Greetings Chapters,

We are proud to present to you the **FALL 2019 Program Implementation Guide**. This is your chapter’s all-inclusive guide for implementing the programs and initiatives for the year. Our focus on membership services is a top priority of this administration, and we’re pleased to provide every chapter with the necessary tools to carry out the programmatic thrust of the organization. You represent Phi Beta Sigma Fraternity’s most valued resource—the members, ready and willing to function as “A Brotherhood of Conscious Men Actively Serving Our Communities”

As a result of the hard work of the international program directors, regional program teams, strategic plan team champions and volunteer committees, this guide eliminates the guess work involved in rendering quality community service.

While this guide equips your chapter with implementing the fraternity’s various programs, it should also be used as a template for producing those unique programs that are mainstay traditions established by your chapters. Many of your chapters have instituted stellar programs that campuses and communities look forward to supporting each year. We advise you to continue in that tradition. This guide can aide in assuring your program’s continued success.

Finally, I want to encourage all chapters to be sure to complete all of the necessary forms before and after sponsoring your community service activities. Insurance forms and PIA forms are critical documents needed for proper reporting. The Fraternity, along with our corporate service partners, rely heavily on the data garnered from these documents.

Let’s make this a banner year in community service!

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**Hon. Brother Micheal E. Cristal**

35th International President

[president35@phibetasigma1914.org](mailto:president35@phibetasigma1914.org)
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BIGGER & BETTER BUSINESS PROGRAM & INITIATIVES

The Bigger and Better Business team of Phi Beta Sigma Fraternity, Inc. is proud to present its Program Implementation Guide for the 2019-20 operational year. The guide is based on the platform approved by the 2019 Conclave body in Las Vegas, Nevada. The following guide will give you a detailed outline of each initiative; however, please contact any member of the Bigger and Better Business team, if you need any additional resources.

Your Bigger and Better Business team consists of:

- Bro. Reginald Sluch, International Director, Bigger and Better Business
- Bro. Nigel Coehlo, Eastern Regional BBB Director
- Bro. Gerald Lott, Great Lakes Regional BBB Director
- Bro. Vaughn Weaver, Gulf Coast Regional BBB Director
- Bro. Terrance Gibson, Southeastern Regional BBB Director
- Bro. Reginald McCaskill, Southern Regional BBB Director
- Bro. Donald Hudson, Southwestern Regional BBB Director
- Bro. David Sledge, Western Regional BBB Director

To fulfill its programmatic thrust, the Fraternity asks all chapters to focus on the following initiatives:

- The IRS VITA Program
- Project S.E.E.D
- The Sigma Business Initiative

In addition to VITA, Project S.E.E.D. and the Sigma Business Initiative, chapters are encouraged to conduct and report Bigger and Better Business programs that serve specific community needs. Please note that the events listed below DO NOT QUALIFY as Bigger and Better Business programs:

- Fundraisers
- Chapter Parties
- Founders’ Day Programs
- Car Washes
- Miss Phi Beta Sigma Pageants

Brother Reginald Sluch
International Director of Bigger and Better Business
bbb@phibetasigma1914.org
**VITA – VOLUNTARY INCOME TAX ASSISTANCE PROGRAM**

**OVERVIEW**

The Voluntary Income Tax Assistance Program is a community service program of the Internal Revenue Service. The VITA Program generally offers free tax help to people who make $51,000 or less and need assistance in preparing their own tax returns. IRS-certified volunteers provide free basic income tax return preparation with electronic filing to qualified individuals in local communities. They can inform taxpayers about special tax credits for which they may qualify such as Earned Income Tax Credit, Child Tax Credit, and Credit for the Elderly or the Disabled. VITA sites are generally located at community and neighborhood centers, libraries, schools, shopping malls, and other convenient locations (www.irs.gov).

In 2008, Phi Beta Sigma Fraternity, Inc. established a partnership with the US Department of Treasury (IRS-VITA Program) to establish a nationwide Tax Preparation Program for low-income families. Bro. Winston O’Neal, International Director of Bigger and Better Business, launched the program internationally through the establishment of Sigma Super Tax Sundays, where chapters would assist in the income tax preparation at existing VITA sites in their communities. In addition, each Regional Bigger and Better Business director participated in an IRS-sponsored HBCU Symposium; during this event, the fraternity was asked to support the IRS in their attempts to extend their services to HBCU campuses.

Since 2008, the focus of Phi Beta Sigma’s VITA Partnership program has evolved into three service areas: 1) Promoting tax understanding and awareness; 2) Preparing complimentary tax returns for low-to-moderate income individuals; and 3) Encouraging personal asset building and self-sufficiency through tax incentives.

**WHY PARTICIPATE IN VITA?**

**Free Income Tax Software for Preparers**
Any brother who becomes certified as a VITA Tax Preparer will be able to file his own income tax return at no cost.

**Matching Grants from the IRS**
By operating a VITA site, a chapter can apply for a matching grant from the Internal Revenue Service. This can help in enhancing its outreach program to its community.

**Educational Enhancement**
VITA participation can be very beneficial to Accounting majors and young accounting professionals. Through the certification training, the brother will receive the most up-to-date resources relating to tax laws and accounting procedures. Also, his experience with this IRS sponsored program will give the brother a competitive advantage as he enters the competitive job environment. Additionally, the student will benefit from volunteer service hours accumulated through his service.

**Continuing Education Credit**
Brothers who are Accounting Professionals, Enrolled Agents and Other Tax Return Preparers can earn continuing education credit by volunteering as a VITA instructor or quality reviewer for the upcoming tax filing season. In this capacity, he will be responsible for instructing volunteers to be tax preparers and/or as a Quality Reviewer at a VITA site.
WAYS CHAPTERS CAN PARTICIPATE IN VITA

Set Up Your Own VITA Site

This option is beneficial if your chapter has enough resources—human, logistical, and financial—to operate a VITA site. Your chapter can engage in site management in the following capacities:

1. **Establish a VITA site at your chapter facility.**
   Chapters interested in pursuing this venture should contact IRS-SPEC at partner@irs.gov. For additional information refer to Publication 1084—Volunteer Site Coordinator’s Handbook and visit www.irs.gov (keyword Partner and Volunteer Resource Center). Please be mindful that the IRS prefers its VITA sites to be located in areas that are easily assessable for those eligible to receive free tax preparation - individuals within the income limits of the VITA program. Many cities also have existing VITA sites and coalitions that can assist your chapter during your site inception. The primary purpose of these sites is to assist with best practices for quality tax sites.

2. **Partner with another entity to coordinate a VITA site.**
   If your chapter does not have a facility, you can manage a VITA site at another location in the area. For example, many churches lend their facility to organizations wishing to coordinate a site in their communities. This option is beneficial in that you will establish partnerships with other entities to serve your community. The site must meet all requirements outlined in Publication 1084. Existing VITA site and established community coalitions will be able to assist with this effort.

Facilitated Self Assistance Partnership

Facilitated Self Assistance (FSA) is a concept that’s part of IRS-SPEC’s Volunteer Income Tax Preparation program designed to provide increased taxpayer access to free tax preparation services. The program allows taxpayers the opportunity to prepare their own taxes and ask questions of a certified tax coach during the process of filing their return. This program empowers taxpayers to embrace the process of filing their own tax return.

The Bigger and Better Business Program has partnered with IRS-SPEC to deliver Remote Filing Sites that will allow each Chapter to post a unique URL on their website to an FSA software provider. The software provider chosen is My Free Taxes, who is in partnership with IRS —SPEC. Through this website, individuals within the income limit will be able to file their federal, state and multi state income tax at no charge.

Phi Beta Sigma will be given credit for each successful tax return completed through the special website. Your chapter will also be given resources—which lists you as a partner—you can use to market myfreetaxes.com to those who may benefit from the opportunity to file their taxes at no
cost. This option is optimal for all chapters — especially collegiate chapters who do not have the resources to conduct a full-fledged VITA program.

**PARTICIPATE IN AN EXISTING VITA SITE IN YOUR AREA**

This option is beneficial if your chapter cannot manage a site on its own, but have brothers interested in volunteering as certified VITA tax preparers.

To become a tax preparer, you must successfully complete an open book test each year with a minimum passing grade of 80% multiple choice questions. Once certified, you will be able to assist taxpayers prepare and e-file their taxes. Please note that the certification does not allow you to give tax advice or prepare taxes for pay.

In preparation for the certification test, you will participate in a training program — either in a classroom setting or online (at your own pace).

The IRS has SPEC representatives located throughout the United States who can assist you in becoming a certified tax preparer. However, to begin the certification process, you must complete Form 14310 – VITA/TCE Volunteer Sign Up. This form is found at www.irs.gov/individuals/IRS-tax-volunteers. The submitted form will be forwarded to the local IRS Spec Representative, who will subsequently contact you to provide additional information about the VITA programs and volunteer opportunities.

**VOLUNTEER AT AN EXISTING VITA SITE**

This option is beneficial if your chapter cannot supply tax preparers, but would like to serve as greeters or support of an existing site. To learn of volunteer opportunities at existing sites, your chapter should 1) contact your Regional Director of Bigger and Better Business, who will provide the contact information of the local/state IRS representative; or 2) contact your existing local existing VITA sites or Coalition’s to learn of the needs of their existing sites. Visit https://irs.treasury.gov/freetaxprep/ or call 800-906-9887 to locate a site near you.

**PLANNING YOUR VITA PROGRAM**

**Step 1. Determine the capacity in which your chapter will support VITA**
By August of the preceding year, your chapter should have selected which VITA support option works best. Because this process requires more training and certification, you begin the process of setting up your own VITA site much earlier than the other options.

**Step 2. Contact your local IRS VITA/SPEC representative**
If your chapter desires to provide certified tax preparers or trainers, you should first complete and submit the application electronically. The SPEC central site will then forward your information to your local VITA representative. To get your local VITA Representative’s information, please contact your Regional Director of Bigger and Better Business.

**Step 3. Become Certified**
Chapters should prepare to take training and be certified between October and December proceeding the implementation year. When the local VITA office
receives your application, he will notify you of the training dates. Please remember that you will also be able to take the training classes online.

**Step 4. Inform the Community**
Make sure you let your community members know of this tremendous opportunity to file state and local income taxes at no charge. Please visit www.irs.gov (Keyword EITC Information for Partners) for marketing resources.

**Step 5. Perform Your Service**
The VITA program should occur between January and April of the implementation period, which is the income tax season in the United States.

**Step 6. Follow Phi Beta Sigma Protocol**
If you are managing a site, make sure you submit the Phi Beta Sigma event insurance form for each site session you plan to operate. For each activity, make sure you evaluate it through the Chapter PIA form.

