a. Reading a stack of best sellers
   b. With my significant other, we are inseparable
   c. Trying a new yoga class
   d. At a sporting event, cheering on my favorite team
   e. Getting ready for the dinner party that I’ll host this evening

2. If you had to choose one of the following as a career, it would be:
   a. Musician
   b. Teacher
   c. Real estate developer
   d. Entrepreneur
   e. Journalist

3. Your friends would describe you as being:
   a. Creative
   b. Romantic
   c. A trailblazer
   d. Down to earth
   e. Supportive

4. A perfect date would include:
   a. Cooking dinner at home and snuggling up to watch a movie
   b. Taking a long walk along the water while you and your partner talk about your future together
   c. Dinner at an exotic restaurant and then heading to the newest hot spot in town
   d. Bowling and pizza with some other couples
   e. Seeing a Broadway show followed by a discussion about books over a latte

5. The aspect of Sigma Kappa that inspires you the most is:
   a. Our symbols and what they mean
   b. The lifelong opportunities for involvement
   c. Being part of a national organization
   d. Our dedication to women’s development
   e. Our ritual, including Initiation
Which Sigma Kappa Founder are you most like?

Now, count up the letters you circled most.

If you have mostly A’s, you are most similar to:
You and Elizabeth are:
• Creative
• A skilled communicator
• Sunshine
• Peacekeeper
• Relationship-oriented

If you have mostly B’s, you are most similar to:
You and Frances are:
• Dedicated
• Disciplined
• Intuitive
• Thoughtful
• Sensitive

If you have mostly C’s, you are most similar to:
You and Mary are:
• A true leader
• Visionary
• Courageous
• Persistent
• Driven

If you have mostly D’s, you are most similar to:
You and Ida are:
• Strong, at times stubborn
• Social
• Practical
• Dynamic
• Confident

If you have mostly E’s, you are most similar to:
You and Louise are:
• Down to earth
• Values-driven
• Profound
• Self-aware
• Perceptive
Lesson 8: Sigma Kappa in the Fraternal Community

Panhellenic Association Meeting Information
Date__________________________
Time__________________________
Location__________________________

Panhellenic Advisor Contact Information
Name__________________________
Email__________________________
Phone Number__________________________

Panhellenic Association President
Name__________________________
Email__________________________
Phone Number__________________________

Panhellenic Delegate
Name__________________________
Email__________________________
Phone Number__________________________

Sigma Kappa and the National Panhellenic Conference
Membership in the college Panhellenic community on campus means a special kinship to others that have chosen to also take part. Of course, friendship extends beyond just members of Sigma Kappa.

The word “panhellenic” is derived from the Greek “pan” meaning all and “hellenic” meaning Greek. Thus, Panhellenic is an organization of the members of women’s Greek letter organizations.

By 1900, there were 18 women’s-only fraternal organizations. As these groups expanded to other campuses, they realized a need to develop an organization to help coordinate the efforts of each fraternal group.
As a result, the National Panhellenic Conference (NPC) was organized in 1902. Sigma Kappa became a member of NPC in 1905.

Today, Sigma Kappa is one of 26 inter/national organizations holding active membership and voting privileges in the National Panhellenic Conference (NPC).

Sigma Kappa was the eighth NPC organization founded for women. The leadership of NPC is determined through a rotation process according to each member group’s entrance into NPC. Three Sigma Kappa alumnae have served as chairman of NPC since 1905: Ethel Hayward Weston, Alpha, 1919-1921 and Ruth Rysdon Miller, Theta, 1965-1967. During 2015-2017, Sigma Kappa once again held the highest ranking position in NPC, with Donna Crain King, Epsilon Rho, serving as chairman.

Members of NPC work together in a bond of mutual respect to share information and strengthen the entire fraternal community. You, as a member of the collegiate fraternal community, stand for something above the ordinary. All fraternities and sororities, whether honorary, professional, or social, have a standard of excellence based on ideals, goals, principles, and values. Criticism of any fraternal group is discouraged as it can harm the whole of the greater community. You are urged to develop a sincere concern for the welfare of every group, understand mutual issues, and work collaboratively to build a stronger interfraternal community.

Through the NPC, an alliance of distinct and autonomous organizations remain unified in their belief of protection, perpetuation and growth of the finest ideals of women’s friendship found through sorority membership.

National Panhellenic Conference

**Purpose**
The National Panhellenic Conference (NPC) was established to assist collegiate and alumnae chapters of the NPC member organizations in cooperating with colleges and universities and to foster interfraternal relationships.

**Mission Statement**
The National Panhellenic Conference (NPC) is the premier advocacy and support organization for the advancement of the sorority experience.

**Vision Statement**
National Panhellenic Conference - Advancing the Sorority Experience Together
Values
NPC is committed to relationships built on trust through transparency, accountability and mutual respect. Innovation and our core values of friendship, leadership, service, knowledge, integrity and community guide us in fulfilling our mission.

The National Panhellenic Conference (NPC) is a conference body that adopts policies and procedures in order to govern its own internal operation.

