

ALPHA KAPPA ALPHA SORORITY, INCORPORATED®



RISK MANAGEMENT EDUCATIONAL MODULES

ALPHA KAPPA ALPHA SORORITY, INCORPORATED®
LAUNCHING NEW DIMENSIONS IN RISK MANAGEMENT



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2016-2018 INTERNATIONAL RISK MANAGEMENT TASK FORCE

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The Risk Management Educational Modules are designed to provide chapters with the opportunity to conduct internal training during chapter meetings and retreats. The suite of risk training modules:

- Hazing Defined
- Hazing and the Law
- The Gray Area: Separating the Gray into Black and White
- Bystander Intervention
- Bullying
- Soror Code of Ethics
- Sharing Sorority Values
- Unity and Commitment
- Holding Our Sorors Accountable
- Is it a Choice?
- Chapter Action Plan to Prevent Hazing.

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HAZING DEFINED

Learning Objectives

- To clearly define hazing in order to set the tone for subsequent modules in the Launching New Dimensions in Risk Management Education Modules series
- To raise sorors' awareness of what is hazing?

Materials and Equipment

- PowerPoint, Laptop, Projector, Screen, Flip Chart, Podium/Table and Microphone

Room Set-Up

- Classroom style

Time Needed

- 30 minutes

Preparation

- Research the definition of hazing
- Compile examples of hazing in sororities, fraternities and other organizations

Process

1. Introduce the topic by asking sorors to define hazing. Share the official Alpha Kappa Alpha hazing definition from the Alpha Kappa Alpha Sorority Anti-Hazing Policy.

Hazing Defined: Hazing is an act or series of acts that include, but is not limited to, physical acts such as hitting, striking, laying hands upon, or threatening to do bodily harm to an individual(s) while acting in one's capacity as a member of Alpha Kappa Alpha Sorority. Hazing also includes, but is not limited to, behavior that is directed against any individual(s) for the purpose of causing shame, abuse, insult, humiliation, intimidation or disgrace. Hazing also includes a variety of prohibited practices, including but not limited to, "underground hazing", "financial hazing", "pre-pledging", "post-pledging", or "post-initiation pledging".

2. Engage sorors in an exercise to list examples of hazing. Some examples include: Attending unauthorized rush meetings or sessions; being subject to any form of verbal or physical abuse; eating or drinking anything as a requirement for membership or removing candidates' clothing.

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3. Discuss a few examples of hazing incidents that have occurred. Encourage sorors to share examples of their own and provide at least one factual example regarding Alpha Kappa Alpha Sorority.
4. Recap and Review: Allow 5-10 minutes for sorors to ask questions and share what they have learned during the session.

Resources

- Alpha Kappa Alpha. Anti-Hazing Policy
- Alpha Kappa Alpha Anti-Hazing Handbook
- General Information for the Collegian brochure
- General Information Regarding Graduate Membership brochure

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HAZING AND THE LAW

Learning Objectives

- To engage in conversation about state hazing laws (criminal and civil)
- To understand common themes among various state hazing laws
- To recognize the consequences for violation of hazing laws
- To understand Alpha Kappa Alpha's Anti-Hazing Policy in context with hazing laws

Materials and Equipment

- Pink Index Cards, Screen, Projector, Computer, Podium/Table, Microphone, and PowerPoint

Room Set-Up

- Classroom style

Time Needed

- 45 minutes

Preparation

- Research various state laws on hazing
- Prepare PowerPoint

Process

1. Introduce the topic by engaging sorors in an exercise entitled "You Be the Judge". In the exercise, the moderator will present various actions and consequences taken from actions listed in various hazing laws. Sorors will be asked to be the judge by raising their pink index cards if they believe an action is against the law.
2. After the exercise, the moderator will discuss various themes among the state hazing laws and engage in a discussion about the consequences for violating the laws. The discussion will include sample laws from various states and actual case studies of hazing lawsuits.
3. As part of the presentation, the moderator will engage sorors in a discussion about activities that may not be covered by the law but are nonetheless violations of Alpha Kappa Alpha's Anti-Hazing Policy. The goal is to show that even though an action may not be a violation of the law, it may be a violation of Alpha Kappa Alpha's policy.
4. Debrief: Allow 10 minutes for sorors to ask questions and share what they've learned during the session.