**PROJECT S.E.E.D. (SIGMA ECONOMIC EMPOWERMENT DEVELOPMENT) PROJECT**

**OVERVIEW**
The Sigma Economic Empowerment Development Project (Project SEED) is a Bigger & Better Business program developed to focus on two important topics of interest: Financial Management and Home Ownership. This focus provides useful information in both areas and benefits Phi Beta Sigma members, families, and communities. Project SEED is designed to be implemented at all organizational levels, by alumni and collegiate chapters. Each of the program's components are economically viable and relevant, current concerns of our membership.

Project SEED was initiated by Hon. Bro. Sherrod Barnes, who served as International Director of Bigger and Better Business from 2003 – 2007. The primary purpose of the program during its inception was to educate men of Sigma on the importance of financial management, credit worthiness, and wealth building. Throughout its existence, Project SEED's scope has expanded to include a wide range of financial topics reaching a wider target market—from teenagers to senior citizens.

**WHY PARTICIPATE IN PROJECT S.E.E.D.?**

**Chapter Visibility in its Community**
By implementing a consistent Project SEED program, your chapter will establish itself as a vital resource for financial education throughout the campus and community.

**Wealth-Building Opportunities among Chapter Members**
Through Project SEED, your chapter members will learn of new opportunities to build financial capital through networking, saving money, and investing. These opportunities add value to the membership in Phi Beta Sigma.

**Financial Literacy Awareness**
Your chapter members will take advantages of a wide range of financial topics. Consequently, they will be more prepared to make sound financial decisions in the real world.

**Grant Opportunities**
By implementing a successful Project SEED program, your chapter will be in a better position to obtain grants from funding sources interested in financial literacy awareness in our communities.

**WELLS FARGO PARTNERSHIP - HANDS ON BANKING PROGRAM**

In June 2013, Phi Beta Sigma established a partnership with Wells Fargo & Company to deliver financial education to the African-American Community. This partnership, which was fostered by then, International Director of Bigger and Better Business Michael Cristal, allows Sigma to use Wells Fargo’s Hands on Banking® program to provide financial education resources for kids, teens, adults, entrepreneurs, seniors and the military. (PBS Press Release, June 27, 2013)

One component of the partnership entails our chapters providing workshops that educate under-served communities on Financial Literacy. Phi Beta Sigma and Wells Fargo will collaborate on providing these training programs in seven test locations throughout the country during 2014. Brothers in these cities will receive extensive training—conducted by Wells Fargo—during the fall 2013; upon the training’s completion, they will be begin implementing these workshops through- out the 2014 year.

All chapters are encouraged to visit www.handsonbanking.com to experience the vast amount of training in- formation and workshop layouts Wells Fargo provides. You are more than welcome to use the resources included in the site as you prepare for your Project S.E.E.D. programs. Additionally, please contact your local Wells Fargo branch to receive additional guidance; the bank will gladly provide workshop presenters and materials (handouts/etc.) that will add value to your program.

**FOUNDATION FOR FINANCIAL EDUCATION (F3E)**
The Foundation for Financial Education is a 501(c)3 organization dedicated to providing free education and resources in the work place and community. This organization is willing to provide resources for chapters willing to conduct financial literacy workshops and seminars in their communities and campuses. Not only does F3E provide these services at no charge to the chapter, it also provides scholarship opportunities to its workshop attendees and participants. More information is found at www.f3eonline.org

The workshop coordination process with F3E is as follows:

- At least two weeks prior to the event, select a date and time for your workshop, and confirm it with your Bigger and Better Business Team
- Select a topic from the f3eonline.org website
- Arrange a room with a dry erase board
- Two days prior to the event, an F3E representative will call to confirm your workshop logistics

The foundation will provide the following services to the chapter:

- A guest speaker
- Promotional materials for the workshop
- Workshop information packets for your attendees
• Ongoing advice and service to your attendees requesting assistance.

Additional Workshop Presenters
In addition to Wells Fargo, your chapter may reach out to the following resources to serve as presenters for your event:

• College Professors with experience in financial management
• Suggested Workshops: Budgeting, Investing, Hot Topics and how they affect your finances (example, the Sequester and the US Budget, the Healthcare Law, Tax Laws, Unemployment)
• Consumer Credit Counselors
• Suggested Workshops: Rebuilding/Maintaining your Credit Score, Obtaining the Right Credit Card, Getting Out of Debt
• Financial Planners or Local Bank Community Relations Departments
• Suggested Workshops: Budgeting, Investing and Saving, Starting an Investment Club
• A brother in your chapter (or your sponsoring alumni chapter) with experience in financial management
• Suggested Workshops: Budgeting, Investing, Hot Topics and how they affect your finances (for example, the Sequester and the US Budget, the Healthcare Law, Unemployment)
• Business and Tax Attorneys
• Suggested Workshops: Starting your Own Business, Trust Funds and Estate Planning, Protecting Your Assets
• Small Business Administration/US Black Chambers
• Suggested Workshops: Business Plan Creation, Selecting the Right Investor for Your Business
• Real Estate Agents, Mortgage Lenders, and Housing Professionals
• Suggested Workshops: Home Ownership, Refinancing Options, Foreclosure Prevention, Real Estate Investment

THE MEN’S WEARHOUSE

The Men’s Wearhouse is committed to giving back to its communities and serving the its support group. Associates are available to assist your chapter in conducting a workshop on dressing for success. Through its Merchandise Donation and National Suit Drive programs, Men’s Wearhouse provides professional clothing to nonprofit organizations that conduct workforce and job readiness programs.

To coordinate a workshop, or support the company’s National Suit Drive, your chapter should contact your local Men’s Wearhouse store.

DRESSING FOR SUCCESS AND INTERVIEW PREPARATION:

• Chapters are encouraged to leverage Phi Beta Sigma Fraternity, Inc.’s relationship with Men’s Wearhouse to deploy Dress for Success and Interviewing 101 workshops that reach participants from under-represented and minority communities.
• Men’s Wearhouse was founded in 1973 and has 900+ locations, corporate offices located in the Westchase area of Houston, TX and executive offices in Fremont, CA.
• Men’s Wearhouse believes in giving back to the communities and people in which the company serves.
• All the Men’s Wearhouse brands extend the company’s citizenship arm on both a local and national level.
• Seminars typically last about 45 minutes and are conducted by a local Men’s Wearhouse representative
• Men’s Wearhouse representatives speak about job interview preparation, selecting the appropriate interview attire/apparel, and how to avoid common interview mistakes.
• In addition to a core curriculum, a Men’s Wearhouse representative will create interactive opportunities for participants to learn how to meet and greet a prospective employer, how to tie a tie, and generally make a positive first impression.
• Men’s Wearhouse representative will typically give away a few silk ties to audience members who participate or as door prizes for correctly answering trivia questions about the host organization.
• The Dress for Success Program may be deployed with or without a Men’s Wearhouse representative
• Men’s Wearhouse can provide leadership and direction for the following items to chapters:
  • Dress for Success Program Power Point
  • How to Tie A Tie Handout
  • Interview Do’s and Don’ts
• Chapters who want to coordinate and schedule a Dress for Success or Interviewing 101 Workshops should contact their Regional Director of Bigger & Better Business and/or reach out to the Men’s Wearhouse DFS mailbox at partnerprogram@menswearhouse.com and provide the following:
  • Name, email and phone
  • Location of the Chapter (University or Address)
  • Details of the event (Dress for Success or Interviewing)
  • Date of the event

MEN’S WEARHOUSE NATIONAL SUIT DRIVE (July 1 through July 31)
• Bring gently used professional clothing to any Men’s Wearhouse
  • Suits
  • Sport Coats
  • Dress Shirts
  • Jackets and outerwear
  • Ties

As appreciation for your donation, you will receive a special coupon for 40% off of your next purchase at Men’s Wearhouse

ADDITIONAL HOW-TO’S

Sigma Week

Numerous collegiate chapters conduct a Sigma Week during some point in the School Year. Your chapter is encouraged to conduct a Project S.E.E.D. event during this week.
Networking Socials

Alumni chapters frequently conduct after-work networking socials during the week (Blue Tuesday, Blue Wednesday, etc.). Your chapter is encouraged to incorporate a brief workshop or presentation as part of the event.

Sigma Beta Club

If your chapter sponsors a Sigma Beta Club, conduct at least three Bigger and Better Business-themed work-shops for the club members or their parents.

Chapter Meetings

Chapters are encouraged to conduct workshops, feature presentations as part of their meeting agenda.

Minority- and Sigma-Owned Business Support

Phi Beta Sigma established the Bigger and Better Business program in 1924 with the purpose of supporting and building black businesses throughout the United States. The first Bigger and Better Business program was a Black Business expo at the 1924 Philadelphia Conclave. Today, Phi Beta Sigma must continue the spirit that was exhibited during the program’s inception—chapters are encouraged to support our brothers’ businesses in any way possible. The following are suggestions on how you can support these businesses through Project S.E.E.D.

- Promoting the business through your chapter website or newsletter
- Host an event or chapter meeting at a minority- or Sigma-owned business
- Partner with the business to offer discounts to your financial members.
- Note: This is an excellent recruiting and retention tool to provide some incentives and benefits to your financial brothers.
- Provide a vehicle for the businesses to network with each other.
- Sponsor a local minority business fair or trade show.

PLANNING YOUR PROJECT S.E.E.D. PROGRAM

Step 1. Determine which focus area(s) your chapter would like to operate during the implementation year.
It is suggested that you poll your chapter membership to assist your determination of these focus areas—along with other event logistics (time of year to conduct the program, etc.)

Step 2. Secure resources to support your workshops
Along with Wells Fargo and www.handsonbanking.org, reach out to your contacts to attain speakers and presenters for your program
Step 3. Establish a Marketing Plan for your workshop

Step 4. Follow Phi Beta Sigma Protocol

Make sure you submit the Phi Beta Sigma event insurance form for each site session you plan to operate. For each activity, make sure you evaluate it through the Chapter PIA form.

