

# High Epsilon Manual

→ a Lambda Chi Alpha resource





Congratulations on your election to the position of High Epsilon in your Zeta! Your brothers have entrusted you to plan a range of activities designed to create an atmosphere of fun and play, while enhancing your chapter's reputation and supporting the cultural development of each individual in your chapter. As you anticipate and plan the social activities for your tenure, it is important to remember that you have the responsibility to develop these in a way which demonstrates the application of Lambda Chi Alpha's Seven Core Values. In particular, responsibility, honor, and integrity must be the guiding principles for your planning and implementation of every party, outing, and social activity. When a good time also creates a sense of closeness among the brothers and an opportunity to show our guests the essence of True Brotherhood, then that activity is a maximal success. Work closely with other officers to integrate recruitment, philanthropy, and brotherhood events with your social calendar, so that each event can bring the most positive outcome possible. Always remember that your example as a thoughtful gentleman who embodies the highest standards of hospitality and concern for others will set the tone for your brothers and the activities which you plan.

### **Charge**

You must play an important role in the social development and participation of the members. Entrusted to you are the responsibilities of instilling in the members a constant awareness of, respect for, and demonstration of acceptable standards of conduct, those attributes of behavior which distinguish a member of Lambda Chi Alpha as a gentleman.

The good name of our Fraternity is dependent to a great extent upon the nature and conduct of its social activities. Be prudent in the performance of your duties by providing a program of social activities that is creative, diversified, and that achieves a balance of fun, growth, and service.

You are invested with the collar and pendant bearing upon it the TORCH, your symbol of office.

### **Oath**

IN THE PRESENCE OF ALMIGHTY GOD / AND BEFORE THE BROTHERS / OF LAMBDA CHI ALPHA HERE ASSEMBLED / I / DO SOLEMNLY PROMISE AND SWEAR / THAT, TO THE BEST OF MY ABILITY, / I WILL AT ALL TIMES / FAITHFULLY, / HONORABLY, / AND IMPARTIALLY / PERFORM THE DUTIES OF MY OFFICE / AS PRESCRIBED BY THE LAWS OF THE FRATERNITY. / SO HELP ME GOD.

**Master Steward Scott Reikofski**  
**Educational Leadership Consultant Aaron Wright**

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# Purpose

## The Position

The High Epsilon is a very important role for creating a fun, safe atmosphere at chapter social events. To be successful, the High Epsilon requires creditable organization and communication skills and a high level of collaboration with other members of the High Zeta.

Brotherhood, human dignity, respect and the Seven Core Values of Lambda Chi Alpha all play key roles in developing positive and enjoyable social functions. As the High Epsilon carries out his duties, he should always be aware of these issues and be willing to communicate them to the chapter when tough decisions have to be made.

## Duties and Responsibilities

The *Constitution and Statutory Code* provides for the High Epsilon article 4 – 21 “The High Epsilon shall be the chairman of the committee on social affairs. He shall have such further powers and duties as may be prescribed by the laws of Lambda Chi Alpha.” Keep in mind that social events may be defined very broadly, and go far beyond just parties. They can be gatherings and excursions that may not include alcohol at all, but still provide a variety of opportunities for brothers-only events, or events where brothers and their guests may enjoy time together.

The High Epsilon is the chairman of the Social Affairs Committee. If your chapter does not have a Social Affairs Committee, you are strongly advised to create one. The Social Affairs Committee is there to help in creating a calendar and planning, executing and evaluating all of the programming and events related to the chapters’ social issues and events. The High Epsilon will also work closely with the High Iota and the chapter’s Harm Reduction Task Force.