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Resources

- Alpha Kappa Alpha Anti-Hazing Policy
- Alpha Kappa Alpha Anti-Hazing Handbook
- Survey of state hazing laws -
<http://hazingprevention.org/home/hazing/statelaws/>

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GRAY AREA: SEPARATING THE GRAY INTO BLACK AND WHITE

Learning Objectives

- To define the gray area
- To identify areas sorors believe to be gray and engage in conversation about those areas
- To provide clarity to the gray area
- To identify how to address gray areas

Materials and Equipment

- Alpha Kappa Alpha Anti-Hazing Handbook (Rev. 2014)
- Flipchart and markers or PowerPoint
- Paper (at least one per chapter member)
- Post-it notes

Time Needed

45 minutes

Preparation

- Write the dictionary definition of gray area on flipchart or a PowerPoint slide
- Write the Alpha Kappa Alpha hazing definition on a flipchart or PowerPoint slide
- Write the Alpha Kappa Alpha Anti-Hazing Policy on a flipchart or PowerPoint slide
- Write hazing examples on post-it notes
- Flip chart sheets. Labeled as follows: 1) Black – No hazing, 2) White – Hazing, and 3) Gray - Unsure

Process

5. Introduction: The sorority has received feedback that when discussing Membership Intake Process and hazing that there is a gray area. The purpose of the module is to discuss what gray area is and what to do if you believe you are in a gray situation.

In order to get the most out of this module, sorors must be honest with themselves and the group. This module is to help sorors with reducing risks involved with the MIP process, not to get sorors in trouble.

6. Define Gray Area: What does the term “gray area” mean to you? Ask sorors to fold their paper into 4 sections and write in the upper left side of the paper, what the term “gray area” means to them.

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- Ask a few sorors to share their definition.
- Definition: an ill-defined situation or field not readily conforming to a category or to an existing set of rules.
 - a. synonyms: ambiguous, unclear, uncertain, doubtful, indefinite, indistinct, indeterminate, debatable, open to question
 - b. antonyms: black and white, certain

7. When does black and white become gray?

Ask sorors to take a moment and think of activities or aspects of MIP and hazing that they believe to be gray. Have them jot down those areas in the upper right section.

- After 3 minutes, have sorors pair-up or get into small group (depending on chapter size) to share their examples for about 7 minutes. In the small groups ask sorors to discuss what makes their example gray. Have sorors come together and share with the large group. On flip chart paper have a soror record the list.

Example of responses

- a. Interacting with young ladies they know (roommates, classmates, family members)
- b. Working on new member presentations

Discussion questions:

- ✓ When does the situation become gray?
- ✓ Why is the situation or what makes the situation gray?
- ✓ What resources can you use to get clarity?

8. Review the AKA Anti-Hazing Policy

- a. Display the anti-hazing policy. Have a soror read the policy.
- b. Discussion questions:

- ✓ What does the anti-hazing policy mean to you?
- ✓ How does the anti-hazing policy relate to the gray area?

9. Provide clarity to the gray area

- a. Distribute to some sorors post-it notes with examples and ask each soror to place their example on the appropriate flip chart:

Study session (Answer: Not hazing during MIP scheduled times, but would be hazing outside of that time)

Scavenger hunts (Answer: Hazing)

Candidates having to answer the phone of current chapter members (Answer: Hazing)

Requiring candidates to carry items all day during the MIP process (Answer: Hazing)

Scaring candidates with what may happen at initiation. (Answer: Hazing)

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Dressing alike (Answer: Not hazing during MIP scheduled activities, but would be hazing outside of that time)
Not allowing candidates to wear hair weaves or hair and/or nails extensions (Answer: Hazing)
Having candidates run miles or lose weight (Answer: Hazing)
Verbal abuse (Answer: Hazing)
Any form of questioning under pressure (Answer: Hazing)
Performing funny or demeaning stunts or songs (Answer: Hazing)
Requiring candidates to run errands or do your homework. (Answer: Hazing)
Forcing/requiring/asking/suggesting candidates to eat certain things (Answer: Hazing)

Discuss reasons why they put certain activities in certain areas. Ask for other activities. If some are incorrectly placed on the not hazing sheet, use those as examples to reference as you process through the rest of the module.