SIGMA BUSINESS INITIATIVE

The Sigma Small Business Focus

Sigma Business Network

Phi Beta Sigma established our own Sigma Business Network that is driven by our website www.sigmabusiness.org. The goal of the website/network is to provide networking, educational, wealth guiding and advocacy support Sigma men who are business owners. This network will focus on building relationships that facilitate assisting brothers in growing their businesses. This network will assist chapters in identifying Sigma-owned businesses that offer products and services that chapters can utilize in the execution of their day to day business. The goal website is to allow:

- Patronage and Referrals to Sigma-owned businesses
- Internal Professional Networking
- Presenting of resources to assist Sigma entrepreneurs in pursuit of improving their businesses

Sigma Business Partners (Adopt Businesses)

Phi Beta Sigma established the Bigger and Better Business program in 1924 with the purpose of supporting and building black businesses throughout the United States. The first Bigger and Better Business program was a Black Business expo at the 1924 Philadelphia Conclave. Today, Phi Beta Sigma must continue the spirit that was exhibited during the program’s inception—chapters are encouraged to support our brothers’ businesses in any way possible. The following are suggestions on how you can support these businesses.

- Adopt businesses as partners (Alumni 3-5); Collegiate (1-2)
- Promoting the business through your chapter website or newsletter
- Host an event or chapter meeting at a minority- or Sigma-owned business
- Partner with the business to offer discounts to your financial members.
- Patronize the adopted businesses
- Invite these businesses to speak to your chapter about their products and services
- Seek businesses from the Sigma Business Network (www.sigmabusiness.org)
- Feature these businesses via a Small Business Expo
- Workshops/ Sessions that can be targeted for these businesses or general public
- Importance of business planning
- Budgeting and Financial Planning
• Marketing
• Networking
• Fundamentals of Starting a Business
• Direct these businesses top services and sessions offered by:
  • Small Business Administration (www.sba.org)
  • U.S. Black Chambers (www.usblackchamber.org)
  • National Black Chamber (www.nationalbcc.org)

**NOTE:** As we build this network of businesses, chapters should capture the hours and dollars spent or generated in PIAs in support of these businesses. Examples are:
  • Lunches/Dinners after chapter meetings
  • Catered events
  • Sponsorships
  • Monies generated by businesses as the result of Sigma events
  • Products or services bought by the chapter

**Billboard Jackson Entrepreneurship Development Program**
The James A. “Billboard” Jackson Entrepreneurship competition is a bi-annual competition (conclave years). The competition affords Phi Beta Sigma members the opportunity to showcase their business plans and ideas before established entrepreneurs and compete for grant money [two (2) $10,000 – 1 Alumni and 1 collegiate]. After competitions within each region, the winners advance to compete for the grant money at the conclave.

**Competition Details**
  • Completeness of Business Plan (New or Existing Businesses)
  • Strength of concept
  • Concise goals and projections
  • Proof of market research
  • Clearly communicate what the grant will be used for
  • Presentation – 10 minutes at Regional Conference

**Jopwell Career Advancement Program**
Jopwell operates an online interactive employment opportunity platform that connects minority job candidates with potential employers. Through Jopwell Service, collegiate Sigma brothers can view marketing pages of partner companies containing information about the partner companies, available roles, video content and other marketing materials. Collegiate Sigma brothers will access this online to and register for access to the Jopwell partner companies. Brothers will be required to do the following:
  • Register on-line via www.jopwell.com/events/pbs1914
  • Upload a current resume to your profile
  • Research and identify partner companies of interests
  • Leverage the numerous tools and skills that Jopwell has to offer
    • Interview Skills
    • Preparing for the Interview
    • Dressing for the Interview
EDUCATION PROGRAM & INITIATIVES

Men of Sigma Promoting Literacy

The mission of the International Education Program is to empower our community and our membership by providing educational resources, advocating for educational equality, and forming strategic partnerships that develop our next generation of leaders.

The international program of Education strengthens our membership by:

- Developing education and career goals
- Providing financial support/scholarships
- Forming strategic partnerships with organizations that share our vision
- Increasing graduation rates and number of Brothers seeking post-secondary degrees
- Promoting education as a way of success

The international program of Education transforms our communities by:

- Providing educational tools, financial support to close the achievement gap between African American males and others
- Conducting programs to introduce kids to college and mentoring to promote personal aspirations
- Preparing students for graduation
- Decreasing incarceration rates among African American males through education
- Developing leadership and promoting education as a means of achieving success
- Bro. Dr. Marcus Chanay - International Director of Education
- Bro. Ras Al-Shabazz – Eastern Regional Education Director
- Bro. Richard Brown – Great Lakes Regional Education Director
- Bro. Joe Roland, IV – Gulf Coast Regional Education Director
- Bro. Kelley Woodley – Southeastern Regional Education Director
- Bro. Joseph Griffin – Southern Regional Education Director
- Bro. James Bailey – Southwestern Regional Education Director
- Bro. Percy Harris - Western Regional Education Director

Brother Dr. Marcus Chanay
International Director of Education
education@phibetasigma1914.org
SCHOLARSHIP

Scholarship is one of the three guiding principles of Phi Beta Sigma Fraternity. The opportunity to enhance one’s future through educational opportunities is a requirement of all chapters.

The scholarship component is designed to have Phi Beta Sigma grow its impact in the area of assisting (preferably) African American men to cover the cost of education at both the high school and college levels through the awarding of scholarships at both levels.

ADVOCACY FOR EDUCATION

The goal to assure that equal educational opportunities exist for all citizens is a priority of this program. Education as a foundational principle calls for chapters to be advocates on both levels, collegiates and Alumni. The following are various ways chapters should implement the advocacy element of the program:

- Respond to Code Blue Alerts on educational opportunities
- Participate in educational forums and panels
- Correspond with local political officials regarding educational initiatives
- Review national and local publications that monitor educational initiatives

ADOPT-A-SCHOOL

The Adopt-A-School component is designed to get Sigma Men into the schools in your community. The effort is to brand this component of Phi Beta Sigma’s Education program as value-added activities, to build student literacy and accrue educational service hours and a greater presence in schools.

What is the Adopt a School Program?

- Formalized partnership between Sigma chapters and local schools/classrooms.
- Empowers disadvantaged youth through programming, fundraising, and advocacy.
- Provides opportunities for short-term structured mentorship
- Encourages collaboration across Sigma’s four program areas (Sigma Beta Club, Bigger and Better Business, Social Action, Education)

How to Approach a School

The information in this guide is intended to be an outline for chapters interested in implementing the Adopt-A-School initiative in their community. To ensure the Fraternity is supporting the academic enterprise, chapter members should work collaboratively with the administrators of the school to identify learning outcomes that ultimately enhance student success, safety, and well-being. Information provide is to support Brothers and Chapters in undertaking the initiative to adopt schools in your city or town while working with teachers as
well as principals to help, aid and assist students in improving their knowledge, skills and abilities academically.

It is expected that all chapter members exemplify a professional demeanor and uphold the principles upon which the Fraternity was founded. Prior to the start of the academic year, chapter members should consider the following steps:

1. Why should the chapter consider adopting this school?
   a. NOTE: Chapter members should discuss how the Fraternity will aid/assist the school in meeting their educational Objectives or what void is the Fraternity filling by adopting the school of choice or what is it that the Fraternity has that the school does not? Essentially, the way should be the number one factor in determining whether to adopt a school.
   b. The members of the Chapter must first work to plan the Who, What, When, Where and How of the program
      i. Who in the Chapter will participate?
      ii. What sub component(s) will you implement?
      iii. When will the program start and end?
      iv. Where is the target school located (name/address)?
      v. How will you implement (occurrence of visits, time of official visit, number of Brothers per appointment, location of visit (Lunchroom or classroom).

After above are decided and agreed upon, and written down in a program action plan, you are ready to make the initial contact with the school (late August or early September) within 30 days of identifying school. It is suggested that Collegiate Chapters focus on Elementary and Middle Schools and Alumni Chapters focus on Middle and High schools. The process is made easier if Chapters choose a school which Brothers of Phi Beta Sigma and Sisters of Zeta Phi Beta children are employed not excluding schools located in low income areas.

2. Contact school and get the Principal’s full name, email address, and telephone number. Write a formal letter to the Principal explaining Adopt-A-School program and asking to partner with the school while implementing their vision statement. In the letter, indicate that you would like to talk with the principal after he/she had a chance to review the letter, and that you will call within 3 to 5 school days to discuss the fraternity members roles and responsibilities. While waiting the three to five school days to make the call, do some research to find out about the school.

   For example, (What is the enrollment? Who is the Asst. Principal? How do the grades at the school measure against district or state expectancies? What is the number of teachers located at the school? What is the mascot? What are the start and end times of the school day?)

Action plans:
   a. Make the call to the Principal, introduce yourself and tell him/her about the Chapter, and the university or college where it is located. Let him/her know you have researched and are familiar with some of the school’s demographics.
b. During the call ask to arrange for a visit and tour of the school, with two other Brothers professionally dressed. Schedule at a time that is convenient to the principal, nonetheless allows time for discussion at the next Chapter meeting.

c. Share the scheduled date of the visit at your next Chapter meeting.

d. During the next Chapter meeting, review the action plan. Reaffirm the agreed upon specifics of the Program Implementation Plan.

e. Share with the Brothers information you researched about the school. Discuss the information about the principal and assistant principal’s names, grades which the school serves, numbers of students and teachers, and the times of the school day for change of class, lunch, as well as bus arrival and departure. Brothers should be knowledgeable about the school.

f. Brothers with great speaking skills are encouraged to attend the initial visit to dialogue with the principal and tour the school. Minimum of three Brothers should wear dark suit and royal blue tie and be professional during the meeting.

g. Arrive 15 minutes before the schedule appointed day/date. Take several copies of the Program Action Plan with you and review the specifics with school administrators.

h. Make sure to get agreement with the Principal of the agreed upon items in the Program Action Plan. Be willing to modify the plan if asked and inquire the principal if there are other tasks he/she would like the Chapter to assist with while in the building on the visits. For example, speaking to a class giving students encouragement for graduation and extending their education on a 2 or 4-year college level.

i. Try to get a tour of the school and a printed building layout with room numbers and grade assignments. Additionally, try and get a roster of the staff with room assignments.

j. Once days and times are confirmed to begin mentoring, schedule the visit days and times at least two weeks in advance and always adhere to the schedule. Don’t schedule more than your chapter can follow-through on.