All NPC member organizations are required to follow the NPC Unanimous Agreements. These agreements are found in the NPC Manual of Information, and can be found on the members only side of the website. In order for a policy to become a Unanimous Agreement, a unanimous vote and ratification by the 26 inter/national presidents is required.

The sovereign rights of each sorority are respected. Each group maintains its right to operate within the parameters of its own constitution and bylaws. NPC specifically guards this autonomy.

Each sorority selects one official delegate who represents the organization at the NPC annual meeting. She casts her sorority’s vote, acts as liaison between her organization and the other NPC organizations, and serves on at least one NPC standing committee during each biennium. Each sorority may also name three alternate delegates, who with the NPC delegate, national president and executive director, constitute the NPC delegation for the organization.

College Panhellenic
Your campus has a local College Panhellenic association (CPH) to which your chapter sends a representative called the Panhellenic delegate. There is one delegate from each sorority on your campus. All delegates meet to discuss specific sorority concerns, to formulate recruitment rules, uphold academic standards, and most importantly, promote harmony and cooperation among the sororities.

The College Panhellenic delegate contacts the Sigma Kappa Panhellenic team for guidance on Panhellenic matters.
Your chapter Panhellenic delegate must not only be a knowledgeable representative of Sigma Kappa, but a contributing and spirited member of your College Panhellenic. She is Sigma Kappa’s public relations ambassador for the College Panhellenic association.

Many campuses have a special junior Panhellenic group for new members to develop an understanding of how the Panhellenic organization works. Their programs may include special scholarship assistance, social interaction, social standards, and philanthropy or campus projects.

Alumnae Panhellenic Groups

Many cities and towns have alumnae chapters/clubs which form alumnae Panhellenic groups. These alumnae from any of the 26 NPC member organizations join together to promote the sorority life and ties of Panhellenic friendship.

Their activities may include providing scholarships, philanthropic activities, social activities, giving assistance to collegiate Panhellenics during recruitment, and providing information on the benefits of sorority life to high school women who are potential sorority members. You will have the opportunity to join one of these groups as an alumna.

North-American Interfraternity Conference

Founded in 1909, the North-American Interfraternity Conference, Inc. is the trade association representing 66 International and National Men’s Fraternities. The NIC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience; advancement and growth of the fraternity community; and enhancement of the educational mission of the host institutions. (www.nicindy.org)

National Pan-Hellenic Council, Inc.

The NPHC was founded in 1930 by five historically black Greek letter organizations. It serves now as the coordinating agent of the nine fraternities and sororities in the program. These organizations are often referred to as the “Divine Nine”. They devote their resources and services in an effort to enhance their communities. NPHC organizations embrace a service for life philosophy and aim to assure the continuance of social action, political empowerment, and economic development. (www.nphchq.org)
National Association of Latino Fraternal Organizations, Inc.

Established in 1998, NALFO promotes the advancement of Latino fraternities and Latina sororities. NALFO shares a commitment to fraternal unity, family values and empowering Latino and underserved communities. (www.nalfo.org)

National Asian Pacific Islander American Panhellenic Association

NAPA was officially chartered on August 12, 2004 by 14 organizations who sought to unite Asian fraternities and sororities under one umbrella organization. NAPA seeks to promote communication and cohesion among Asian fraternities and sororities. (www.napahq.org)

National Multicultural Greek Council

The National Multicultural Greek Council (NMGC) is an umbrella council for a coalition of 11 Multicultural Greek-letter organizations (MGLOs) established in 1998. The purpose of NMGC is to provide a forum that allows for the free exchange of ideas, programs, and services between its constituent fraternities and sororities; to promote the awareness of multicultural diversity within collegiate institutions, their surrounding communities, and the greater community at large, and to support and promote the works of its member organizations. (www.nationalmgc.org)
NPC Member Groups

Below is a list of the 26 NPC member sororities, their founding date and location, initiated member badges, new member pins, and the name of their national magazine.

**Alpha Chi Omega**
Founded at DePauw University
October 15, 1885
*The Lyre*

**Alpha Delta Pi**
Founded at Wesleyan Female College as the Adelphean Society
May 15, 1851
*The Adelphean*

**Alpha Epsilon Phi**
Founded at Barnard College
October 24, 1909
*The Columns*

**Alpha Gamma Delta**
Founded at Syracuse University
May 30, 1904
*Alpha Gamma Delta Quarterly*

**Alpha Omega Phi**
Founded at Barnard College
January 2, 1897
*To Dragma*

**Alpha Phi**
Founded at Syracuse University
October 10, 1872
*The Alpha Phi Quarterly*

**Alpha Sigma Alpha**
Founded at Virginia State Normal School, now Longwood University
November 15, 1901
*The Phoenix*

**Alpha Sigma Tau**
Founded at Michigan State Normal College, now Eastern Michigan University
November 4, 1899
*The Anchor*

