

Fall Semester - Keys to Success



Presented by the GCD Training Coalition

Co-Chairs: Deanna McDanel and Sarah Kuntz

Members: Patrick Hryshko, Steve Lundeen, Amy Munemoto, Cynthia Nguyen, Chris Wood

September 2018

Learning Objectives



1. Review important deadlines for the fall semester.
2. Identify resources available to GCDs for assisting their chapter in completing fall semester requirements.
3. Discuss GCD responsibilities in regards to pledging.

GCD Manual

Created by the GCD Development Committee



■ Found here:

<https://kappapsi.org/policies/manuals/grand-council-deputy-manual>

Grand Council Deputy Manual

*Kappa Psi Pharmaceutical Fraternity,
Inc.*



Correspondence

The Central Office



- Central Office Address:
The Central Office
Kappa Psi Pharmaceutical Fraternity, Inc.
2060 North Collins Boulevard Suite 128
Richardson, TX 75080-2657
- Office Hours: 8:00am to 5:00pm Central Time, Mon-Fri
- Telephone Number: (972) 479-1879
- Fax Number: (972) 231-5171
- Email: centraloffice@kappapsi.org
- Executive Committees Members ([emails](#))

General Expectations

Meetings/Events

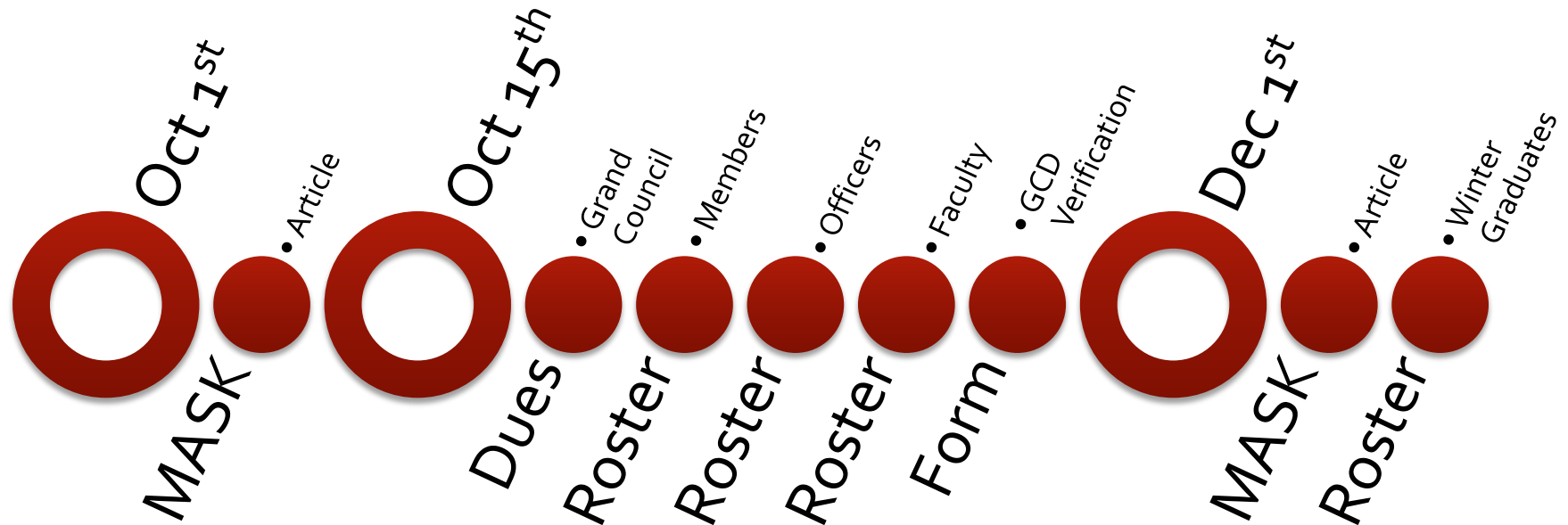


- Communicate with chapter's Executive Committee (EC) regarding all activities
- Attend general chapter and EC meetings
 - Plan and/or informed of agendas
- Attend chapter events
 - Encourage inviting Kappa Psi faculty and local graduate brothers
- Try to attend Province meetings
 - Encourage collegiate attendance

Fall Deadlines



- Complete and/or assist submission of required chapter forms and documents ([Collegiate Chapter Timeline](#))



- *GCD Verification Form – Oct 15th ANNUALLY or for NEW GCDs within 30 days of election**
**GCD must complete*

GCD Verification Forms



- Completed by GCD, Co-GCD(s) and/or Faculty Advisor
- Signed by School/College Dean([form](#))

- Submit **annually** by OCT 15th
OR
- Within 30 days of NEW faculty advisor or GCD election

- Must be submitted to:
 - The Central Office - CO (centraloffice@kappapsi.org) **AND**
 - GCD Committee Chairs (GCDChair@kappapsi.org)

Rosters



- Rosters due to Central Office by October 15th
 - Membership
 - Officers
 - Kappa Psi Faculty
- Ensure membership roster is accurate for correct billing of dues

Dues



- Invoices for dues will be sent from the Central Office to the chapter email accounts
- Need to be paid by October 15th ([Pay Online](#))
- Double check roster with invoice to ensure accurate billing

Graduating Brothers



- Graduate Roster: permanent addresses sent in Fall (as applicable, Dec 1st)
- Graduate referral (form)
 - Inform graduates about appropriate Graduate Chapters
 - Voluntary dues
- Reinforce to graduating brothers that Kappa Psi membership is for life
- Website information for graduates