These steps are critical to the success of the programmatic effort. It is essential to always put forth a professional personality and is suggested that you plan the initial steps in August prior to the commencement of the school year. Other steps that are suggested include:

a. The number one resource is discussion of the program effort with Sigma’s, Zeta’s and others who are educators. Your chapter should identify educators in the city who can help a committee from the chapter to ensure strategies and activities flow efficiently and the process for implementing the sub-components of the initiative.

b. A second treasured resource is the School Librarian and the countless resources of books, educational games, videos and films including knowledge of the school and its students. Get to know him/her, share the program sub-
components and seek his/her counsel and advice in implementing the initiatives as we as the local board of Education.

c. A third valuable resource is your university or college resource center and the several resources of professionals who work in the school system. Visit the School of Education and General University Resource Centers, discuss the initiatives with them and advantage of their knowledge.

d. Another resource is your understanding of each sub-component’s purpose and achievement. The sub-components and explanations are as follows:

i. **Reading Days** – Scheduled days when members of the Chapter will select age appropriate books of interesting topics from the Public Library, School Library, or other repositories to read to students and then discuss stories overview with scholars, posing challenging question to them about the book to assure they comprehend the specifics of the story. These sessions should last from 20 to 40 minutes for each class (depending on the grade level), including time for discussion will vary.

ii. **Essay Contests** – Competitive writing contests designed to improve and develop cognitive and manuscript skills while preparing students for the rigors of approaching fundamental assessments.

iii. **Spelling Bees** – Competitive contest are designed to cause students to study grade appropriate words and strengthen the ability to spell and define words which are critical to their age and stage in school. These contests are instrumental in building each student vocabulary and terminology is a critical ingredient in understanding written words and problem solving narrative scientific procedures.

iv. **Math and Problem-Solving Competitions** – Competitive contest using grade appropriate numerical and narrative math items, challenges and builds the thinking and computational skills of students, in addition building confidence in their ability to undertake higher order knowledge and skill based while experiencing problem solving activities.

v. **STEM Related Experiences and Projects** – Multiple content area (Science, Technology, Engineering and Mathematical) experiences, projects and tours designs.

vi. **STEM Related Experiences and Projects** – to provide opportunities for students to grow in the understanding of the interrelatedness of scientific disciplines, including subjects in the fields of Chemistry, Computer and Information Technology Science, Engineering, Geosciences, Life Sciences, Mathematical Sciences, Physics and Astronomy, and the Social Sciences (Anthropology, Economics, Psychology and Sociology).

vii. **STEM education** is an approach to teaching and learning that integrates the content and skills of science, technology, engineering, and mathematics. STEM Standards of Practice guide STEM instruction by defining the combination of behaviors, integrated with STEM content, which are expected of a proficient STEM student. These behaviors include engagement in inquiry, logical reasoning, collaboration including
investigation. The goal of STEM education is to prepare students for post-secondary study in the 21st century.

viii. **STEM Related Experiences and Projects** – Challenging activities for students, using the examination, logical reasoning, collaboration, and investigation strategies outlined in the definition above and will require thought and extra planning to implement, at any level K – 12. The value of the activities which reflect STEM experiences, projects and excursions will assist students in dealing Common Core realities. Resources for these activities are Hands-on Science Centers, University and College Schools of Education & Engineering, Children’s Museums, Science Teachers including Scientific and Technical Laboratories throughout the nation.

ix. Viable references for K-12 STEM information and materials:
http://www.dpi.state.nc.us/docs/stem/overview/education-strategic-plan.pdf
http://www.pbs.org/teachers/stem/

x. The National Science Foundation telephone number is (703) 292-5111. They can also be reached by email at info@nsf.gov. TDD users may call (703) 292-5090 or (800) 281-8749

The purpose of the Adopt-A-School Initiative is to get Fraternity members into the school systems in your community. Our effort is to brand this component of the fraternity’s program as value added activities while building student’s literacy, supporting the community schools in educating the youth locally, regionally, and nationally by increasing educational service hours with a presence in elementary, middle and high schools of your community.

Credit will be given to Chapters towards International awards, Regional awards, and Conclave acknowledgement through the reporting of Adopt-A-School operation and documentation of these activities through Summary Reports of the program, letters of appreciation from the adopted schools, as well as pictures of Brothers-In-Action during implementation. Chapters are encouraged to use these steps in documenting the activity:

- Complete PIA Form(s)
- Take numerous photographs of your action activities.
- Keep a log of the hours, per Brother, with the school as well as your personal file for future records.
- Earn the appreciation of the Administration, Faculty, teaching Staff and obtain letters from individuals.
- Publicize your commitment to education in the local press including Social Media with an outstanding articles of the Adopt-A-School program on #Education1914.

**How to Negotiate the MOU**

- Develop realistic and measurable goals
- Set programming timeline
- Include a programming outline or template as part of MOU
- Discuss financial obligations and/or shared responsibilities
• Respective parties sign three copies of MOU (One for chapter, One for the School, and One sent to Director of Education)

PROGRAM IDEAS

FUNDRAISING

Book Fair Sponsorship

Conducting a book fair will give your chapter an opportunity to increase access to reading material within the school setting as well as foster an interest in reading. Some helpful tips to consider are the following:

• work with school administrators to develop a budget and designate a co-chair from the chapter as well as the school
• compare and contrast potential booksellers
• recruit volunteers and develop a volunteer schedule for the book fair,
• create an advertising mechanism that involves school teachers, administrators, and PTA/PTO members
• implement a de-briefing session post book fair to discuss lessons learned and successes.

Field Trip Sponsorship

Conducting a field trip will give your chapter an opportunity to expose youth to experiences that may not exist otherwise within their communities of origin. Some helpful tips to consider are the following:

• work with school administrators to determine destination that will provide a hands-on learning experience
• develop a budget
• arrange for transportation and food
• create appropriate consent forms
• recruit volunteers and develop a volunteer schedule
• develop objectives and discussion points to supplement learning
• implement a de-briefing session post field trip to discuss lessons learned and successes.
Class and/or school end of year party

Having an end of year party will give your chapter an opportunity to celebrate with the youth successes during the academic school year. Some helpful tips to consider are the following:

- work with school administrators, teachers, PTA/PTO members and students to develop a party theme
- determine methods of recognition for students and teachers (e.g., certificates, awards)
- develop a budget
- arrange for food and party materials
- recruit volunteers and develop a volunteer schedule
- create an advertising mechanism that involves school teachers, administrators, and PTA/PTO members
- implement a de-briefing session post part to discuss lessons learned and successes.

Host a scholarship banquet

Having a scholarship banquet will give your chapter an opportunity to raise the funds need to financially support the programming initiatives of the school. Some helpful tips to consider are the following:

- work with school administrators, teachers, and PTA/PTO members to develop a banquet theme and designate a co-chair from the chapter as well as the school
- create a comprehensive marketing mechanism
- develop a budget
- determine a fundraising goal
- develop a sponsorship packet and secure sponsors
- recruit volunteers and develop a volunteer schedule
- arrange for food and decorative materials for banquet
- determine methods of recognition for students, teachers, and community members
- develop program schedule
- implement a de-briefing session post banquet to discuss lessons learned and successes.

School Supply Drive

Contributing to the supply needs for a school will give your chapter the opportunity to address the supply gap (e.g., pencils, paper, art supplies, etc.) present in most school districts. Some helpful tips to consider are the following:

- survey the needs of the school by talking with school administrators, teachers, students, and PTA/PTO members,
- develop a budget,
• recruit volunteers and assign responsibilities,
• determine supply goal,
• create marketing campaign to target potential donors,
• implement a de-briefing session post supply drive to discuss lessons learned and successes.

Donate playground supplies

Contributing to the playground supply needs (e.g., slides, swings, mulch) for a school will give your chapter the opportunity to promote physical activity among school youth. Some helpful tips to consider are the following:
• survey the needs of the school by talking with school administrators, teachers, students, and PTA/PTO members
• develop a budget
• recruit volunteers and assign responsibilities
• determine supply goal
• create marketing campaign to target potential donors
• implement a de-briefing session post supply drive to discuss lessons learned and successes.

School uniforms sponsorship

Contributing to the uniform needs for school youth will give your chapter the opportunity to alleviate some of the financial burden families may be experiencing. Some helpful tips to consider are the following:
• determine uniform needs in the school
• set uniform sponsorship goal
• identify potential donors
• create marketing campaign to target potential donors
• recruit volunteers and assign responsibilities
• implement a de-briefing session post uniform sponsorship to discuss lessons learned and successes.

Book donation drive

Contributing to the book needs for the school youth will give your chapter the opportunity to increase the schools access to reading materials. Some helpful tips to consider are the following:
• survey the needs of the school by talking with school administrators, teachers, students, and PTA/PTO members
• recruit volunteers and assign responsibilities
• determine book donation goal
• create marketing campaign to target potential donors
• implement a de-briefing session post donation drive to discuss lessons learned and successes

**PROGRAMMING**

**Spelling Bee**

Hosting a spelling bee will give your chapter the opportunity to recognize spelling skill and academic achievement. Some helpful tips to consider are the following:

- develop a list of spelling words around a theme
- develop rules and policies related to spelling order, qualifications for moving to next round, repeating words, etc.
- select judges and determine prizes
- create marketing campaign to target potential participants
- implement a de-briefing session post spelling bee to discuss lessons learned and successes.

**Read-in Initiative**

Hosting a read-in will give your chapter the opportunity to promote youth literacy in your respective communities. Some helpful tips to consider are the following:

- determine a book to read and a population to read to (e.g., grade level)
- tie book selection to a theme consistent with the school setting
- consider high-lighting a local author
- develop a list a follow up questions to facilitate dialogue about the book
- read book ahead of time so that the reader can focus on performance for the youth
- implement a de-briefing session post read in to discuss lessons learned and successes.

**After school tutoring**

Hosting an after school tutoring program will give your chapter the opportunity to encourage academic achievement and support struggling students. Some helpful tips to consider are the following:

- work with teachers to identify subjects that students are struggling in
- recruit tutors and identify a tutoring curriculum,
- determine method of evaluation of student progress
- work with teachers and parents to identify potential students for the program
- implement a de-briefing session post tutoring program to discuss lessons learned and successes.
STEM/STEAM program

Hosting a STEAM/STEAM program will give your chapter the opportunity to promote interest in a math or science career. Some helpful tips to consider are the following:

- determine if programming will be exploratory, introductory, or immersive
- identify STEM professionals to lead programming
- identify and/or create a curriculum
- work with teachers and parents to identify potential students for the program
- determine methods for evaluation
- implement a de-briefing session post STEM program to discuss lessons learned and successes.

Meet the Professional Day

Hosting a meet the professional day will give your chapter the opportunity to expose youth in your school to various careers. Some helpful tips to consider are the following:

- work with teachers to identify and recruit professionals in the community to speak with the youth
- develop a script or listing of questions to frame the professionals conversation
- conduct a formal ask for professionals to participate
- develop schedule for the day
- coordinate follow up conversation with youth about what they got out of experience
- implement a de-briefing session post meet the professional day to discuss lessons learned and successes.