- b. You can always ask yourself the following questions to determine whether or not it is hazing.
- ✓ Will current members of the sorority do exactly what candidates are being asked to do?
 - ✓ Could this activity risk emotional or physical abuse?
 - ✓ Could this activity cause hidden harm to a candidate?
 - ✓ Is there risk of physical harm, injury, or a question of safety?
 - ✓ Are alcohol and drugs involved?
 - ✓ Could the activity be seen as appropriate to post on social media or on TV?
 - ✓ Would you be able to discuss the activity with your parents, Graduate Advisor, or your Greek life office?

If the answer to any of these questions is "yes," the activity is probably hazing.

10. How do you handle the gray area?

- a. Discussion questions:
- ✓ What do you do when you believe there is gray area?
 - ✓ How does this relate to the sorority's mission? (Answer: Alpha Kappa Alpha's mission is to cultivate and encourage high scholastic and ethical standards...)
 - ✓ Do you all consider yourselves to uphold the "high ethical standards" value of our mission?
- b. Inform sorors that **there is no gray area**.
If you believe you have to ask if it's hazing, it is hazing.
If you cannot find the activity in our current MIP manual, it is not allowed.

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If you are unsure if something is hazing, call your Graduate Advisor. If you don't feel comfortable calling her, then you already know that it is hazing.

11. Debrief the exercise using these questions:

- ✓ What are some of the challenges associated with ethical decision making?
- ✓ How can we as a chapter/organization eliminate the thought of a gray area?
- ✓ Did you find this module helpful?

Resources

- Alpha Kappa Alpha Constitution and Bylaws
- Alpha Kappa Alpha Anti-Hazing Handbook
- Alpha Kappa Alpha Membership Intake Process Manuals

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BYSTANDER INTERVENTION

Learning Objectives

- To create awareness about bystander behavior and how to become “our sisters’ keepers”
- To create a sense of responsibility to encourage sorors to take action (i.e. See Something, Say Something)
- To arm sorors with tools and strategies to empower them to intervene in appropriate risky situations to avoid or mitigate risk

Materials and Equipment

- Projector and laptop
- Flipchart or Post-It Notes

Time Needed

- 45 minutes

Preparation

- Power Point
- List on a flipchart the following question: “Why do people get involved?”
- List on a flipchart the following question: “Why don’t people get involved?”

Process

1. Introduction: Begin the session with a definition of the term “bystander”. Project this definition on the first slide of the PowerPoint.
2. Activity: Engage sorors in a brainstorming session about why people DO NOT get involved in a particular situation (e.g. not my responsibility, don’t want to be snitch, want to mind my own business). Also, brainstorm reasons why people DO get involved in a particular situation (e.g. have a personal connection to the person, instinct, etc.). Have sorors write their responses on Post-It notes and stick them on the appropriate flip chart. Debrief the brainstorming session once complete.
3. Discuss the concept of “See Something, Say Something”. As part of this discussion, examine the Soror Code of Ethics and Anti-Hazing Handbook to identify actions specified in the Alpha Kappa Alpha documents requiring sorors to intervene.
4. Develop three scenarios for participants to work in small groups to solve and share with the larger group. The scenarios should require sorors to be a bystander to a particular situation and brainstorm actions they would take to

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intervene. Pose the following questions to help the small groups begin to develop intervention strategies:

- a. What did you see that concerns you?
 - b. Do you have a responsibility to act?
 - c. What are the risks for taking an action?
 - d. Are there others who are in a better position to act or do you need assistance?
 - e. What specific steps would you take to intervene?
 - f. Would you choose not to intervene?
5. Debrief the final exercise by asking attendees to share one point learned from the information presented.