The *Standards for Chapter Excellence* provide a list of the further powers and duties of the High Epsilon:

- A. To develop an itemized social budget to be approved by the High Zeta and the High Pi, House Corporation or other official alumni organization;
- B. To assure that there is no purchase of alcohol with chapter funds or any pooling of brother funds;
- C. To know and apply the Lambda Chi Alpha Harm Reduction Guidelines and that the Fraternity Insurance Purchasing Group (FIPG) Policy on Alcohol strictly adhered to;
- D. To assure that all social functions planned in accordance with Lambda Chi Alpha harm reduction guidelines;
- E. To assure that any social functions classified as an open party and sponsored by the chapter, under any circumstances as defined by FIPG guidelines, are prohibited;
- F. That adequate alternative beverage and food at all social functions, particularly any that include alcohol;
- G. To assure that alcohol is not mentioned in any of the publicity for any chapter related social functions;
- H. To design and implement a calendar of social programs and activities that enhance the chapter’s overall campus image which Lambda Chi Alpha is more than just a party chapter;
- I. To be creative and diversified in the development of social programming, including brothers-only functions and social activities other than party;
- J. To work to de-emphasize alcohol in social programming, with nonalcoholic events being a regular part of the chapter’s social calendar;
- K. To provide a positive balance in social programming, with the respect to chapter scholastic priorities, interpersonal development and frequency of community service activities;
- L. To participate fully on the chapter’s Harm Reduction Task Force and in assure the application of harm reduction initiatives in the planning of all social events;
- M. To enhance the development of social awareness educational programs addressing concerns such as HIV/AIDS, drug and alcohol abuse, sexual harassment, and intimate partner violence;
- N. To actively advocate against the use or application of any tasteless, insensitive, socially demeaning or offensive parties, themes, and advertising;
- O. To communicate and assure that guest lists are required and used for every social function that include both male and female attendees.

# Getting Started

This manual is intended as a tool for the High Epsilon to help with programming ideas, calendars, and procedures for the chapter social events. It is intended to convey new and traditional notions of social events, and for the development and functioning of the social chairman and his committee.

As with all offices of the High Zeta, it is your responsibility to work to fulfill your office to the best of your abilities and to do that in such a way that all actions are consistent with the espoused values of Lambda Chi Alpha, the related harm reduction guidelines, the True Brother Initiatives, and the True Interpersonal Development programs. You may use any or all of those initiatives and programs as a basis for your social events.

# The Ideal High Epsilon Program

## The Ten Characteristics of a Leader

1. **Persistence** – Not insistence. A strong leader hangs on a little longer, works a little harder.
2. **Imagination** – He harnesses imagination to practical plans that produce results.
3. **Vision** – The present is just the beginning. A leader is impressed with the possibilities of the future.
4. **Sincerity** – A good leader can be trusted.
5. **Integrity** – A good leader has principles and lives by them.
6. **Poise** – A good leader is not overbearing, but is friendly, and assured.
7. **Thoughtfulness** – He is considerate, aware.
8. **Common Sense** – A good leader has judgment based on reason.
9. **Altruism** – A good leader lives by the Golden Rule.
10. **Initiative** – He gets things started now!

All High Zeta members are in a position of leadership, and there are important questions to ask. The most important question is, “Am I going to be a leader?” At first, this may seem confusing. Just because an officer is in a position of leadership does not mean that he is a leader. The respect of others must be earned for leadership recognition to occur and for others to follow you. The way to earn respect is to work hard and emulate all of the characteristics mentioned above as well as living the Core Values of our Fraternity.

Leaders have to be thorough. Many times you will be faced with a choice between the “quick way,” barely getting by, or expending the effort necessary to do a complete job. As a leader, there are times when brothers of your chapter will want officers to let something “slide,” or officers to look the other way. True leaders will do what is right, adhering to the principals and Core Values of Lambda Chi Alpha.

## Working With Other Officers

The duties and responsibilities of the High Epsilon will overlap with those of many other chapter offices, especially the High Iota. A successful and resourceful High Epsilon will work with the entire High Zeta. The activities of the Social Affairs Committee will coordinate with the rest of the chapter’s activities. Working together with the other officers, the High Epsilon can avoid taking over work from other officers’ duties and design a social program that supports and enhances the work of others on the High Zeta.

A truly effective High Epsilon will see his position as the social development coordinator, and will use the Social Affairs Committee to the fullest in achieving the chapter’s social goals every semester. The method to accomplishing success when planning social development programs and events is to plan ahead. A chapter calendar should be completed at least one month prior to the beginning of the semester and should be posted in the chapter house, in chapter minutes, on the chapter listserv, and on the chapter website. This should be accomplished by working closely with other officers in the High Zeta and their calendars.