**Alpha Xi Delta**
Founded at Lombard College
April 17, 1893
*The Quill of Alpha Xi Delta*

**Alpha Omicron Pi**
Founded at Barnard College
January 2, 1897
*To Dragma*

**Alpha Phi**
Founded at Syracuse University
October 10, 1872
*The Alpha Phi Quarterly*

**Chi Omega**
Founded at University of Arkansas
April 5, 1895
*The Eleusis*

**Delta Delta Delta**
Founded at Boston University
Thanksgiving Eve, 1888
*The Trident*

**Delta Gamma**
Founded at Lewis School, now University of Mississippi
January 2, 1873
*The Anchora*

**Delta Phi Epsilon**
Founded at Washington Square College, New York University
March 17, 1917
*The Triad*
Delta Zeta  
Founded at Miami University  
October 24, 1902  
The Lamp

Gamma Phi Beta  
Founded at Syracuse University  
November 11, 1874  
The Crescent

Kappa Alpha Theta  
Founded at Indiana Asbury College, now DePauw University  
January 27, 1870  
Kappa Alpha Theta

Kappa Delta  
Founded at Virginia State Normal School, now Longwood University  
October 23, 1897  
The Angelos

Kappa Kappa Gamma  
Founded at Monmouth College  
October 13, 1870  
The Key

Phi Mu  
Founded at Wesleyan Female College as the Philomathean Society  
July 4, 1852  
The Aglaia

Phi Sigma Sigma  
Founded at Hunter College  
November 26, 1913  
The Sphinx

Pi Beta Phi  
Founded at Monmouth College as I.C. Sorosis (became Pi Beta Phi in 1888)  
April 28, 1867  
The Arrow

Sigma Delta Tau  
Founded at Cornell University  
March 25, 1917  
The Torch

Sigma Kappa  
Founded at Colby College  
November 9, 1874  
Sigma Kappa Triangle

Sigma Sigma Sigma  
Founded at Virginia State Normal School, now Longwood University  
April 20, 1898  
The Triangle of Sigma Sigma Sigma

Theta Phi Alpha  
Founded at University of Michigan  
August 30, 1912  
The Compass of Theta Phi Alpha

Zeta Tau Alpha  
Founded at Virginia State Normal School, now Longwood University  
October 15, 1898  
Themis
Reflection

1. What was your favorite part of Inspiration Days?

2. What does community mean to you? How does it relate to the fraternity/sorority community?

3. Thinking about the purpose of recruitment, what attributes would you look for in new Sigma Kappa members?

4. How can you begin to recruit women with these attributes?

5. If you were to tell other women on campus about what it means to be a Sigma Kappa without sharing any of our ritual, what would you say?
Weekly To Do List

☐ Complete online module in SKILLab

☐ Meet with heart sister or big sister

☐ Schedule a date to attend a Panhellenic meeting with your big sister within the next month

☐ __________________________

☐ __________________________

☐ __________________________

☐ __________________________

☐ __________________________
Lesson 9: Service and Civic Engagement

Vice President of Philanthropic Service

Name__________________________
Email__________________________
Phone Number__________________

Campus Community Service Coordinator

Name__________________________
Email__________________________
Phone Number__________________

Sigma Kappa’s Philanthropic Priorities

Maine Seacoast Mission
Sigma Kappa’s first national philanthropic priority, the Maine Seacoast Mission, was officially adopted in 1918 in honor of the Founders who were from Maine. Members of the Alpha Chapter began working with the Mission in 1911, specifically making dolls and wrapping them in white butcher paper and tying them with red string to be presented to children who may not be receiving Christmas presents. Today, Sigma Kappa chapters collect books, clothing, gift cards, toiletries, and other items on the annual Christmas Wish List to be distributed by the Sunbeam V, an icebreaker ship, to those in need living in coastal and island communities from Mid Coast to Down East Maine. Funds are raised annually by Sigma Kappa Foundation and granted to the Mission to support a current need or program. Sigma Kappa members have worked to relieve poverty in the Downeast Maine community for over a century. Visit www.seacoastmission.org for more information.

Gerontology Studies with an Emphasis on Alzheimer’s Disease Research
In 1954, the Sigma Kappa Sorority national convention body adopted a far-reaching program of aid to “senior citizens” by selecting gerontology as an additional national philanthropic priority, making Sigma Kappa the first national sorority to select this field of interest.
In response to an increasingly critical problem for older Americans, Sigma Kappa added an emphasis on Alzheimer’s disease to its gerontology work in 1984.

To help raise awareness and funds to fight the debilitating disease, Sigma Kappa Foundation and the Alzheimer’s Association developed a national relationship in 2003, creating the Sigma Kappa National Team for the Walk to End Alzheimer’s and a formal process for reviewing research grant opportunities.