Voting Registration Drive

Hosting a voting will your chapter the opportunity to empower community members to exercise their voice in the political process. Some helpful tips to consider are the following:

- define your target population
- determine space to have drive
- coordinate and provide training for volunteers
- develop marketing campaign
- secure voter registration forms, absentee ballot applications, and party affiliation declaration forms
- have a list of polling places in the community
- implement a de-briefing session post registration drive to discuss lessons learned and successes.
**Essay Contest**
Hosting an essay contest provides your chapter the opportunity to showcase talented youth writers. Some helpful tips to consider are the following:

- choose a theme and set judging criteria
- solicit volunteers for judges
- set prizes
- develop marketing campaign and recruit students
- write an official statement of the essay contest rules, regulations, and prizes
- implement a de-briefing session post essay contest to discuss lessons learned and successes.

**Oratorical and Debate Contest**
Hosting an oratorical and debate contest provides your chapter the opportunity to showcase talented youth orators and critical thinkers. Some helpful tips to consider are the following:

- choose a theme and set judging criteria,
- solicit volunteers for judges and set prizes
- develop marketing campaign and recruit students
- write an official statement of the oratorical and debate contest rules, regulations, and prizes,
- implement a de-briefing session post oratorical and debate contest to discuss lessons learned and successes.

**Teacher Appreciation Day**
Hosting a teacher appreciation event provides your chapter the opportunity to recognize deserving teachers. Some helpful tips to consider are the following:

- determine budget
- work with PTO/PTA members and students to develop recognition materials (e.g., plaques, cards, certificates)
- coordinate volunteers
- implement a de-briefing session post teacher appreciation event to discuss lessons learned and successes.

**Beautification Day**
Hosting a beautification event provides your chapter the opportunity to enhance the schools aesthetics. Some helpful tips to consider are the following:

- determine budget
- work with PTO/PTA members and students to identify beautification needs around the school
- coordinate volunteers and purchase materials and supplies,
- implement a de-briefing session post beautification event to discuss lessons learned and successes.
**EDUCATION**

**Applying for College Workshops**

Hosting an applying for college workshop gives your chapter the opportunity to provide the resources needed for the youth in your school to successful apply for college. Some helpful tips to consider are the following:

- identify a college preparatory curriculum to use
- work with PTO/PTA members and teachers to determine gaps for youth in college preparation process
- solicit volunteers from college admissions counselors
- develop a marketing campaign
- implement a de-briefing session post workshop to discuss lessons learned and successes.

**ACT/SAT Prep Workshops**

Hosting an ACT/SAT prep workshop gives your chapter the opportunity to equip youth with the resources necessary to achieve success on standardized testing. Some helpful tips to consider are the following:

- identify an ACT/SAT preparatory curriculum to use
- solicit volunteers certified in ACT/SAT preparation
- determine methods of evaluation to measure success
- develop a marketing campaign
- implement a de-briefing session post work-shop to discuss lessons learned and successes.

**Study Skills Workshop**

Hosting a study skills workshops gives your chapter the opportunity to equip youth with the study skills necessary to achieve academic success. Some helpful tips to consider are the following:

- work with teachers to identify problems areas for students that require study skills interventions
- identify a study skills curriculum,
- solicit volunteers to teach study skills workshop
- determine methods of evaluation to measure success,
- developing a marketing campaign
- implement a de-briefing session post study skills workshop to discuss lessons learned and successes.
ADVOCACY

Hosting a PTA/PTO Event
Hosting a PTA/PTO event provides your chapter the opportunity to support the parents of the youth that attend the school you have adopted. Some helpful tips to consider are the following:

- determine budget
- work with PTO/PA leadership to determine event theme and material need
- coordinate volunteers
- implement a de-briefing session post event to discuss lessons learned and successes.

Host a Know Your Rights Event
Hosting a know your rights event provides your chapter an opportunity to empower parents with the resources needed to advocate for their children. Some helpful tips to consider are the following:

- work with PTO/PTA members to identify potential speakers and presenters
- develop a resource packet for parents
- coordinate volunteers
- develop marketing campaign
- implement a de-briefing session post event to discuss lessons learned and successes.

Hosting A School Board Election Debate
Hosting a school board election debate provides you chapter an opportunity engage the school and surrounding community in the political process. Some helpful tips are the following:

- Send formal invitation to candidates
- solicit questions from community members
- determine debate format and rules
- provide written copies of rules and format to candidates
- contact local media outlets and develop marketing campaign,
- identify a debate moderator
- implement a de-briefing session post debate to discuss lessons learned and successes.

HOW TO DEVELOP COLLABORATIONS

- Identify potential organizations and agencies to partner with
- Develop a planning team that includes representatives from each organization
- Determine each agency/organizations roles and responsibilities
- Determine measurables and establish a clear implementation timeline
- Conduct a post program review to discuss outcomes, strengths, and weaknesses
Pursuing Funding
Obtaining funding for your adopted school program is a rather tricky task depending on how your chapter is structured, whether you have a non-profit branch, or whether your university/city/area have dedicated funds. One has to clearly define the purpose and goal as defined by the MOU with the institution prior to soliciting fund. Listed below are some areas you may consider:

Your Members
You will be surprised what you can find when you start to have individual conversations with bothers. Pitch the idea of what you want to do within the school to the brotherhood. They may have a contact or could very well cut a check for your initiatives. They may be helpful, or not, but it never hurts to ask. Some of your chapter members may be plugged in to grant opportunities through foundations or corporations in the community.

Ask Dr. Google
This is quick and easy step that could bear fruit. Search for companies and foundations that supported the school directly and shoot them an email on an official letterhead to see if they are still interested in supporting the school through the program that you are doing. This is especially useful if your chapter has a nonprofit branch. If you do have your nonprofit status, searching for foundations that fund similar initiatives. Search for funding that was awarded to similar programs or fraternal organizations in your city.

Ask Administration
Some schools have funds allocated for this endeavor or at the very least provide credit(s) for it. Talk to you administration about your initiative and explain to them how this will positively impact the institution by provide exposure to community impact. Also, some research programs will provide resources as part of broader impact for their funding sources.

Funding Directories
Some cities, counties, and even states maintain (either through a government agency or a local community foundation) a directory of organizations that make grants to nonprofits in the area. Also take a look at Grants.Gov to research available grant programs, view guidelines, and in many cases, submit online applications for grant funding. Also look at afterschoolalliance.org for afterschool program funding.
REPORTING

Phi Beta Sigma has created a standard mechanism for assessment and reporting our national programs and initiatives. The reporting tool, the electronic Program Implementation Assessment Form captures key result indicators for assessment of key outcomes. These key result indicators (KRI’s) will be tracked for benchmarking, measuring, and reporting. The fraternity has an incentive program to recognize chapters who comply and consequences for those chapters who do not complete and submit the PIA Forms.

Why Report?
Brothers, we cannot implore you enough of the importance of completing the assessment forms EACH AND EVERY TIME you undertake a program activity that correlates to our programmatic thrust. Brothers we NEED TO KNOW of your accomplishments in a uniform and recordable format. And especially for those of you who have provided financial contributions and support to companies that promote STEM/STEAM companies and Back to School Drives. WE NEED REPORTS OF THE MONIES RAISED AND SUBMITTED.

Awards & Recognition
These awards recognize chapters who exceed expectations in implementing our programs. They recognize a model collegiate chapter and alumni chapter from each region as well as model Sigma Beta Club Programs.

The awards also recognize an International Collegiate and Alumni Model Chapter of the Year. The International Model Chapter of the Year Award is given to the chapters who best implement all three of the programmatic initiatives. Only those chapters who submit program assessment forms can compete for Model Chapter Awards.

The awards program provides special recognition for Top Fundraising Chapters in each region who donated funds

Length of Time to Report
Brothers, we are in a new age where social media is utilized by mostly everyone. By the time it takes to get photos taken on your cell phone, tablet and writing up on Facebook/IG = the same time commitment to submit the PIA in Blueprint (10 minutes or less).
DEBATE AND ORATORICAL COMPETITION

The Debate and Oratorical Competition is designed to engage K – 12th grade students in thought provoking activities, which if appropriately implemented, will lead to skill development in reading, research, vocabulary, thinking protocols, and speaking. It will additionally develop confidence in public speaking, and their self concept. Students will benefit from the support of Sigma Brothers assisting them as they find success in these new and challenging set of activities. The resources used to develop this guide included templates of the Phi Beta Sigma International Debate and Oratorical Competition, developed by Brother Guilbert A. Dailey, and the National Forensic League’s National Operations Manual.

This guide provides a step-by-step process to implementation this sub-component of the Adopt-A-School program effort, and to assist Chapters with successful results.

The guide presents an age/grade appropriate set of activities in a way that makes implementation straight forward, and the activities exciting and fun for students at various grade levels.

The process has been modified to assure ease of implementation for the Brothers and an enjoyable experience for students, while also benefiting from activities that build their skills, encourage confidence and improve self concept.

The purpose of this initiative is to get Sigma Men into the schools. Our effort is to brand this component of Sigma’s Education program as a value added activities, designed to build student literacy, support community schools in educating the youth of the nation, accruing educational service hours, and increasing Sigma’s presence in the community’s.

COMPETITION COMPONENTS

The Debate Component will focus on the Lincoln-Douglas type debate protocol, which is designed to center on a proposition of value. A proposition of value concerns itself with what ought to be instead of what is. A value is an ideal held by individuals, societies, governments, etc. Debaters are encouraged to develop arguments based on a values perspective, which will have no plan (or counter plan) being offered. Rather the debate will focus on reasoning to support a general principal instead of particular plans or counterplans. Debaters may offer generalized, practical examples of solutions to illustrate how a general principal could guide decisions.

The Oratorical Component will focus on the Original Oratory type speech protocol, which is designed to be comprised of only memorized orations actually composed by the contestants and not used during any previous oration. No visual aids are permitted during this type of speech. While direct quotation can be inserted in this type speech, not more than 150 words of quoted oration may be used, and such quotations must be identified in a printed copy of the speech, prior to the presentation. No extensive paraphrasing from other sources can be used.
GENERAL RULES & INSTRUCTIONS

Debate Contests:
If Debate is selected as a targeted activity of the Adopt-A-School effort, Brothers should make themselves knowledgeable of the steps in this guide and the process of holding the debate. Identify a teacher of the grade(s) to be involved, to share with and discuss this guide. The Chapter should work with the teacher(s) to set-up the contests. At least two teams of two contestants each should be self selected for each competition, with the assistance and encouragement of the teachers. Topics shall be chosen by the Sigma Adopt-A-School leadership, with consultation from the principal and teachers at the school. Topics should be made available to the contestants at least one month prior to the competition.