The other officers whose positions interact the most concerning social programs are the High Beta and the High Iota. The High Iota should be heavily involved in helping to apply harm reduction guidelines as well as the policies and rules of Lambda Chi Alpha, your school, and local law.

## Harm Reduction: An Entire Chapter’s Responsibility

Undergraduate life should be fun, social, and one where brothers and guests can interact in a safe, comfortable environment. Using Lambda Chi Alpha’s history and Ritual as a guide, we are capable and willing to live up to the standards and values of Lambda Chi Alpha. Work with local alumni brothers, campus administrators, your ELC, and each other to build an environment and a culture that reduces the potential harm to our brothers, guests, and members of our academic communities. That is not to say that as a larger brotherhood, Lambda Chi Alpha has not had to make some tough decisions about chapters who fail to take this responsibility seriously. Chapters have been closed for instances of alcohol abuse that led to instances of hazing; drinking and driving; sexual assault; fighting and assaults against innocent bystanders; underage and irresponsible drinking; and illicit and illegal drug use and abuse. It is the responsibility of every brother and of chapter leadership, in particular, to stand up against such behavior that endangers our brothers, our guests, and our chapters -- and provide the tough lesson for those brothers involved.

Lambda Chi Alpha provides a proactive, “can do” approach to chapter programming that allows you to ensure a fun and safe experience for everyone involved. As you develop the social calendar for the chapter, the High Epsilon and the High Iota should co-facilitate a conversation among the offices and the chapter in general that examines the issues related to harm reduction.

For each event planned, the conversation should include a number of elements:

- Identify the activities and the potential negative behaviors that may come about;
- Build awareness of the potential problems;
- Create a strategy to address these problems, mitigating the potential harm in such a way that brothers will fully support the measures;
- Use a social contract model to build and obtain the chapter consenses.

In facilitating each of these conversations, the High Epsilon and the High Iota should play devil’s advocate and really help to examine anything that could potentially go wrong. This helps the chapter to fully address the potential issues. Throughout these conversations, keep in mind what is meant by harm reduction, be open and honest with each other, avoid judgment, and reach a consensus among the brotherhood on how best to address and minimize these potential problems. Consider what the goals are for this event as well as the overall chapter goals. How are these events and goals consistent with our Seven Core Values? What issues and concerns keep your chapter president, your High Pi, and your Greek Adviser awake at night? Consider potential liabilities for all constituents. Then it is the responsibility of the High Epsilon and the High Iota to enact these measures and assure that you maintain that framework of safety, diligence and care throughout the social activities of the chapter.

## Harm Reduction at Social Events

All Lambda Chi Alpha chapters and brothers should be keenly aware of alcohol issues and the adverse impact they have had on fraternities and individuals. Alcohol exists. Alcohol is used. Alcohol is also recognized as the most frequent cause of accidents, injuries, and litigation in the interfraternity world. The many horror stories that reveal personal injuries to membership, the public, and property, are endless. This real world profile has positioned fraternities in an adverse insurance posture.

- **Eliminate drinking games that promote the excessive use of alcohol.**
- Impose sanctions on any brothers or guests who abuse the use of alcohol and/or cause physical or personal injury to others or to the chapter house.
- Do not serve brothers or guests who are intoxicated or showing signs that they are near the point of intoxication.
- Stop serving alcohol at least one hour before the close of the function.
- Provide plenty of food and non-alcoholic alternative beverages, especially soda and diet beverages. Many people will prefer non-alcoholic beverages when given a choice.
- Adequate professional security should be provided to collect car keys at the door, deal with uninvited guests, and monitor any other potential problems.
- Organize party monitors to be trained to respond to situations. They should be instructed not to consume alcoholic beverages when serving as a party monitor. A number of training programs exist that would be appropriate for training and even certification for brothers to become better social hosts.

The Lambda Chi Alpha Fraternity bases its position upon recognition that clear evidence exists that the misuse of alcoholic beverages can erode the foundation of fraternalism and diminishes the complete attainment of the Seven Core Values, the goals and the objectives of Lambda Chi Alpha, and the educational community with which we are partners.