Graduation Ritual



- Assist Chaplain and EC in organizing the graduation ritual
- Graduation cords and medallions ordered through Kenneth E. Jernigan & Associates
 - (800) 478-3728 or (850) 469-0344
 - orders@kenjernigan.com



The MASK

Official Publication



- Chapter submissions quarterly
 - Include BOTH article and pictures
- Fall/Winter Deadlines: October 1st and December 1st
- *Remember LAG TIME of about 3 months from submission → publication*
- Review all submissions to ensure compliance with the Kappa Psi Picture/Social Media Policy
- The Central Office sends copies to GCD of *THE MASK* based on Chapter roster



Pledging

Key to our Success



- Kappa Psi promotes Brotherhood and fellowship and is paramount to our Fraternal success
- Learning the Rituals, history, and ideals of Kappa Psi strengthens the commitment/appreciation to the Fraternity
- Pledges should be prepared to work hard for the betterment of Kappa Psi and profession of pharmacy
- Due to the sensitive nature of the relationship between a rushee or pledge and members of the Fraternity, it is especially important to follow Fraternal Risk Management policies
- **Grand Council Deputies (GCDs) are integral in the success of a safe and effective pledging process**

Pledging: GCD Responsibilities



- Be aware of all rush and initiation events and attend as many as possible
- Review the activities planned during every event and ensure they abide by the risk management policy
- Make sure the Chapter is filling out **Risk Assessment forms for every event** and keep record of these
- Keep on file the risk management acknowledgement forms for all pledges

Pledging



- Ensure all officers know the Constitution and Ritual procedures regarding pledging and initiation
- ALL get a pledge pin
- New pledges complete P-Cards
 - aka Form-P, Pledge Form, Pledge Card
 - P-Cards are kept on file in the Chapter P-Card archive; not sent to The Central Office
- Submit M-cards at the time of initiation
- ALL pledges sign Risk Management Acknowledgement form

Pledge Initiation



- Chapter/GCD will send to Central Office within **7 DAYS** of initiation
 - A new membership roster (typed and emailed)
 - M-Cards (submitted online)
 - Initiation fees for each new Brother after invoice for dues is received

Keys to Pledging Success



- Explain expectations and requirements upfront
- Balance between quantity vs. quality in class size
- Incorporate Brother interviews during pledging
- Implement community service into pledging
- Have a process for dismissing pledges if they do not fulfill established requirements
- Emphasize the importance of graduate chapters and invite graduates to participate in professional pledging events

Pledging Reminders



- Maintain a level of professionalism and respect between members and potential members
- Principles of human dignity must be upheld
- Potential members are expected to have the highest level of regard for the virtues of our Fraternity at all times in order to be considered for membership
- Special emphasis should be placed on sobriety and high ideals both during and outside of fraternity events and activities

Pledging Reminders



- Reckless or illegal behavior and conduct unbecoming of a Brother by potential members or pledges is never condoned or allowed
- Members must refrain from anything that a reasonable person may perceive as encouraging or coercing any prospective member into drinking alcohol or using mind-altering substances
- Potential members may not consume alcohol or any other mind altering substance for non-medical purposes before, during or immediately following any Fraternity event or on Chapter premises

What Not To Do



- Illegal activities or against rules/regulations of academic institution
- Forced physical exercise or potential physical harm
- Potential embarrassment or psychological harm
- Degrading/compromising pledge's dignity, moral or religious beliefs
- Activities that require an unreasonable amount of time
- Activities that require consumption of food/liquid
- Drinking, formally or informally at any time

Risk Management



- Procedures updated August 2016 ([here](#))
- Risk Management Acknowledgement form
 - ALL active members and pledges must sign
 - Keep on file until the member graduates
- Activity Risk Assessment before hosting ANY function → submitted to Regent and GCD
- Alcohol and Substance Abuse Procedures
- Policy Violations
 - Mild, moderate and severe
 - Informal and formal incident reports
- Check for these forms on the [Website](#)

Risk Management



- **Risk Management Policy ([here](#))**
 - Alcohol/Substance Abuse
 - Hazing
 - Human Dignity
 - Rushing/Pledging
- **Picture and Social Media Policy ([here](#))**



GCD Liability



- **GCDs are liable for ALL Chapter events**
- GCDs need to be aware of ALL events
- All officially recognized GCDs are protected by our Fraternity's liability insurance
- No such thing as an "unofficial" event or GCD
- Appropriate GCD oversight = minimized risk
- Risk Assessment forms should be completed for ALL chapter events and signed by GCD

GCD Liability



- GCDs may be held professionally (and personally) responsible for activities that violate federal, state, or local law OR policies/procedures of the Fraternity
- Our insurance carrier provides general liability policy to pay damages, but does not defend or provide coverage to any chapter member when Fraternity policy is violated

GCD Contact Information

We Want to Know You



- Attend province conclaves and GCC to network and meet with other GCDs
- Electronic communication:
 - [GCD Google group](#)
 - GCD Facebook group (Kappa Psi Grand Council Deputies)
- The International GCD Development Committee that is also available as a resource to all GCDs as needed

Proud to be Your Brothers!

Sarah Kuntz: sarahbkuntz@gmail.com

Deanna McDanel: deanna-mcdanel@uiowa.edu



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