Brothers should work with the teams to assist in preparing the debate points, following the outline of the “judging form speaker points”:

<table>
<thead>
<tr>
<th>Persuasiveness</th>
<th>Organization</th>
<th>Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Support</td>
<td>Cross Examination</td>
<td>Refutation</td>
</tr>
</tbody>
</table>

Schedule time to review the vocabulary words and meanings associated with the debate contests with participating students, and if possible the students of all the classes involved.

Each participant must adhere to time constraints during the competition. Each participant must present a perspective supported with relevant reasons and/or examples. Participants must also be able to present in an organized, cohesive and fluid manner.

Order of Speeches:  

<table>
<thead>
<tr>
<th>No more than</th>
</tr>
</thead>
<tbody>
<tr>
<td>Affirmative Constructive</td>
</tr>
<tr>
<td>Negative Cross Examination</td>
</tr>
<tr>
<td>Negative Constructive</td>
</tr>
<tr>
<td>Affirmative Cross Examination</td>
</tr>
<tr>
<td>Affirmative Rebuttal</td>
</tr>
<tr>
<td>Negative Rebuttal</td>
</tr>
<tr>
<td>Affirmative Rebuttal</td>
</tr>
<tr>
<td>Prep Time</td>
</tr>
</tbody>
</table>

Hallmarks of Lincoln-Douglas Debate

1. Parallel Burdens
2. Value Structure
3. Argumentation
4. Cross Examination
5. Effective delivery

Throughout the debate, the debaters should demonstrate civility as well as a professional demeanor, and style of delivery. The judging team should be made up of at least three judges
for each competition, and all should score both teams on the affirmative and the negative, and add and average scores.

**Scoring the Contest:**
- Judges should use the Judging form in appendix 2, one judges sheet for each team (2 judges sheets). Hard copies available through the Office of Education
- Judge the speakers for each point area from 1 (Poor) to 5 (Excellent).
- Add points for both Affirmative and Negative for each team, then average the two scores (Affirmative – Negative, divided by 2).
- The team with the highest score wins the competition

**Oratorical Contests:**
If Oratorical competition is selected as a targeted activity of the Adopt-A-School effort, Brothers should make themselves knowledgeable of the steps in this guide and the process of holding the Oratorical contests. Identify a teacher of the/a grade(s) to be involved, to share and discuss this guide. The Chapter should work with this/these teacher(s) to set-up the contests.

At least two teams of one contestant each, more if desired up to five, should be self selected for each competition, with the assistance and encouragement of the teachers. Topics shall be chosen by the Sigma Adopt-A-School leadership, in consultation with the principal and teachers at the school. Brothers should work with the participants to assist in preparing the oratorical points, following the outline of the “judging form speaker points”:

- Introduction • Content • Presentation • Conclusion

Schedule time to review the vocabulary words and meanings associated with the debate contests with participating students, and if possible, all of the students in the classes involved.

- Each participant must adhere to time constraints during the competition. It is suggested that speeches be no longer than 5 to 10 minutes. Time should be kept, but it is up to the judges as to the impact time will have on the outcome of the scoring, based on abusive use of too much, or too little, time less than the minimum or beyond the maximum.

- Each participant must present a perspective supported with relevant reasons and examples.
- Participants must be able to present in an organized, cohesive and fluid manner.
- Attire for the competition should be shirt and tie.

- A podium should be made available for the contestants to stand behind in presenting their speech.
**Scoring the contests**
Judges should use the Judging form at Appendix 3, one judges sheet for each participant.
Judge the speakers for each point area from 1 (Poor) to 10 (Excellent).
Scores from each points area should be added up for a total score.
- 40-35 Very Good
- 35-30 Good
- 30-25 average
- Under 25 is a poor speech.
The participant with the highest score wins the competition.
See the judging form for more assistance in judging criteria. Hard copies available through the Office of Education.

**PHI BETA SIGMA & S.T.E.A.M. (Science, Technology, Engineering, Arts & Mathematics)**

The following is a guide for chapters to uniformly initiate and execute S.T.E.A.M. (Science, Technology, Engineering, Arts & Mathematics) initiatives, adopted by the Education Council of Phi Beta Sigma Fraternity. The ultimate goal is to increase the number of underrepresented youth, especially males, that are properly prepared to pursue and succeed in S.T.E.A.M. majors, as well as careers. A primary focus area will be mathematics and improving students’ operational skills.

**S.T.E.M. + ART = S.T.E.A.M.**
The knowledge, skills, and abilities of all youth, whether K-12, undergraduate or graduate students, especially economically disenfranchised youth, must be addressed in order for our nation to compete as technology evolves. Phi Beta Sigma must continue to be trailblazers in the community and do our utmost to close the gaps that currently exist.

S.T.E.M. represents the natural inner-related existence of science, technology, engineering and mathematics. S.T.E.A.M., where art and S.T.E.M. meets, represents our present and our future.

**A Paradigm Shift: Connecting Science and Engineering to Africa**
A paradigm shift occurs when youth realize that science and engineering were originally practiced on the continent of Africa; and that science is not a European “invention”. If parents, relatives, teachers, mentors, community leaders and siblings stop passing their fears of science and math to the next generation, there will be a decrease in the propagation of science and math fears.
**Sigma & S.T.E.A.M.**

- A multi-pronged approach to educating persons of all ages in S.T.E.A.M. (Science, Technology, Engineering, Arts & Math) fields, especially the members of our Sigma Beta Club.

- S.T.E.A.M. education and initiatives include: collaboration with NSBE-Jr. groups (for K-12); collective viewing of young scientist and inventor videos; cost effective activities that embrace economic wisdom.

- Partner with science and engineering organizations to support S.T.E.A.M. education and initiatives; ACS, NOBCChE, NSBE, NSBE-Jr., MAPS, SNMA, and Engineering groups that have a critical mass of STEM participants in their network.

- Sponsor a S.T.E.A.M. Careers Festival/Showcase or Educational Symposium, engaging youth and students in summer science camps; and improving literacy (S.T.E.A.M.) levels in our communities.

**Interrelated Proficiencies**

“MATH may not teach us how to ADD love or SUBTRACT hate, but it gives us hope that EVERY PROBLEM has a solution.”

- Reading
- Writing
- Arithmetic
- Logic and Reasoning Skills
- Presentation Skills
- Formulate solutions to complex problems
- Apply technical and analytical skills to improve technology
- Conduct analyses, research and development
- Communicate complex ideas to educate the general public

**IXL Math / Online Practice & Lessons**

- Modules already exist; no development needed
- Proven record of improving student performance
- Designed to meet Common Core State Standards
- Available for all age/grade groups
- Makes learning fun
- Engages the student
- Provides instant feedback; explanations provided if wrong answer is given so that the student learns from the mistake
- Score and time lapse provided; ideal guide for students preparing for standardized timed exams, i.e. SAT/ACT Visit: www.ixl.com/standards

**IXL will be used to teach and challenge students in the areas of critical thinking**

- Chapters will decide on age group/grade level based on the chapter’s current mentoring efforts.
- Sigma Beta Clubs, mentee groups and parents will be notified of the IXL program and its intended use to improve student performance in mathematics.
Directors, advisors, students and parents will utilize the free trial program during the initial stages while accounts and rosters are established. Regional/State/Chapter Directors of Education will setup accounts based on the number of students being served; see quote for number of students on roster.

**Progress & Learning Modules**
- Clubs and groups will be assigned modules to complete each week (similar to lesson plans; based on demographics and Common Core Standards specific to the state).
- Progress/completion rates will be monitored by state/area/local Director of Education.
- Comprehensive/cumulative problems will be selected for the entire group to solve in person. This will allow assessment of student learning, parental support and involvement, as well as program efficacy.
  - **Note:** A laptop or PC with internet access and a projection screen will be needed for these sessions. Student members of the group will be given a time limit to solve each problem on paper. At the conclusion of the comprehensive problem solving session, the student papers will be collected and graded/scored by the administrators (answers to problems are available on the IXL website). Administrators will review the problem solving strategies with the student participants.

**Team & Assessment Competition**
- Regular periodic (monthly) assessments will be critical for streamlining PIA reporting at the end of the chapter’s reporting period.
- Quarterly updates will be provided to the Regional Director of Education.
- Area/State Directors of Education: Coordinate activities for competition within the state. Teams will be comprised of students that have met and exceeded expectations with the practice and learning modules as well as the comprehensive problem solving sessions. Potential team members must, on average, score 80% or higher on each module related to the Common Core Math Standards. Students that consistently score less than 75% on modules will not be considered for primary team positions; they may, however, serve as an alternate.

**State/Regional Competition**
- Teams comprised of no more than 3 students each will register for the competition in advance. There will be no last minute substitutions.
- The ultimate challenge will involve students solving the PBS Education Math Stem Problems correctly in the shortest amount of time without assistance from any coaches, mentors, etc. Students will solve the challenging and comprehensive problems presented at the competition by the organizers and judges. No team will have access to challenge problems prior to the actual competition.
- The top scoring team (at the state and regional levels) will be sponsored to attend a regional or national science fair or science bowl competition at a national or regional meeting of a professional science or engineering organization (locally to defray cost).
- The highest scoring team nationwide will be sent to the USA Science & Engineering Festival in Washington, D.C.
SOCIAL ACTION PROGRAM & INITIATIVES

The Vision of Social Action
Since 1934 we have endeavored to elevate the social, political and philanthropic engagement of the brotherhood with the community through meaningful and measurable activities.