## Events Requiring Lambda Chi Alpha Approval

Throughout the year, your chapter will plan many “routine” events, whether they are philanthropic, small social gatherings, dry recruitment functions. Conversely, there will be many events of a more complex nature, such as formals, Founders Day, get-away weekends, large philanthropies or fundraisers. These events typically involve much more planning than so-called “routine” events. Any event meeting one of the following criteria is an event requiring Lambda Chi Alpha approval:

- The chapter will sign contracts with a third party vendor (caterer, licensed cash bar, hotel facilities, etc.).
- The event location will be more than 10 miles away from the chapter house or the campus.
- The event will exceed six hours in duration.
- At a similar previous event, an accident or injury occurred.
- The total attendance for the event (including brothers) will exceed three times the chapter size.
- The event is co-sponsored with another fraternity or sorority.
- A third party has asked to be named additionally insured on the chapter's insurance policy.

If the event being planned by your chapter meets any of the above criteria, the appropriate Lambda Chi Alpha Fraternity staff contact must receive the eight page Event Planning Form **AT LEAST 30 DAYS PRIOR TO THE DATE OF THE EVENT**. For all other events, the form should be filled out and kept on file. There should be an Event Planning Form kept on file for *every* event the chapter holds, so that it may be reviewed in the event of an accident or injury.

Failure to submit an Event Planning Form to Lambda Chi Alpha Fraternity staff member at least 30 days in advance will result in the event either being cancelled or rescheduled for a later date. If the chapter holds an event requiring Lambda Chi Alpha staff approval, but does not submit an event planning form, the chapter will lose insurance coverage and may be subject to disciplinary action. When a chapter event form is received, a member of the Lambda Chi Alpha staff will review it. A formal response will be sent back to the chapter, which either grants approval, requests additional information, or does not grant approval.

Any questions about harm reduction guidelines, policies or initiatives should be directed to:

**Aaron Parker**  
**Director of Risk Management**  
**Lambda Chi Alpha Fraternity**  
**8741 Founders Road**  
**Indianapolis, IN 46268**  
**317-803-7356**  
**aparker@lambdachi.org**

# Appendix

## **[Over 120 men at chapter]**

Omega-Theta Zeta at Radford University hosts a party every April during their campus Greek Week. Around 400 guests typically attend this event, not including chapter membership. A great deal of planning goes into this event, including booking a musician who had requested to be listed under the fraternity's insurance policy, operating within a budget, booking a hotel for the performer (if necessary), and renting sound/lighting equipment and a stage. The University's Greek Life office issues wristbands to give out to guests in order to regulate who is allowed in to the party. At this event there is also alcohol present. Guests are allowed to bring their own beer.

In preparation for the event, the High Epsilon met with officials from the Office of Greek Life to coordinate a good date and time for the event based on the Greek Week schedule. The Epsilon's committee met throughout the semester to establish a budget, secure contracts with the musician, and establish the chapter's security needs for the event. These needs included a guest list, list of sober party monitors from the chapter, and hiring security officers for the event. Given that over five hundred individuals would be in attendance, the party planners estimated that they would need 36 brothers to serve as sober party monitors, based on the ratio of one monitor per every 15 guests. The chapter also hired ten off-duty campus security officers to serve as additional security at the event.

The High Epsilon and other party planners were responsible for filling out an event planning form for the event, submitting that event to the General Fraternity at least 30 days in advance of the event, and keeping a copy of the form on file. The reasons for submitting paperwork to the General Fraternity for approval were that the chapter needed to sign contracts, the event was planned to exceed six hours in duration, more than three times the chapter membership had been invited, and a third party (the musician) had asked to be named additionally insured by the fraternity.

## **Tau-Upsilon Zeta**

### **Christian Brothers University in Memphis, Tennessee**

The brothers of Tau-Upsilon Zeta wanted to end the semester with a formal event to honor local alumni for their help throughout the year. The High Zeta met to brainstorm event ideas as well as ways to encourage chapter alumni to attend the event. The officers decided that the High Rho would meet with the Tau-Upsilon Alumni Association President and Housing Corporation President to get an idea on what the alumni would like to see. The High Epsilon would meet with his committee to establish plans for location, food, decorations, and other event planning.