Maria Shriver and the Alzheimer’s Association released “The Shriver Report: A Woman’s Nation Takes on Alzheimer’s” to highlight the epidemic’s effect on women as caregivers, advocates and people living with this disease. The Foundation Board of Trustees has embraced the report as a means of understanding how Alzheimer’s is a women’s issue and why Sigma Kappas should continue to invest in prevention, research and treatment efforts. The Alzheimer’s Association has shared the following shocking statistics that back up this report:

- 13 million women either have Alzheimer’s or are caring for someone with it.
- Women constitute about two-thirds of those who suffer from Alzheimer’s and also about 66 percent of the caregivers for those who have it.
- A third of women caregivers are caring 24/7 for a person with Alzheimer’s. Nearly 40 percent say they had no choice in becoming a caregiver.
- The societal impact of Alzheimer’s disease—on government, families and business—totals about $277 billion per year.

Sigma Kappa Foundation truly remains committed to “a world without Alzheimer’s” and has funded Alzheimer’s prevention, research and treatment efforts totaling more than $6.7 million to date.

In 2014, the Foundation announced a bold goal to provide the lead gift of $1 million for the Alzheimer’s Association Women’s Research Initiative. At convention 2016, it was announced that Sigma Kappa had reached its $1 million goal. The gift is funding clinical research focused on women, as well as studies led by female researchers who are working to advance Alzheimer’s and dementia science. This places Sigma Kappa among the largest private donors to Alzheimer’s research.

National Team—Walk to End Alzheimer’s

In 2003, Sigma Kappa Foundation and the Alzheimer’s Association developed the Sigma Kappa National Team for the Walk to End Alzheimer’s. Annually, more than 200 Sigma Kappa groups comprise the Sigma Kappa National Team raising more than $500,000 to support local programs and services to help people and families living with Alzheimer’s disease.
In 2016 and 2017, the Sigma Kappa National Team raised in excess of $1 million. Sigma Kappa chapters are rewarded with Standards of Excellence points for their participation on the Sigma Kappa National Team and the top fundraising chapter receives a trophy. The Sigma Kappa National Team’s website can be found at www.walktoendalz.org/sigmakappa.

Inherit the Earth

Sigma Kappa has been committed to being “green” since 1992, when the national service project, Inherit the Earth, was established. By collaborating with older citizens to improve the environment, Sigma Kappa members can use the “Inherit the Earth” theme to develop service projects that blend Sigma Kappa’s gerontology philanthropic priority with an environmental focus. Sigma Kappa members worldwide provide more than 150,000 hours of service to philanthropic causes annually.

Annual Giving

For more than 50 years, the Sigma Kappa Foundation has supported Sigma Kappa Sorority. Our Foundation is crucial to the growth and success of Sigma Kappa, providing the lifeblood of financial resources to keep it vital and healthy. The Foundation invests in the programs and activities that allow our sorority to recruit motivated and purposeful young women and then help them achieve their potential as leaders in Sigma Kappa and in their communities.

Sigma Kappa collegians and chapters are recognized for their annual support of the Foundation through unique recognition circles, and chapters are awarded Standards of Excellence points for their generosity.

PULSE

The Sigma Kappa Foundation has identified five critical funding priorities to support Sigma Kappa’s members and programs.

PULSE is not just a way of presenting our priorities; it’s our commitment to Sigma Kappa. Simply stated, we must make the heart of our Sorority strong enough to beat for generations to come. And that will take a commitment of giving and a strong PULSE.
Philanthropic Initiatives - supporting the Maine Seacoast Mission and fund Alzheimer’s and gerontology research
Unrestricted Gifts - providing flexibility to meet unanticipated needs
Leadership Development – training our collegians and young alumnae to achieve their potential as women of character and accomplishment
Sisters In Need - supporting sisters in financial distress
Education - providing individual scholarships that aid the most promising young women

1874 Giving Circle

Open exclusively to Sigma Kappa collegians, the 1874 Giving Circle is a unique opportunity for our members to have a tremendous impact on our organization. An annual gift of $18.74 is required to be recognized as a member of the 1874 Giving Circle. In recognition of their loyal support, collegians receive a dangle that can be worn with the Sigma Kappa badge to indicate each year of membership in the 1874 Giving Circle.

Funds from the 1874 giving circle support chapter philanthropy grants, leadership scholarships and emergency support for collegiate members to help them stay in school.

Collegiate chapters whose members attain 40% membership in the 1874 Giving Circle are eligible to apply for grants to implement programs in their communities. Collegians with membership in the 1874 Giving Circle are able to vote on submitted 1874 grant programs. By becoming an 1874 Giving Circle member, collegians are able to decide how the Foundation will put its charitable funds to use.

Chapter Annual Giving Recognition Clubs

Alumnae and collegiate chapters that make PULSE fund gifts at the following levels qualify for recognition.

<table>
<thead>
<tr>
<th>Level</th>
<th>Annual Gift</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Diamond Circle</td>
<td>$50,000+</td>
</tr>
<tr>
<td>Platinum Circle</td>
<td>$20,000 - 49,999</td>
</tr>
<tr>
<td>Gold Circle</td>
<td>$10,000 - 19,999</td>
</tr>
<tr>
<td>Silver Circle</td>
<td>$5,000 - 9,999</td>
</tr>
<tr>
<td>Bronze Circle</td>
<td>$2,500 - 4,999</td>
</tr>
</tbody>
</table>
Ultra Violet Campaign

The Ultra Violet Campaign is Sigma Kappa’s signature chapter-based fundraising event theme. A menu of customizable event concepts allows chapters to tailor Ultra Violet events to their individual needs and interests while creating immediate brand recognition for events hosted by Sigma Kappa. Promotional materials, decorations, apparel, etc. associated with Ultra Violet Campaign events must utilize the Ultra Violet name, look and theme.