Social Action Categories
Social Action has been split into four distinct categories, giving chapters and individual members a variety of initiatives to consider while implementing Social Action in their communities.
- Sigma Wellness
- Sigma Advocacy
- Sigma Partners
- Sigma Social Justice

Social Action Team
- Bro. Dr. Michael M. Baslee – International Director of Social Action
- Bro. Roberto Peguero – Eastern Regional Director of Social Action
- Bro. Richard Brown – Great Lakes Regional Director of Social Action
- Bro. Michael Robinson – Gulf Coast Regional Director of Social Action
- Bro. Tyrone Frasier – Southeastern Regional Director of Social Action
- Bro. Jason Edgar – Southern Regional Director of Social Action
- Bro. Robert McMurry Jr. – Southwestern Regional Director of Social Action
- TBD – Western Regional Director of Social Action
- Bro. Keith Coleman and Bro. Eugene Cox – International American Cancer Society Co-Coordinators
- Bro. Bro. Ira Hughes, Jr. and Carlos Williams – International March of Dimes Co-Coordinators
- Bro. Malwan Johnson and TBD – International Sickle Cell Anemia Co-Coordinators
- Bro. Darryl Skinner – International Project Vote Director

Michael Baslee
International Director of Social Action
socialaction@phibetasigma1914.org
**Program Implementation Priorities**

The Men of Sigma have a deep desire to serve the community in a multitude of ways. All service activities macro and micro in scale SPEED OUR CAUSE ON ITS WAY and, accordingly, are welcomed and appreciated as part of our “Culture for Service and Service for Humanity.” However, in order to have a level of uniformity and ensure that chapters are not overburdened, it is advised that those activities which satisfy PIA and CSAF reporting are given priority. We must have a common source of data point from which to tell our story. Once the Conclave and General Board mandates are fulfilled, chapters are STRONGLY encouraged to serve daily in every way beneficial to being our superordinate goal of being A Brotherhood of Conscious Men Actively Serving Our Communities. This additional “above and beyond” service will be recognized and publicized. The following are our points and data requirements:

CSAF Social Action criteria:
Chapter has implemented the **2 Sigma Wellness** programs mandated under Social Action during the past year. (M.O.D. & 2 Living Well Modules)  

50

**Bonus points**
(Cannot be obtained unless the two mandated initiatives are completed)

5 additional points for each additional Social Action Program implemented.  
(Project Vote, Conversation on HIV/AIDS, & Sigma Week on Capitol Hill)  
(Maximum of 15pts total)

5 each

Bonus for chapters contributing $500 or more to March of Dimes

10

Bonus for chapters contributing $1000 or more to March of Dimes

20

Chapters contributing $500 or more in charitable giving outside of March of Dimes–March for Babies

25

PIA Social Action Criteria:

Nat’l partner fundraising event

Health event

**SPECIAL NOTE** THE “ABOVE AND BEYOND” TYPE WORK SUPPORTS A CRUCIAL NON-SOCIAL ACTION SPECIFIC CSAF CRITERIA:

Chapter has logged over 1,000 community Service hours.

50

Take pride in doing your creative chapter signature events and passion projects which benefit your local area.

**SIGMA WELLNESS**

Chapters are encouraged to participate in men’s health initiatives designed to educate and inform the
on key health issues facing men of color. This is done in concert with our Living Well Brother to Brother Program Modules. The Conclave appointed areas are: **Mental Health Programs, Disease Prevention Programs and Stronger Fathers Initiative.** Chapters will focus on programs that impact men’s health through a mind, body, and spirit model. These areas are outlined via at least TWO of the FIVE Conclave mandated modules of Living Well Brother to Brother. Chapters will supplement this work by:

**Mental Health Programs** (MIND)
- Conducting programs that focus on Mental Illness and Stress Management
- Hosting activities that foster discussion of mental health and eliminate stigma
- Sharing best practices about relaxation exercises
- Providing suicide prevention materials and mental health resources to the community

**Disease Prevention Programs** (BODY)
- Facilitating programs that focus on Diabetes, Hypertension, Obesity, and Preventative Screening Measures
- Leading healthy eating and exercise initiatives
- Hosting active lifestyle events to encourage group exercise
- Joining exercise watch communities and engaging in challenges

**Stronger Father Initiative** (SPIRIT)
- Hosting programs and events that focus on building capacity in brothers to be better fathers and dealing with the lack of a father
- Connecting alumni men with collegiate for mentorship
- Hosting “Honor Thy Father” brunches or “Father/Daughter” dances
- Honoring local father figures for their work

**SIGMA ADVOCACY**
- Chapters are encouraged to participate in activities that aim to influence decisions within political, economic, social systems and institutions. The Conclave appointed areas are: **Project Vote, Census 2020 and Sigma Day on Capitol Hill/State Capitol**

Chapters build and support of advocacy presence by engaging in the following ways:

**Project Vote**
- Participating in programs and events that raise the fraternity’s profile with local, state, and federal government representatives.
- Participating in or hosting local Town Halls focusing on issues impacting their local community
- Hosting candidate forums for local, state and federal races
- Actively participating in Voter Registration, Voter Education and Voter Mobilization events
- Being involved on National Voter registration Day
- Going to the polls and posting pics of participation on social media
**Sigma Day on Capitol Hill**
- Participating in a Legislative Day at a respective state capitol or attending the National Sigma Day on Capitol Hill event
- Attending meetings of local city and county governmental agencies
- Visiting a representative’s field office

**Census 2020**
- Sharing information on the importance of the Census via tabling, forums and social media
- Volunteering or working for the Census Bureau
- Leading by example and completing the Census

**SIGMA PARTNERS**
- Phi Beta Sigma has a long-standing relationship with organizations that have meet our vision of philanthropic engagement. Chapters are encouraged to participate with our National Partners with whom we have standing national MOUs. The Conclave appointed areas are: **March of Dimes, American Cancer Society and Sickle Cell Disease Association of America**. In each partnership area, chapters will be encouraged to not only meet PIA and CSAF goals but to raise awareness and support for victims, survivors, their families and the community at large. Chapters can support our partners and effect community change by engagement in some of these activities:

**American Cancer Society**
- Participating in Relay for Life and other cancer walks
- Encouraging chapter members and men in the community to get prostate cancer screenings done
- Providing rides to cancer patients who are not able to drive after chemo
- Showing support during various awareness months
- Conducting Sigmas Waging War Against Cancer (SWWAC) programs

**March of Dimes**
- Participating in March for Babies events
- Conducting the Mile of Dimes challenge wherein chapters collect enough dimes that stretch a mile long
- Conducting Sigma Against Teenage Pregnancy (SATP) programs encouraging our young men to abstain from sex
- Promoting support programs for fathers who have had a premature baby
- Promoting Stronger Fathers programs

**Sickle Cell Disease**
- Participating in Sickle Cell walks
- Conducting Bone Marrow Registry drives to help Sickle Cell patients find a donor match and increase the rolls with more African American Donors.
SIGMA SOCIAL JUSTICE

- Phi Beta Sigma is committed to addressing social injustice around the world. Because of its disproportionate impact in the lives of Black men, chapters are encouraged to focus on Social Justice programs Mass Incarceration, and reentry programs for convicted felons. But, there are many other issues facing the community. The conclave appointed areas include: **Criminal Justice Reform**, **Economic Injustice** and **Community Violence**. Chapters can help to address the concerns

Criminal Justice Reform

- Conducting programs that bring attention and debate to mass incarceration and the role that Phi Beta Sigma can play in addressing the issue, locally, and globally.
- Promoting programs that focus on reentry initiatives by the community, state and federal government.
- Educating the general community on reentry programs and ways to make a formerly incarcerated person’s freedom easier to keep.

Economic Injustice

- Engaging the struggling members of the community with information on resources and programs that offer various types of assistance
- Engaging individuals and being willing to show personal interest and empathy
- Provide symbolic support via “Sleep Outs with the Homeless” events, PB&J Sandwich giveaways, Clothing and blanket drives, Thanksgiving food drives, Christmas toy drives, Serve the less fortunate with established group in various homeless outreach, etc.

Community Violence

- Working to eliminate sexual violence
- Working with various agencies to help ease gang violence
- Forging improved relationships with the police force to improve responses to violent crime and to reduce extrajudicial violence

ACTION STEPS MODEL

The overall strategy is to provide members with multiple avenues to participate in Social Action and allow our Sigma Voice to be heard. To this end, a calendar is being provided with sample activities and the time of year in which they occur. Collegiate chapters and smaller alumni chapters may consider identifying one or two projects each term. Larger chapter may try to do all of them or even add/or to the list. To be clear, THESE ARE MERELY SUGGESTIONS AND ARE NOT REQUIRED. The only required programs are the ones that are conclave mandated and CSAF and PIA eligible, otherwise chapters may choose their level of engagement and involvement, as well as the type of project they adopt.
# Calendar of Potential Monthly Activities

<table>
<thead>
<tr>
<th>Month</th>
<th>Activities</th>
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<tbody>
<tr>
<td>August</td>
<td>• National Night Out (<a href="#">Sigma Social Justice</a> Criminal Justice Reform)</td>
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<tr>
<td>September</td>
<td>• National Suicide Prevention Week and World Prevention Day (Sigma Wellness Mental Health Programs)</td>
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<td></td>
<td>• CBC Real Talk event (<a href="#">Sigma Advocacy</a> Sigma Day on Capitol Hill)</td>
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<td></td>
<td>• Sigma Day of Service</td>
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<td></td>
<td>• National Voter Registration Day (<a href="#">Sigma Advocacy</a> project vote)</td>
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<td></td>
<td>• National Sickle Cell Awareness month- (<a href="#">Sigma Partners</a> American Sickle Cell Association)</td>
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<td></td>
<td>• World Heart Day (<a href="#">Sigma Wellness</a> Disease Prevention Programs)</td>
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<tr>
<td>October</td>
<td>• National Domestic Violence Awareness month (<a href="#">Sigma Social Justice</a> Community Violence)</td>
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<tr>
<td></td>
<td>• Hunger Awareness month (<a href="#">Sigma Social Justice</a> economic injustice)</td>
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<td></td>
<td>• Bullying Prevention month (<a href="#">Sigma Social Justice</a> Community Violence)</td>
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<tr>
<td></td>
<td>• International Day for the Eradication of Poverty (<a href="#">Sigma Social Justice</a> economic injustice)</td>
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<td></td>
<td>• World Habitat Day (<a href="#">Sigma Social Justice</a> Economic Injustice)</td>
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<td></td>
<td>• National Depression Screening Day (<a href="#">Sigma Wellness</a> Mental Health Programs)</td>
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<tr>
<td></td>
<td>• World Mental Health Day (<a href="#">Sigma Wellness</a> Mental Health Programs)</td>
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<td></td>
<td>• World Homeless Day (<a href="#">Sigma Social Justice</a> Economic Injustice)</td>
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<td></td>
<td>• Red Ribbon Week (Sigma Wellness Disease Prevention Programs)</td>
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<tr>
<td>November</td>
<td>• American Diabetes Month (<a href="#">Sigma Wellness</a> Disease Prevention Programs)</td>
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<td></td>
<td>• Great American Smokeout Month (<a href="#">Sigma Wellness</a> Disease Prevention Programs)</td>
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<td></td>
<td>• No Shave November Prostate Cancer Awareness month (<a href="#">Sigma Wellness</a> Disease Prevention Programs)</td>
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<tr>
<td>December</td>
<td>• National Human Rights Month (<a href="#">Sigma Social Justice</a> Criminal Justice Reform/Economic Injustice/Community Violence)</td>
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<tr>
<td>January</td>
<td>• National Blood Donor month</td>
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<td>• National Slavery and Human Trafficking month (<a href="#">Sigma Social Justice</a> Community Violence)</td>
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<tr>
<td></td>
<td>• Human Trafficking Day (<a href="#">Sigma Social Justice</a> Community Violence)</td>
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<tr>
<td>February</td>
<td>• American Heart Month (<a href="#">Sigma Wellness</a> Disease Prevention Programs)</td>
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<td>• Black History Month</td>
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<tr>
<td>March</td>
<td>• National Criminal Justice month (<a href="#">Sigma Social Justice</a> criminal justice reform)</td>
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<td></td>
<td>• Red Cross Month</td>
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</tbody>
</table>
- National Day of Action Against Bullying and Violence (*Sigma Social Justice* Community Violence)