During the Epsilon committee meeting, the members incorporated the ideas collected by the High Rho while making decisions on the formal. A few ideas for location and food were presented. At the next chapter meeting, the High Epsilon presented the options of location and food for voting. The High Beta suggested that the chapter do the annual awards ceremony at the formal and recognize some alumni as well. The chapter agreed to this suggestion and was now part of the plan. The High Beta, Epsilon, and Rho met after chapter meeting to divide up the tasks for the formal. The High Beta was in charge of the awards portion of formal. The High Rho was in charge of presenting a list of alumni to nominate for recognition, sending invitations, and keeping a list of alumni planning to attend. The High Epsilon was in charge of the event itself and the specifics such as decorations, location, food, music, set-up, and clean-up. Since the event was only 5 miles from the chapter house, they decided the chapter members and dates would carpool to the location. A cash bar was going to be available at formal and a contract was signed with a licensed, third-party bartender. The High Epsilon sat down with High Pi, Alpha, and Iota six weeks before the scheduled date of the formal to fill out an Event Planning Form and submit it to Lambda Chi Alpha Headquarters.

The Epsilon committee members divided up the tasks of pricing food, securing the location, buying decorations, and finding music. They continued to meet weekly to present progress reports and seek help if needed. The High Epsilon, Beta, and Rho met bi-weekly to follow up on tasks. At a chapter meeting two weeks before the formal, the High Iota announced who the sober drivers/monitors would be for the event. Most of these were members who were on academic probation or had had a disciplinary action hearing in the previous year for an offense involving alcohol. The next week, the High Iota, Alpha, and Epsilon met with the sober monitors and drivers to go over their responsibilities and expectations for the formal.

The night of the formal the members met at the house at 6:00PM. Everyone carpooled from the house to the location of formal downtown. The High Pi and Alpha checked identification and gave neon green wristbands to the members who were of legal drinking age. The alumni were to meet everyone at the venue for dinner at 7:00PM. The High Beta brought the awards for the ceremony that would take place during the dinner. The High Rho greeted and checked in all the alumni that were in attendance. The High Alpha opened the ceremony with a summary of the chapter accomplishments over the past year. The High Beta led the awards ceremony. The event ended at 11:00PM and the sober monitors and drivers loaded everyone in the cars and brought them back to the chapter house.

## **Example from the brothers at Xi-Epsilon Zeta**

The brothers of Xi-Epsilon Zeta at Annie Pfeiffer College were planning a mixer with a local sorority on campus. At that time, Xi-Epsilon's chapter was just under forty members and the sorority involved was a similar size. The brothers wanted to plan something original but were operating under a limited budget. Seeing that Valentine's Day was only a couple months away, several of the members came up with a mixer called "Every Holiday but Valentine's Day". The event would take place on the Friday of Valentine's Day weekend and consist of everyone dressing up to resemble a holiday other than Valentine's Day.

The event was co-sponsored with another organization; therefore it needed to be registered with both the school and Lambda Chi Alpha Headquarters. Before he could send in the registration form, the High Epsilon needed to find a location. He found a local restaurant/bar that was willing to host their mixer as long as everyone agreed to abide by the strict underage drinking policy. The location was only five miles away from their school. Once the location, security, and guest list were set, the High Epsilon filled out the event registration form and sent it in. After the event was approved, he met with the school's Director of Student Activities and made sure the event followed all College policies. On the night of the event, six volunteer brothers served as sober drivers, ferrying brothers and their guest to and from the event.

## **Chapter with 60+ members (Dry event)**

Xi-Mu Zeta at Saint Augustine College wanted to host a dry event to increase brotherhood and celebrate the end of the semester. The event was a Western-themed party and chapter members voted to have the event off campus at a line dancing club that was more than ten miles away from campus. The chapter needed to book a DJ from a third party company for the event and contracts with the club were signed. Because of the location of the event and the fact that contracts had been signed with a third party, the party planners filled out and submitted an event planning form to the General Fraternity for approval 30 days in advance of the event.

To prepare for the event, the High Epsilon met with the chapter's Executive Committee to establish a budget. In addition, the High Epsilon partnered with the High Theta to create invitations for the brothers' guests, and worked with the High Iota to see that all fraternity and school policies were followed for the event. Even though the event was dry, the officers still set up ten sober monitors/drivers for the event to see that guests got safely to and from the club.