Ultra Violet Campaign events are designed to generate unrestricted support for the Sigma Kappa Foundation’s mission and present opportunities to educate the public and raise awareness for Sigma Kappa’s philanthropic priorities.

My chapter hosts the following Ultra Violet Campaign event:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Promise for New Members
Explore Service

Service
Hands-on service includes any type of work where you volunteer your time to help others, or some type of cause.

Benefits
Giving back improves your community. You will feel better for sharing your time! Employers love seeing job candidates who are involved and engaged citizens.

1. Circle one option from each category below.

Who do I enjoy spending time with?
  a. Children  
  b. Homeless  
  c. Adults  
  d. Animals  
  e. Elderly  
  f. Veterans  
  g. Those in poor health  
  h. The impoverished  
  i. Online support groups  
  j. Women or girls  
  k. Other volunteers  
  l. Other:____________

Where do I like to be?
  a. Church  
  b. School  
  c. Animal shelter  
  d. Library  
  e. Outdoors  
  f. Home  
  g. Care facility  
  h. Disaster relief zones  
  i. An office  
  j. Community center  
  k. On the road  
  l. Other:____________

What do I like doing? What am I good at?
  a. Listening  
  b. Teaching  
  c. Playing games  
  d. Hands-on work  
  e. Patience  
  f. Health/wellness  
  g. Technology  
  h. Caring  
  i. Gardening  
  j. Building/home improvement  
  k. Administrative/office work  
  l. Other:____________

2. Fill in the sentence with the information you identified above.

I enjoy spending time with ____________________________ at ____________________________ doing ____________________________.
3. Explore the helpful links to generate ideas that fit your unique service preferences.

Links
- Dosomething.org
- Your city’s website
- Mentorup.org
- Nationalservice.gov

Get on the Internet and use keywords like:
- City name
- Community service organization
- Volunteer
- Non-profit charitable organization

Investigate campus organizations that engage in community service, and join!

4. In the space provided below, list the service opportunities that you will follow up with about becoming involved.

I’m good at graphic design but I’m not sure how to contribute that skill to my community...

My community has a lot of litter. I like being outside, working with all types of people and recycling...

I’ll go talk to my vice president of philanthropic service to see if she has any ideas. Maybe I can join her committee!

I’m going to organize a community clean up day!
Reflection

1. Why is service important?

2. What are your chapter’s philanthropic projects? How can you get more involved in them?

3. What is one service-oriented organization you could get involved with during college and after graduation?

4. In what ways can you become more civically engaged?

5. How do you plan to give back to Sigma Kappa as an initiated member?
Weekly To Do List

☐ Complete online module in SKILLab
☐ Meet with heart sister or big sister

Are you living a civically engaged life? Find a non-profit that you are interested in to make a difference in the lives of others.

☐

☐
Lesson 10: Goals for the Future

Career Center Contact Information
Office Location:________________________ Phone Number:________________________

Goals for the Future

The following questions can help you to identify and articulate your goals for the future, both in college and beyond.

1. We all have principles and values that we live by, and that we would fight for if they were threatened. What do you stand for?

2. Where do you see yourself in the next six months? In the next year? In the next five years?

3. Who is doing the kind of work you most wish you could be doing? Who could serve as a role model or mentor? Who can hold us accountable so that we meet our goals?

4. Write down your plans for the future – personal, Sigma Kappa and career goals – and set a timeline for your goals. Make sure they are your goals, and not the goals someone else has for you. Make sure they meet the S.M.A.R.T. goals criteria. Share your goals with your academic advisor, a sorority sister, a family member, or significant other.
Competency Development

As a initiated member of Sigma Kappa, you will experience personal and professional development during informal chapter meetings. These programs are based on five competencies that Sigma Kappa wants all members to feel confident in by the time they graduate:

**National & Global Citizenship**
Defined as demonstrating a willingness to be socially as well as culturally enriched, hear others voices and be respectful of diverging views; with a commitment to service, philanthropy and advocacy in order to positively impact our communities worldwide.

**Career Readiness**
Defined as developing and applying transferable skills and knowledge within Sigma Kappa and our communities that unlocks your potential and enables women to thrive in any setting.

**Meaningful Relationships**
Defined as identifying, cultivating, developing and maintaining meaningful and respectful relationships throughout life’s stages and transitions.

**Self-Awareness & Development**
Defined as assessing our personal strengths, weaknesses and needs to make informed decisions that enable life-long growth.