**April**

- Stress Awareness month (*Sigma Wellness* Mental Health Programs)
- National Minority Health Awareness Month (*Sigma Wellness* Disease Prevention Programs)
- National Sexual Assault Awareness & Prevention Month (*Sigma Social Justice* Community Violence)
- US Census April 1 (*Sigma Advocacy* Census 2020)
- March for Babies walks (*Sigma Partners* March of dimes)
- Denim Day against Sexual Assault (*Sigma Social Justice* Community Violence)

**May**

- Red Nose Day (*Sigma Social Justice* Economic Injustice)
- March for Babies walks (*Sigma Partners* March of Dimes)
- ACS Relay for Life events (*Sigma Partners* American Cancer Society)
- Mental Health Awareness month (*Sigma Wellness* Mental Health Programs)

**June**

- Mens Health Awareness month (*Sigma Wellness* Disease Prevention Programs)
- Stronger Father Day and events (*Sigma Wellness* Stronger Father’s Initiative)
- ACS Relay for Life events (*Sigma Partners* American Cancer Society)
- Sigma Day/Week on Capitol Hill or State Capitol (*Sigma Advocacy* Sigma Day on Capitol Hill)

**July**

- National HIV Awareness Month (*Sigma Wellness* Disease Prevention Programs)
- ACS Relay for Life events (*Sigma Partners* American Cancer Society)
- World Day Against Trafficking in Persons (*Sigma Social Justice* Community Violence)
SIGMA BETA CLUB PROGRAM

In 1950, Phi Beta Sigma became the first Greek organization to develop a youth auxiliary group. Dr. Parlett L. Moore, National Director of Education, in recognition of the important role that Sigma men could play in the lives of our youth, directed the formation of the Sigma Beta Club.

The Sigma Beta Club continues to offer Sigma men the opportunity to develop wholesome values, leadership skills, and social and cultural awareness of youth at their most critical developmental stage. For many chapters, the Sigma Beta Club is the staple initiative that drives their programs and influence in the communities they serve.

During the 1999 Conclave, the Fraternity approved a constitutional amendment creating the National Sigma Beta Club Foundation, Inc. The 1999 Conclave also formally recognize Sigma Beta Clubs as a Signature Program of the Fraternity because of its significance in mentoring young boys and young men between the ages of 8-18.

Alumni Chapters can support the Sigma Beta Club in the following ways:
1. Establish and operate a Sigma Beta Club
2. Partner with an existing Sigma Beta Club nearby
3. Implement the Rise and Thunder Curriculum when launched nationally
4. Donate to the National Sigma Beta Club Foundation.

Establish and Operate a Sigma Beta Club

Before recruiting or assuming any official duties in the name of Sigma Beta, the following items must be completed:

1. The sponsoring local graduate chapter must approve to organize and charter a Sigma Beta Club (SBC), and implement programs and activities as adopted and outlined by the National Sigma Beta Club Foundation (NSBC).

2. The chapter must select four financially active members in good standing on all levels of the fraternity who have not been convicted of a felony or sex offense or sexual misconduct of any nature or type as defined in any local, state or federal laws, and who meets all of the background screening policies and other requirements approved by the Foundation to coordinate SBC programs and activities. All criminal offenses will be reviewed by the Review Committee of the NSBC Foundation who will review and conduct a hearing if necessary and recommend to the Foundation Board a determination as to the fitness of a Brother to serve as an Advisor to the Sigma Beta Club. One individual shall serve as the primary advisor.

Brother Jenabu C. Williams
International Director of Sigma Beta Clubs
sigmabetaclub@phibetasigma1914.org
coordinator and the remaining members shall serve as committee members.

3. A national background check should be conducted by the chapter through the use of the National Center for Safety Initiative (NCSI) and the member must receive a green light designation prior to appointment and approval as a coordinator or advisor. All Background Screening Processes must be conducted through the National Center for Safety Initiative by registration on its website at www.ncsisafe.com.

For more information on this process, please contact your Regional Coordinator for Sigma Beta Clubs. He will provide you with the website and the pin number for you to use for your Region. There is a nominal cost for the background check. Your Regional Coordinator will inform you of your status once you have registered with the National Center for Safety Initiative.

You can also contact the Foundation’s President to verify your background screening status.

After approvals to organize a SBC from the chapter and a Green Light return from the NCSI on background screening of all four brothers of your alumni chapter (coordinator and three advisors) the recruitment process for Sigma Beta Club members may begin.

1. Chapters member must recruit young men between the ages of 8 – 18. (See Recruitment Worksheet for more information)

2. Copies of the following items must be sent to the Regional Coordinator for Sigma Beta Clubs before any inductions occur:
   - Copy of Chartering Application. (Form 3a). Only if club is being chartered for the first time.
   - Copy of Parent Consent (Form 3c) Form must be notarized
   - Copy of Advisor applications (Form 3d)
   - Copy of Membership Applications (Form 3b). Parents must sign applications as well.
   - The National Sigma Beta Club Fee Processing Form
   - Copy of proof of certified money order in the amount of $25.00 for all new members to be submitted with the above documents. All money orders should be made out to the National Sigma Beta Club Foundation.
   - Copy of proof of $50 chartering fee must also be submitted. All money orders should be made payable to the National Sigma Beta Club Foundation.
   - All Original Applications and Forms must be forwarded to the National Sigma Beta Club Foundation 3711 Cathedral Drive Baton Rouge LA 70805 together with the membership and charter fees.

3. If your Sigma Beta club has received a charter and you are adding new members, please send only the following copies to the regional coordinator:
   - Registration (Form 3d)
   - Advisor Application, for all new advisors that will be working with the club (Form 3e)
• Copy of Certified money order for all new members $25.00 per member
• Copy of Membership Applications (Form 3b)
• All Original Applications and Forms must be forwarded to the National Sigma Beta Club Foundation 3711 Cathedral Drive Baton Rouge LA 70805 together with the membership and charter fees.

4. After receiving all certificates, SBC handbooks, SBC manuals and charter from the national headquarters, coordinators are then allowed to proceed with the approved induction ceremony. Please plan an Induction Ceremony in accordance with the Official Ceremony at least twenty (20) days from receipt by the Foundation of your chapter’s completed chartering and membership applications. Please contact your regional coordinator for a copy of the approved induction ceremony. All forms are available online at www.sigmabetaclub.org.

5. A detailed time line of the chartering and registration process and the relevant applications and forms, they may be downloaded from the Foundation’s website at www.sigmabetaclub.org or obtained from your Regional Coordinator. Chapters are also required to participate in an annual certification held at the Regional Conference each year.

Partner With an Existing Sigma Beta Club Nearby
If your chapter does not have the resources to operate a stand-alone Sigma Beta Club, you assist an existing club in your state or area. A collegiate chapter may volunteer to assist an Alumni chapter with its SBC programs, projects and activities, provided those activities occur and are strictly administered and overseen by the Coordinator and Advisor approved by the Chapter SBC Advisory Committee. Under no circumstances may a Collegiate Chapter or any of its members engage in activities not approved by the Alumni chapter via its Advisory Committee who must be present at all times. The clubs will more than certainly welcome any financial or physical assistance you can provide to help them strive. If you have members willing to volunteer, they must go through the background check. Also, any final decisions related to the club will be made by its sponsoring Alumni chapter.

Please contact your regional or state Sigma Beta Club Coordinator—or visit the website www.sigmabetaclub.org – to determine the closest Sigma Beta Club to you.

Implement the Rise and Thunder Curriculum
All Sigma Beta Clubs must implement the Rise and Thunder curriculum as its program for the young men when it is launched nationally and following the appropriate training of all regional and chapter coordinators and advisors.

Rise and Thunder is a curriculum “framework” rather than a traditional day-to-day or even “paced” curriculum. As a result of this approach, it provides fraternity advisors opportunities to operate according to a standardized set of shared values while retaining the ability to be locally innovative and relevant. This level of local autonomy allows advisors and SBC members the flexibility to address specific issues within their local communities and clubs. The framework is directly connected to the four national initiatives of the National Sigma Beta Club Foundation. Sigma Beta Club members progress through the Framework by working through five benchmarks or levels of achievement that are connected to nine Core Competencies. Activities implemented by Clubs will be aligned with one or more of these competencies in order for participants to obtain the incentives aligned with each of the five Benchmarks. The aim is to
provide incentives aligned with a set of core competencies so that all Sigma Beta Club members meet our standards and make growth towards becoming productive men and citizens.

The ultimate goal of Alumni chapter with respect to Sigma Beta Clubs is to ensure uniformity and cohesiveness in the programmatic focus and implementation of all Sigma Beta Clubs. Thus, each program can assist the Sigma Beta Club’s “Rise and Thunder!” curriculum in the following capacities:

- Become a Sigma Beta Club advisor or mentor.
- Be ready to assist when called upon to support the Sigma Beta Club’s program.

We encourage Sigma Beta Clubs to continue to embrace and implement our Savings and Investment and Job Shadowing Program in Bigger and Better Business; our Tutorial/Enrichment Mentoring Program in Education; and our Sigma Against Teenage Pregnancy Plus Program (SATAPP) in Social Action and Health and Wellness Childhood Obesity Initiative which is a part of and incorporated into the “rise and Thunder” Curriculum.

**Donate to the National Sigma Beta Club Foundation**

The National Sigma Beta Club Foundation, a 501(c) 3 entity, is the organizational arm of the Sigma Beta Club. Its primary means of funding comes from annual club and membership dues. However, additional funding is needed to continually meet its objectives. With this spirit, the Foundation welcomes financial support from any chapter or brother willing to make a donation. To donate, please contact the Board President, Hon. Bro. Arthur Thomas, Esq. or visit www.sigmabetaclub.org.