Resources

- Alpha Kappa Alpha Soror Code of Ethics
- Alpha Kappa Alpha Anti-Hazing Handbook

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BULLYING

Learning Objectives

- To dialogue about the meaning of bullying
- To identify types of bullying (social, cyber, physical, verbal)
- To make aware the damage bullying sustains
- To recognize when a soror is the instigator and/or recipient
- To explore ways to end bullying tactics

Materials and Equipment

- Projector and laptop

Time Needed

45 minutes

Preparation

- List Alpha Kappa Alpha Sorority Anti-Hazing Policy on slide deck
- List and provide definition of bullying and types of bullying on slide deck and handout
- Provide examples of bullying behavior on slide deck
- Provide statistics, facts and consequences of bully behavior

Process

1. Advise this is an open discussion to recognize and identify behaviors associated with bullying.
2. Introduce the exercise by asking, “What is a Bully and have you ever been bullied or bullied another person?”
3. Know the signs:
 - a. Do you become physically ill before a sorority event or activity?
 - b. Are you belittled in the presence of sorors?
 - c. Are you reactive in confrontations?
 - d. Do you often receive critical comments/feedback?
4. Ask how it felt to be bullied and write responses down/Ask each soror to list an emotion felt as a result of being bullied
5. Ask sorors to share or provide examples of each of the types of bullying

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6. Break sorors into groups based on each of the types of bullying tactics and play out a Sorority-realistic scenario/skit that describes each (allow 10-15 minutes)
 - a. Social
 - b. Cyber
 - c. Physical
 - d. Verbal

Example scenario: Chapter Meeting: The officers for the new administration are installed and the officers of the prior administration are concerned about the new leadership. The new Basileus receives feedback at every turn. Multiple disruptions take place during the meeting criticizing the Basileus' performance. A soror posts on Facebook, "This meeting is boring and the Basileus doesn't know what she is doing. Someone needs to sit her down."

7. Reconvene and have members share what they have learned from each of the presentations
8. Engage in discussion about the implications bullying has on our sisterhood using key words listed below
 - a. Respect or lack of
 - b. Harm (emotional and physical)
 - c. Aggression
 - d. Power
 - e. Control
 - f. Love
 - g. Support
 - h. Encouragement
 - i. Assistance
 - j. Trust
9. Debrief the exercise using these questions:
 - Did you find this exercise helpful in identifying certain characteristics you might possess?
 - What did you find most interesting?
 - Why is it important that we stamp out bullying in our organization?
 - Do you see the correlation between bullying and hazing?
 - What can you do to ensure respectful relationships in your chapter?
 - How can you foster a "fellowship sincere and rare?"
 - Will you ensure our mission to "promote unity and friendship?"
 - What actions can you take as a soror to render assistance to another soror?
 - What action will you take to eradicate bullying and bullying tactics in your chapter?

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Resources

- Alpha Kappa Alpha Anti-Hazing Handbook
- Alpha Kappa Alpha Soror Code of Ethics
- Stopbullying.gov

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SOROR CODE OF ETHICS

Learning Objectives

- To dialogue about the meaning of the Soror Code of Ethics and how it was designed to protect our Sorority
- To ensure sorors understand the general guidelines and expected conduct of members
- To bring the Soror Code of Ethics to life with examples and clear language

Materials and Equipment

- Screen, Projector, Computer, Podium/Table, Microphone PowerPoint, Flip Chart and Markers

Room Set-Up

Classroom style

Time Needed

45 minutes

Preparation

- List Alpha Kappa Alpha Sorority Soror Code of Ethics on PowerPoint slides
- Provide sorors a copy of the Soror Code of Ethics
- Question: “Have you ever witnessed soror(s) not following the Soror Code of Ethics? Which one(s) did they not follow and how did you feel?” Post the answers on a flipchart.