**Holistic Personal Wellness**
Defined as the conscious prioritization of all aspects of life including emotional, mental, physical and spiritual health.
Reflection

1. What is the difference between mentorship and friendship?

2. What qualities are important to have to serve as a meaningful mentor to another Sigma Kappa member?

3. How has your experience been with your heart sister(s) and big sister? How have these relationships included mentorship? What did you enjoy about this experience? What would you change?

4. As you reflect on the close of the Promise for New Members program, how have you kept your promises throughout your membership in Sigma Kappa thus far?

5. How can you continue to keep your promises throughout your time in college and beyond?
Glossary

Advisory Board:
the advisors of a chapter, who meet at least four times a year as a board; maintain communication with the chapter and strive to help the chapter meet their goals and submit reports.

Advisory Board Supervisor (ABS):
chairs the chapter advisory board and coordinates communication with national organization; recruits new advisors as needed.

Alumna:
(a lum’na) a female graduate, a former student of a college/university, a Sigma Kappa who has participated in the Order of the Triangle ceremony. Plural: alumnae (a lum’nee).

Alumnae Chapter:
a group of alumnae members that is chartered by Sigma Kappa. Alumnae chapters provide programs of interest, adopt bylaws, maintain an archive of Sorority materials, pay certain fees to the Sorority, and meet at least four times a year.

Alumnae District Director:
a Sigma Kappa alumna appointed by the national council to assist a district of alumnae chapters with supervision and management.

Alumni:
(a lum ni) a group of male or mixed-gender graduates.

Alumnus:
(a lum’nus) a male graduate.

Archives:
records and historical documents. This name is also given to the place where these records and documents are kept.

Assessing:
charging for a chapter function that is not included in regular chapter dues and fees.

Badge:
the triangle worn as an emblem of membership by initiated members.
Big Sister:
a collegiate member who gives special guidance to a new member.

Billhighway:
the tool used by chapters and members to manage and pay chapter bills and invoices. Accessible through the GiNsystem and the members only side of the Sigma Kappa website.

Bylaws:
rules which govern the administration of the Sorority. Chapter Codes of Conduct must be consistent with the Sorority bylaws.

Charter:
a written document issued by the Sorority to a new chapter or alumnae association bestowing the rights and privileges of a Sigma Kappa organization.

Chapter Calendar:
the planned calendar of all events and activities involving a collegiate chapter.

Chapter Code of Conduct:
the standards of conduct voted on by each chapter.

College Panhellenic Association:
an association of undergraduate women who are members of the women’s fraternities and sororities that make up the National Panhellenic Conference.

Collegian:
(noun) an initiated member of Sigma Kappa who has not graduated college.

Collegiate:
(adj.) of, pertaining to, or characteristic of collegians.

Collegiate Coordinator (CC):
a Sigma Kappa alumna appointed by national council to assist a group of collegiate chapters with mechanics and chapter programming.

Collegiate District Director (CDD):
a Sigma Kappa alumna appointed by national council to assist a district of collegiate chapters with supervision and management.

Continuous Open Bidding (COB):
recruiting that takes place any time during the year other than the time set aside for primary recruitment. COB allows potential new members to explore options for sorority membership as their schedules and interests allow.
Convention: the biennial meeting of Sigma Kappa where all business matters of the Sorority take place.

District: a geographic area of alumnae and collegiate chapters, which is supervised by district directors. Sigma Kappa has seven districts.

Dove Hub: the online resource for chapters to manage their membership roster, different statistics such as academic and recruitment numbers, and their officer and advisor roster.

Executive Director: a Sigma Kappa alumna employed by national council; oversees the operation of national headquarters for the Sorority. There are also executive directors for the Sigma Kappa Foundation and National Housing Corporation.

Executive Council: chapter officers that meet weekly to discuss ideas and suggestions, formulate long-range goals, and plan the chapter meeting agenda. It consists of the chapter president, executive vice president (vice president of standards and values), vice president of programming vice president of membership, vice president of new member education, vice president of scholarship (vice president of academic excellence), vice president of finance, vice president of alumnae relations, vice president of communication (vice president of communications and operations), vice president of philanthropic service, and Panhellenic delegate.

Extension: the procedure of studying and selecting campuses where new chapters will be chartered.

Foundation, Sigma Kappa: established in 1962; tax-exempt entity which receives and administers all funds for charitable and educational purposes. Offices are located at national headquarters.

Founders’ Day: November 9, 1874, is the day Sigma Kappa was founded; it is celebrated annually by all collegiate and alumnae chapters.

Fraternity: a social organization of college students and alumni (alumnae); from the Latin noun “fraternitas,” meaning “brotherhood.”

GINsystem: the tool used by chapters and members to communicate information and keep up-to-date on events and meetings.
Grand Chapter: 
governing body of Sigma Kappa, made of representatives from every Sigma Kappa chapter.

Hazing: 
any activity or attitude directed toward a new member or member which ridicules, humiliates or embarrasses; any action which may cause mental anguish or physical discomfort; any activity or attitude directed toward a new member or a member which confuses, frustrates or causes undue stress; any activity or attitude which may endanger the life or health of a new member or member; or any action or activity which has the potential to cause bodily injury or psychological damage.

