



Fraternity Guide for Implementation of Sigma Wellness - Our Signature Program



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PHI BETA SIGMA FRATERNITY, INC.



Working Together to Build Stronger Communities

PHI BETA SIGMA'S 3 PROGRAM AREAS WORKING TOGETHER UNDER ONE SIGNATURE BRAND: SIGMA WELLNESS

SIGMA WELLNESS

Why We Serve Humanity:

Greetings Chapters,

We are proud to present to you the **Fraternity Guide for Implementation of Sigma Wellness - Our Signature Program**. This is your chapter's tool kit for implementing the programs and initiatives mandated by the Brotherhood during Conclave Philadelphia. 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 this organization. You represent Phi Beta Sigma Fraternity's most valued resource--the members, ready and willing to function as "One Fraternity Working Together to Transform Our Communities!"

As a result of the hard work of the international program directors and regional program teams, this guide eliminates the guess work involved in rendering quality community service. It further educates chapters and members on the origin, significance and related goals associated with each initiative under the Sigma Wellness banner.

While this guide equips you to implement 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 aid in assuring your program's continued success.

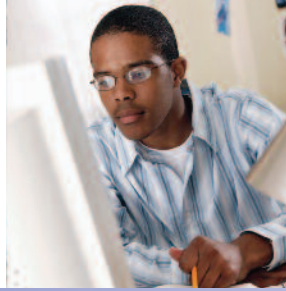
Finally, I want to encourage all chapters to be sure to complete all of the necessary forms before and after sponsoring your community service activities. Insurance forms and PIA forms are critical documents needed for proper reporting. The Fraternity, along with our corporate service partners, rely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

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

Brother Jonathan A. Mason, Sr.
International President



Hon. Brother Jonathan A. Mason, Sr.
34th International President
president34@phibetasigma1914.org



CIVIC RESPONSIBILITY

PERSONAL MISSION

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Working Together to Build Stronger Communities

PHI BETA SIGMA'S 3 PROGRAM AREAS WORKING TOGETHER UNDER ONE SIGNATURE BRAND: SIGMA WELLNESS

BIGGER & BETTER BUSINESS PROGRAM & INITIATIVES

The **Bigger and Better Business** team of Phi Beta Sigma Fraternity, Inc. is proud to present its chapter implementation guide for the 2014-15 programmatic thrust. This guide is based on the platform approved by the 2013 Conclave body in Philadelphia, Pennsylvania.

To fulfill its programmatic thrust, the Fraternity asks all chapters to focus on the following Bigger and Better Business initiatives: the IRS VITA Program and Project S.E.E.D. The following guide gives 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.

In addition to VITA and Project S.E.E.D., chapters are encouraged to conduct and report Bigger and Business programs that serve specific community needs. However, please note that the following events do not qualify as a Bigger and Better Business item:

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

Your Bigger and Better Business team consists of:

- Bro. Quentin Goodwin, International Director, Bigger and Better Business
- Bro. Dumisani Solwazi, Eastern Regional BBB Director
- Bro. Eric Williams, Great Lakes Regional BBB Director
- Bro. Reginald Walston, Gulf Coast Regional BBB Director
- Bro. Steven Jackson, Southeastern Regional BBB Director
- Bro. Kenneth Straughter, Southern Regional BBB Director
- Bro. Donald Hudson, Southwestern Regional BBB Director
- Bro. Michael Doxey, Western Regional BBB Director



Brother Quentin Goodwin

International Director of Bigger and Better Business
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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 myfree-taxes.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 supporters 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.

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 preceding 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.

The 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 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 underserved 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 begin implementing these workshops throughout the 2014 year.

All chapters are encouraged to visit www.handsonbanking.com to experience the vast amount of training information 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

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.

THE MEN'S WEARHOUSE

The Men's Wearhouse is committed to giving back to its communities and serving the its support group. Its 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.

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
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
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
- Human Resource Professionals, Management Professionals, Recruiters
Suggested Workshops: Resume Building, Successful Interviewing, Dress for Success, Business Etiquette, Re-entering the Workforce

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 workshops 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.



Working Together to Build Stronger Communities

PHI BETA SIGMA'S 3 PROGRAM AREAS WORKING TOGETHER UNDER ONE SIGNATURE BRAND: SIGMA WELLNESS

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

Your Education Team consists of:

- Bro. Jean B. Lamothe, International Director of Education
- Bro. Dr. Gerald Weatherspoon – Eastern Regional Education Director
- Bro. Eric Williams – Great Lakes Regional Education Director
- Bro. Jarred Honora – Gulf Coast Regional Education Director
- Bro. Dr. Lawrence Rouse – Southeastern Regional Education Director
- Bro. Carlos Williams – Southern Regional Education Director
- Bro. James Bailey – Southwestern Regional Education Director
- Bro. Dr. Michael Baslee - Western Regional Education Director
- Bro. Shirl E. Gilbert, II - Immediate Past International Director of Education



Brother Jean B. Lamothe

International Director of Education
education@phibetasigma1914.org



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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.

Chapters are tasked to raise money in various ways, as per Chapter decision, to award these scholarships. Graduate Chapters are tasked to raise \$1,000.00 a year, and Collegiate Chapters are tasked to raise \$300.00 a year, earmarked for scholarships. The local scholarships will be awarded to high school and/or college students using criteria set by the Chapter. It is requested that Graduate Chapters target high school seniors and college students, and Collegiate Chapters target middle school and high school students (secondary).

Distribution of Scholarship Funds

Once the funds have been raised, your Chapter should designate 80% of those monies to local scholarships of the Chapter’s selection, and 20% should be forwarded (\$100.00 graduate chapters/\$60.00 collegiate chapters) each to the United Negro College Fund (UNCF), and to the Thurgood Marshall College Fund (TMCf).