Process

1. Introduce the exercise by asking, “What is the Soror Code of Ethics and why it is important?” Write the responses on flip chart or the white board (if available).
2. Divide the participants into groups and give each group one of the following points to discuss and list how we can model the following behaviors that are listed in the Soror Code of Ethics:
 - **How can we represent Alpha Kappa Alpha appropriately at all times?** (Allow 2 to 3 answers.) *Answers: e.g. obey the law, display concern for my appearance at all times, refraining from profanity and acts of violence.*

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- **Name ways that we can keep confidences and maintain confidentially with trust and honesty.** (Allow 2 to 3 answers)
Answers: e.g. keep chapter business in the chapter and not on social media, properly dispose of sorority documents and paraphernalia and discuss chapter business with financial sorors only.
 - **How can we be polite, kind, honest and fair?** (Allow 2 to 3 answers)
Answers: e.g. treat all members with respect, respect all sorors opinions and treat sorors the way you want to be treated.
 - **How can we recognize and value the contribution of all members, including our elected and appointed leaders?**
(Allow 2 to 3 answers) *Answers: e.g. stand when the Dais participants enter the room at any event, mentor new sorors, and acknowledge sorors for a job well done.*
 - **How can we maintain integrity in financial matters?** (Allow 2 to 3 answers). *Answers: e.g. remain financial, following accepted financial procedures and purchase only from official AKA vendors.*
3. After all groups are finished one person from each group will present their answers to all sorors.
 4. Debrief the exercise using these questions:
 - What did you learn about the Soror Code of Ethics?
 - What did you find most interesting?
 - Do you believe it is a personal oath?
 - Do you think of yourself as a role model to sorors and others?
 - What can you do to make a commitment to our Soror Code of Ethics?

Resources

Manual of Standard Procedure

The Official Guide to Alpha Kappa Alpha Protocol, 2015 edition, (pages 6-8)

Alpha Kappa Alpha Anti-Hazing Handbook Appendix E

Alpha Kappa Alpha Soror Code of Ethics

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SHARING SORORITY VALUES

Learning Objectives

- To engage in conversation about shared values
- To dialogue about the meaning of sorority values
- To identify which Alpha Kappa Alpha value matters most to participants and why
- To strengthen relationships with sorors

Materials and Equipment

- Flipchart and markers or PowerPoint

Time Needed

- 45 minutes

Preparation

- List the mission of Alpha Kappa Alpha Sorority, Incorporated on a flipchart or PowerPoint slide
- List the core values of Alpha Kappa Alpha Sorority, Incorporated on a flipchart or PowerPoint slide
- Question: “Which core value resonates the most for you and why?” Post it on a flipchart or display all core values on PowerPoint slide.

Process

1. Introduce the exercise by asking, “What is Alpha Kappa Alpha’s Mission?”
2. Later, make the following statement: “In a minute we will be asking you to share a sorority value that is important to you.” Give participants a few minutes to think then ask, “Who remembers what those values are?” After a few responses display the values on either a flipchart or PowerPoint slide.
3. Ask each soror to choose a value that is most important to them and to think about why it is important.
4. Explain that they will meet one-on-one with as many sorors as possible to share the value they selected and the reasons why. State the goal is to talk with as many other participants as possible. Once they finish with the first person, they are to move on to the next person until time is up or until they have met and shared with most of the other participants. Allow 10 to 15 minutes, depending on the number of participants. It takes about 2 minutes for each person to share their value.

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5. Debrief the exercise using these questions:
- What are some things you observed while sharing your value (energy, commitment, engaged, sense of shared meaning)?
 - What were some of the common themes?
 - What did you find most interesting?
 - What are some of the things you observed about values from this exercise?
 - Think about the sorors who chose the same value as you did. Did they choose it for the same reason as you? If not, what was different?
 - What are some of the challenges associated with shared values (common meaning, espoused values vs. values in use)?
 - Would you have selected the same value three months ago? If not, why not? What changed?
 - Why are shared values important to an organization?
 - What can you do to build commitment to our sorority's values?