House Corporation: 
a local corporation of Sigma Kappa formed for the purpose of managing and maintaining Sigma Kappa chapter facilities.

House Director: 
a person employed by the corporation board to supervise the day-to-day operation of a housing facility.

Housing/Furnishing Fee: 
fee charged by each local house corporation/property committee or the National Housing Corporation; used to purchase chapter furnishings and equipment, and to provide funds for housing, a lodge, or other meeting facility for the chapter.

Initiation: 
the ceremony involving the use of Sorority ritual whereby a new member becomes a member.

Initiation fee: 
the fee paid prior to the Initiation ceremony.

Insignia: 
a distinguishing sign by which a group is identified.

Leadership Consultant: 
a recent Sigma Kappa graduate employed by the Sorority to assist collegiate chapters through a program of chapter assessment.

Legacy: 
a relative/step-relative (sister, daughter, granddaughter, niece) of collegiate members and Sigma Kappa alumnae.
The LowDown:
a quarterly e-newsletter that is sent to all members with a valid email address. It includes information about the national organization and NHQ as well as news about higher education and fraternity/sorority life issues.

Members Only:
the private side of the Sigma Kappa website, accessible to members and new members only.

National Council:
the eight elected officers of the Sorority who direct the affairs of the Sorority for their elected term.

National Headquarters (NHQ):
the central repository of Sorority archives and membership records. The staff performs many services for chapters and members. Located in Carmel, Indiana.

National Housing Corporation (NHC):
an independent legal entity created to manage all chapter property. Offices are located at national headquarters.

National Officers:
Sigma Kappa alumnae who volunteer to serve the Sorority in various appointed and elected positions.

National Policy Handbook (NPH):
the handbook containing all national policies of Sigma Kappa.

New Member:
members of Sigma Kappa who have not yet been initiated.

New Member Fee:
the fee paid before the new member ceremony.

National Panhellenic Conference (NPC):
the umbrella organization composed of 26 women’s fraternities/sororities, each of which is autonomous as a social Greek letter society of women: undergraduate, graduate, and alumnae.

Panhellenic:
a Greek word meaning “all the Greeks.” Each campus that has sororities also has a Panhellenic association, where all sororities come together to discuss items of mutual concern.
Panhellenic Coordinator:  
a national officer who guides and advises Sigma Kappa collegiate chapters specifically on Panhellenic matters.

Parliamentary Procedure:  
established rules of procedure and debate that expedite group business in an orderly and democratic manner.

Philanthropy:  
an effort or act of good will to help others by raising money for a worthy cause.

Pledge:  
(verb) to promise to join a fraternity/sorority.

Primary Recruitment:  
a designated membership recruitment time period during which each sorority holds a series of organized social activities governed by the College Panhellenic.

Quorum:  
minimum number of members of the decision-making body, usually a majority, who must be present for voting or the conduct of business.

Quota:  
the number of potential members, determined by the college Panhellenic association, which each chapter may pledge during a specific recruitment period.

Ritual:  
formal Sorority services used to mark milestones in Sorority membership.

Robert’s Rules of Order, Newly Revised:  
the standard manual of parliamentary procedure used by the Sorority as the authority in organizational matters.

Recruitment Introduction Form (RIF):  
an information sheet about a potential member.

Recruitment Supervisor (RS):  
a Sigma Kappa alumna appointed by national council to assist chapters with membership recruitment planning and implementation.

Regional Leadership Conferences (RLCs):  
meetings held annually that provide leadership skill development for collegiate executive council officers at the beginning of their officer term.
Standards of Excellence (SOE):
program that exemplifies what is both expected and desired of each member and collegiate chapter.

Shop Sigma Kappa:
Sigma Kappa’s licensed vendor program found on www.sigmakappa.org.

Sigma Kappa Triangle:
the official magazine of Sigma Kappa.

SKILLab:
Sigma Kappa’s Interactive Learning Lab. Accessible from the members only side of the website. This lab contains the online learning modules for the Promise program and other leadership development topics.

The SKoop:
the official online newsletter of Sigma Kappa.

Sorority:
from the Latin word “soror” meaning “sister.” Also, the name of a Greek-letter sisterhood founded in or after 1874.

Standards:
ideals and values of individual excellence as they relate to personal behavior and academic achievement.

Standards Council:
the committee responsible for guiding chapter growth through the maintenance of high ideals and standards of behavior.

Standing Rules:
rules stating specific procedures for compliance with Sorority or chapter bylaws and regarding the administration of the Sorority or chapter.

Symbols:
visible signs of intangible ideas and ideals.

Total:
the number to which each chapter on a campus can pledge; voted on by the local Panhellenic association.

Transfer:
a collegian who affiliates with a Sigma Kappa chapter other than the chapter into which she was initiated.
Final Exam Study Guide

An interactive practice exam can be found in SKILLab, which will also be helpful to you as you prepare for the new member exam.

The values of Sigma Kappa are: (see page 37 or the Lesson 3 online module)

1. ______________________ is our open motto. The ______________________ is our jewel. The ______________________ is our flower. The ______________________ and ______________________ are our official symbols. (see pages 23-24)

2. ______________________ is the title of our magazine. (see page 25)

Sigma Kappa Sorority was founded at ______________________ in ______________________. (see pages 26-27 or the Lesson 2 online module)

3. National headquarters is located in ______________________. (see page 14)

4. NPC stands for the ______________________ and is composed of ______ national sororities. (see page 61)

The governing body of Sigma Kappa is ______________________.

5. The current national president of Sigma Kappa is ______________________. (see page 61 and the Lesson 5 online module)

Sigma Kappa has ________ districts supervised by national officers who are called the ______________________. These national officers work directly with the ______________________ in each district. These national officers maintain contact with the advisory board for each chapter in the district. Our collegiate coordinator is ______________________. The advisory board supervisor (ABS) is the local alumna advisor who works with our chapter and is appointed by national council. Our ABS is ______________________. (see page 61 and sigmakappa.org)

Our five Founders are: (see pages 28-31 and the Lesson 2 online module)

1. ______________________

2. ______________________

3. ______________________

4. ______________________

5. ______________________
The mission of the ____________________________ is to create and fund leadership, scholarship and philanthropic initiatives that reflect the values and spirit of Sigma Kappa Sorority. (see page 14 and the Lesson 5 online module)

The national philanthropies of Sigma Kappa are: (see pages 89-91 or the Welcome Message from National Council before the Table of Contents)
1.
2.
3.
4.
5.

____________________________ is something that causes embarrassment, harassment, or ridicule and is against Sigma Kappa policy. (see page 52 or the Lesson 1 online module)

The purpose of the ____________________________ is to educate each member on the values and standards of Sigma Kappa Sorority and to work with members to live by these values and standards. (see the Lesson 4 online module)

The following officers make up the collegiate chapter executive council: (see the online module for Lesson 5)
1.
2.
3.
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11.

Be able to write the symbols and spelling of the Greek alphabet. (see page 49)

Be able to write the name of the chapter. (see pages 32-33)
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**Eid al-Adha Begins**
“I love being a Sigma Kappa. It is so great to be in an organization that is so loving and accepting. It is difficult being away from home, but Sigma Kappa is definitely my home away from home.”

- Member from Zeta Omicron

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“‘One Heart, One Way’—four words forever new, We Sigmas say them all the world through; And If we meet, or if close home we stay, Four words repeat—‘One Heart, One Way.’”

- Lillian M. Perkins, Omicron, past national historian

**Goals & To Dos:**

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Promise for New Members
October 2018

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Calendar
“I believe Sigma Kappa’s main goal should be to provide the opportunity for every member to improve in all phases of her life: morally, socially, and scholastically.”

- Lucile Pemberton Duncan, Alpha Omicron, past national president

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# November 2018

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**Veterans Day**
“Carry on the light, the little torch we were privileged to kindle so long ago, bravely let it shine, failing not, nor fading, in all the years to come. So shall it shine—a splendor through the years.”
- Mary Low Carver

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“I’ve never felt more accepted by a loving group of people in my life since I’ve joined Sigma Kappa. I’m so proud to say I’m a Sigma Kappa.”
- Member from Beta Upsilon

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Goals & To Dos:
### January 2019

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- New Year’s Day
- Martin Luther King Jr. Day
“Sigma Kappa provides social and intellectual fellowship, strengthens character, broadens vision and gives us a spiritual uplift. It works for the betterment of every one of us, and gives us congenial friends for all our days.”

- Ida Fuller Pierce

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“The right way is not always the popular and easy way. Standing for right when it is unpopular is a true test of moral character.”

- Margaret Chase Smith, Alpha

Goals & To Dos:

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"That Sigma Kappa, a constantly reinforced band of trained women, with ideals and with vision, may be in its small proportion one of the carving tools in God’s right hand, which He may use in fashioning the new, and we trust more harmonious, world of tomorrow, is my prayer for it and you all.”

- Louise Helen Coburn

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Goals & To Dos:
# April 2019

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*Palm Sunday*  

*Easter Sunday*
“Whatever beautiful mystery may be hidden behind the name, the outward act is friendship.”

- Florence E. Dunn, Alpha, past national president

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Goals & To Dos:

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Passover Begins
Good Friday

Day of Service

Passover Ends

Promise for New Members
### May 2019

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“Our mosaic is sisterhood, and the intricate pattern of it is held together by our cement of love and fidelity.”
- Edna Brown Dreyfus, Theta, past national president

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“Let me tell you that those ideals that charmed and united us, those ideals brought out from the drifting mists of the fable and the legend—these are not locked as secrets from you who pass through initiation. You will not forget them.” – Frances Mann Hall

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“Our actions speak louder than words. Sigma Kappa members are women of action.”
- Cheri De Jong, Epsilon Omega, past national president

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**Goals & To Dos:**