Resources

- Alpha Kappa Alpha Sorority Constitution and Bylaws
- Alpha Kappa Alpha Sorority Mission

Alpha Kappa Alpha's mission is to cultivate and encourage high scholastic and ethical standards, to promote unity and friendship among college women, to study and help alleviate problems concerning girls and women in order to improve their social stature, to maintain a progressive interest in college life, and to be of Service to All Mankind

- Alpha Kappa Alpha Sorority Core Values embodied in the mission
 1. Cultivate and encourage high scholastic and ethical standards
 2. Promote unity and friendship
 3. Alleviate problems concerning girls and women
 4. Maintain a progressive interest in college life
 5. Be of Service to All Mankind

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COMMITMENT & RESPONSIBILITY

Learning Objectives

- To engage in conversation about unity and commitment
- To strengthen relationships with sorors

Materials and Equipment

- Ivy Vine
- Blanket
- Flip chart and Markers
-

Time Needed

- 45 minutes

Preparation

The facilitator should be familiar with the final initiation vow in order to emphasize that it forms the basis for unity and commitment of every soror. *(Please be mindful of the protocol regarding use and reference to Alpha Kappa Alpha rituals.)*

Process

1. The facilitator asks sorors to form a circle around a large blanket. Each member should hold on to the blanket with two hands. Place an ivy vine in the middle of the blanket. Ask each member to close her eyes.
2. The facilitator shares the following:
 - If you have skipped a chapter meeting with no good reason, take one hand off the blanket.
 - If you have missed an initiation for no good reason....
 - If you have missed a chapter event with no excuse....
 - If you have gossiped about another soror behind her back....
 - If you have had an idea but have not expressed it....
 - If you “liked” or “loved” a meme on Facebook, Twitter or Instagram making fun of a chapter member....
 - If you stood by and watched a soror yell or speak offensively to another soror and did nothing...
 - If you have violated the Sorority’s Risk Management policies....
3. This exercise should continue with similar statements until enough hands have dropped from the blanket that the Ivy Vine is on the floor. Participants should then open their eyes.

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4. Facilitator should ask the following questions and have a recorder write the responses on the flip chart paper and post around the room:
 - What are our responsibilities as an Alpha Kappa Alpha member?
 - What were the promises we made in our vows when we were initiated?
 - What happens when we do not live up to those vows?
 - What commitments can we make as individuals to ensure that the “Ivy Vine” (our commitment and pledge of unity) doesn’t drop again?
 - What commitments are we willing to make as a group?

If no one instinctively picks up the Ivy Vine, that is something interesting to note as well. Reference it has sorors having to pick up the ball when other sorors drop it for the sake of the sorority, that it is our duty as sorors.

Wrap Up Activity

- Write the commitments the group agreed upon and have everyone sign and date the document.
- Print the document on poster size paper and display at chapter meetings to remind everyone of what they committed to do.
- Develop an action plan to address any follow up items to ensure they are implemented.

Resources

- Alpha Kappa Alpha Soror Code of Ethics
- Alpha Kappa Alpha Anti-Hazing Handbook

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HOLDING OUR SORORS ACCOUNTABLE

Learning Objectives

- To create a greater awareness of the roles and responsibilities of sorors as members of Alpha Kappa Alpha
- To understand that all sorors are guardians of the sorority's assets
- To understand and agree that if you see or know something that violates sorority rules you must "Say Something"

Materials and Equipment

- Projector and laptop

Time Needed

- 45 minutes

Preparation

- PowerPoint
- Alpha Kappa Alpha Sorority, Inc. Documents

Process

1. Introductory question: What do you see as your role and responsibilities as a soror?
2. Discuss where sorors can find their responsibilities as members of Alpha Kappa Alpha Sorority.
3. Discuss what the Constitution and Bylaws dictates about the responsibilities of sorors (*Art VI Sect 1*)
4. Display a list of responsibilities and inform attendees that the list is not all inclusive because our documents are periodically revised. It is each member's duty/responsibility to know and abide by the sorority's rules.

5. Display a list of documents with which sorors must be conversant:

Constitution and Bylaws	Manual of Standard Procedure
AKA Rituals	Membership Intake Process Manuals
Anti-Hazing Handbook	Guide to Financial Fitness
Standards Resource Guide	Program Resource Guide
Protocol Manual	Social Media Guide

6. Emphasize that there are no secrets from a member in good financial standing. Chapters should review these documents periodically with the membership.

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7. Emphasize the importance of sorors attending conferences and pertinent workshops as active participants—Ask questions and share their own knowledge. Take responsibility for their own learning.
8. Develop three scenarios for sorors to work in small groups to solve and share with the larger group
 - Reputational Damage
 - Financial Mismanagement
 - Hazing with physical and observatory actions
 - Bullying
 - Risky Behavior
9. Debrief the exercise by asking sorors to share one point learned from the information presented.

Resources

- Alpha Kappa Alpha Constitution and Bylaws
- Manual of Standard Procedure
- Various sorority manuals

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IS IT YOUR CHOICE?

Learning Objective

The objective of this exercise is to have members make a choice about where they stand on issues related to hazing.

Preparation

- Create hazing scenarios
- Create hazing myths or facts
- Create the following signs:
 - Strongly Agree
 - Agree
 - No Opinion
 - Disagree
 - Strongly Disagree

Materials and Equipment

- Flip chart or paper

Time Needed

- 90 minutes

Process

1. Place each sign at different locations in the room.
2. Read a scenario that describes a hazing dilemma. For example, you might choose to describe hazing scenarios, or myths and facts about hazing. Preface your description with a statement such as “The following is NOT an example of hazing” or, “The following is a myth about hazing...”
3. The participants must respond to the statement by physically moving themselves to the section of the room near the sign that represents their opinion (i.e. they agree that it is not hazing, or they disagree and believe it is an example of hazing). Usually participants end up scattered about the room.
4. The facilitator asks each group to share their thoughts on the issue. Why did you agree or disagree?

Resource

- Alpha Kappa Alpha Anti-Hazing Handbook

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HAZING PREVENTION CHAPTER ACTION PLAN

Learning Objectives

- To raise sorors' awareness they must take ownership for preventing hazing
- To identify tasks and specific action steps the chapter can take to prevent hazing.
- To assess the effectiveness of implementing an action plan and success in preventing hazing.

Materials and Equipment

- Chapter Action Plan Template

Time Needed

- 90 minutes

Prerequisite

- Complete the Definition of Hazing Module

Process

1. Engage sorors in a discussion on the overall goal which is to prevent hazing.
2. Create tasks to prevent hazing.
3. Create specific action steps to accomplish the task. Each action step should cover one specific and measurable activity.
4. Assign sorors to be responsible for completing the tasks.
5. Develop a timeline for completing the tasks.
6. Make sure all chapter members perform their tasks as per the deadlines. If these dates prove to be difficult to achieve, then revise the dates.
7. Present periodic status reports on the completion and implementation of the specific tasks and action steps.
8. Monitor the results and assess the effectiveness and success of implementing the action plan.

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Resources

- Alpha Kappa Alpha Constitution and Bylaws
- Manual of Standard Procedures
- Alpha Kappa Alpha Soror Code of Ethics
- Alpha Kappa Alpha Anti-Hazing Handbook
- www.aka1908.com
- www.hazingprevention.org
- www.StopHazing.org
- <http://clerycenter.org/article/we-dont-haze>

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SOROR CODE OF ETHICS

In order to honor its Founders, maintain a standard that allows its members to serve as role models for young women and girls in the global community, preserve Alpha Kappa Alpha Sorority membership as a desirable and honorable affiliation and to protect Alpha Kappa Alpha Sorority, Incorporated® from harassment, ridicule, scandal or legal liability, I do voluntarily agree to observe the following rules of conduct:

1. To respect and comply with the Alpha Kappa Alpha Sorority, Incorporated® *Constitution and Bylaws, Manual of Standard Procedure, Protocol Manual, Membership Intake Manual, Rituals, other official handbooks and documents, as well as Chapter Bylaws and Rules of Order.*
2. To remain subject to the authority of the Boule and the Directorate.
3. To respect our elected/appointed leaders and support them in conducting the business of Alpha Kappa Alpha Sorority, Incorporated®.
4. To present myself publicly in a way that reflects the high moral and ethical character of Alpha Kappa Alpha women by:
 - a. Obeying the law.
 - b. Exercising good manners.
 - c. Displaying concern for my appearance by following established Alpha Kappa Alpha guidelines.
 - d. Refraining from profanity, acts of violence and criminal conduct.
 - e. Exhibiting respect for other Pan-Hellenic organizations by avoiding demeaning remarks or ridiculing them.
 - f. Wearing identifiable paraphernalia only if conduct or circumstances will bring no negative repercussion to the Sorority.
5. To demonstrate the high regard we have for each other as women and sorors by:
 - a. Avoiding derogatory, demeaning and insulting remarks.
 - b. Being polite, kind, honest, fair and conciliatory.
 - c. Assisting with the special needs of elderly and disabled sorors.
 - d. Keeping confidences and maintaining confidentiality.
 - e. Refraining from acts of hazing, reporting its occurrences to the appropriate authority and demonstrating compliance with all aspects of the Alpha Kappa Alpha Sorority, Incorporated® Anti-Hazing Policy.
 - f. Abiding by and actively supporting official Chapter and Sorority decisions even in the event of personal disagreement.
6. To work diligently to foster the programs of the Sorority and participate fully in meetings and conferences that enhances personal knowledge and improves sorority effectiveness.

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7. To maintain integrity in financial matters related to the Sorority by:
 - a. Remaining current with all dues and financial obligations.
 - b. Following accepted financial procedures.
 - c. Avoiding the co-mingling of personal and Sorority funds.
 - d. Utilizing the tax-exempt status only as legally permitted.
 - e. Expecting that financial officers will maintain records, make them available for inspection and pass them on to succeeding offices and/or Graduate Advisors as required.
 - f. Purchasing only from officially sanctioned vendors at Regional Conferences and Boules.
 - g. Reporting the misappropriation of chapter funds and/or property to the appropriate authority and taking the necessary action to protect or retrieve funds and/or property belonging to the Sorority.

8. To invite for Sorority membership only those community minded women of sufficient high moral and ethical character and scholarship who have a true interest in serving Alpha Kappa Alpha Sorority.

9. To refrain from soliciting advertisements, endorsements, and sponsorships that harms the image of Alpha Kappa Alpha Sorority or that conflict with its program concerns and values.

I shall remain cognizant that others will judge the values and principles of Alpha Kappa Alpha Sorority by my personal deportment and conduct. Furthermore, should I attain a leadership position in Alpha Kappa Alpha Sorority, Incorporated® that requires me to be an official spokesman or public representative; I understand that my conduct must rise to the highest standard. Should my behavior compromise Alpha Kappa Alpha's image or the reputation of its members, I shall relinquish my position either of my own volition or when instructed to do so by my chapter or the Directorate.

In promising to obey these rules of conduct, I acknowledge that the perpetuation of Alpha Kappa Alpha Sorority, Incorporated® as an organization of women of high moral and ethical standards depends on my compliance.

Signature: _____ Date: _____

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CHAPTER ACTION PLAN

The Chapter Action Plan is designed to assist the chapter with establishing a plan for success in managing hazing risk. To stay on track and ensure essential milestones are met, it is recommended the chapter frequently review and update the plan.

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TASK:			
ACTION STEPS	RESPONSIBLE SOROR	STATUS	DATE COMPLETED
TASK:			
ACTION STEPS	RESPONSIBLE SOROR	STATUS	DATE COMPLETED
TASK:			
ACTION STEPS	RESPONSIBLE SOROR	STATUS	DATE COMPLETED
TASK:			
ACTION STEPS	RESPONSIBLE SOROR	STATUS	DATE COMPLETED