These two organizations were selected because their focus is on different types of Historically Black Institutions of Higher Education. The United Negro College Fund is focused on Non-Public Universities and Colleges and the Thurgood Marshall College Fund is focused on Public Universities and Colleges.

PHI BETA SIGMA AND THURGOOD MARSHALL COLLEGE FUND COLLABORATION

Phi Beta Sigma Fraternity and the Thurgood Marshall College Fund entered a partnership agreement on August 7, 2013 to collaborate in the marketing and promotion of the Phi Beta Sigma education program designed to provide scholarship assistance, targeting African American men throughout the country, with the goal to do all both organizations can to impact the difficulties which many of these men face in funding the costs of higher education. This new initiative is divided into two sub-components which requires Chapters of Phi Beta Sigma Fraternity, across the country, to raise funds for scholarships and make scholarships available to local African American high school and college men who meet the criteria set by the Chapters, and to make contributions to scholarship availability nationally, through yearly contributions to both the United Negro College Fund and the Thurgood Marshall College Fund.

Responsibilities of Phi Beta Sigma and Thurgood Marshall College Fund

Both organizations will use reasonable care to perform and fulfill, promptly, actively and on time, all of its obligations under the partnership agreement. Each organization will contribute

to the efficient flow of information and access to relevant data, according to the agreed access rights and confidentiality rules to ensure efficient execution.

- Chapters will make contributions to the Thurgood Marshall College Fund (TMCf), beginning in the fall of 2013 with a goal established by TMCf.
- Scholarships to be awarded to African American men, under their auspices, who meet the criteria as set by TMCf, each year, as per the timing and protocols for the awarding of scholarships by Phi Beta Sigma.
- Chapters shall make contributions directly to TMCf through various transmission vehicles made available by TMCf, which will include the availability of electronic transmission.
- TMCf will provide the protocols and specific directions for transmission of funds to the international headquarters and international director of education, for distribution to the Chapters, and regional directors of education.
- TMCf will develop a process and protocols to track the amounts of each contribution, by Chapter and Region, with detailed quarterly reports of receipts to the international headquarters and international director of education.
- TMCf will also provide availability of this information by periodic call-in requests from regional directors of education, and the international director of education, as needed.
- TMCf will prepare the usual and customary time-line for posting and awarding of scholarships, and the related criteria for award.
- TMCf will make sure that marketing brochures and literature about scholarships, and the actual award of scholarships to individuals include information about the contributions of Phi Beta Sigma, which assisted in making these scholarship available.
- TMCf will assist in the promotion of the partnership utilizing its network of social and media contacts, HBCU alumni and member schools.
- TMCf will post the Scholarship Program on their website with a link to Phi Beta Sigma's website. They will also post the link via their social media outlets (Facebook, Twitter, etc.).

Representatives of Thurgood Marshall College Fund will share with the Brotherhood the outcome and impact of our contributions, and the names and schools attended of the individuals awarded Phi Beta Sigma Fraternity, Inc. scholarships through the auspices of the Thurgood Marshall College Fund at Conclave Little Rock, which will be held in Little Rock, AR, in July of 2015. Phi Beta Sigma will support efforts of the TMCf to market itself, and raise other funds for all TMCf scholarship and college funding purposes, such as the HBCU Gulf Tournament, and the TMCf Leadership Gala. TMCf will support similar Phi Beta Sigma efforts, which will reflect this mutually beneficial partnership.

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.

While in the schools, Chapters will implement two or more of the sub-components listed below:

- Reading Days
- Essay Contests
- Spelling bees
- Oratory and Debate Competition
- Math and Problem Solving Competitions
- STEAM (Science, Technology, Engineering, Arts and Math) related experiences, field trips, and projects

IMPLEMENTING ADOPT-A-SCHOOL

This initiative requires your Chapter to develop a relationship with a school and the administrators and teachers who work therein. These early steps are critical to the success of the programmatic effort.

In that regard, it is necessary to always put forth a professional persona, and in doing so, it is suggested that you plan the following initial steps in August prior to the school year:

First, plan the Who, What, When, Where and How of the program

- Who in the Chapter will participate
- What sub component/s will you implement
- When will the program start and end
- Where (school) is the target school located (get name/address)
- How will you implement (frequency of visits, time of visits, number of brothers per visit, and number of classes per visit).

After all those details have been decided, agreed upon, and written down, make the initial contact with the school (late Aug. or early Sept.) We suggest Collegiate Chapters focus on Elementary and possibly Middle Schools, and Graduate Chapters focus on Middle Schools and High schools. The process is easier if you choose a school to which Brothers or Sigma children have previously attended.

2. Contact school and get the Principal's full name.
3. Write a formal letter to the Principal describing the program, and request to partner with the school to implement the program. In the letter also request a meeting to talk with him/her after they've reviewed the letter, and that you will call the next week to follow-up. (allow 3 to 5 school days).

During the three to five days, do some research on the school: enrollment, asst. principal, grades at the schools, number of teachers, mascot, start and end times of the school day, etc.)

4. Contact the Principal, introduce yourself and share information 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.
5. During the call, request a visit and tour of the school, with will include two additional Brothers. Schedule a time that is convenient to him/her, but allows time for discussion at the next Chapter meeting.
6. Share the scheduled date of the visit at the next Chapter meeting.

7. During the next Chapter meeting, review the implementation plan. Reaffirm the agreed upon specifics of the Program Implementation Plan.
8. Share with the Brothers the information you researched about the school.
9. Decide which three Brothers will attend the initial visit with the principal and tour the school. All three should wear suits and ties and be professional at times.
10. Be sure visit on the appointed date, and be on time!! Take several copies of the Program Implementation plan with you, and review the specifics with school administrators.

RESOURCES TO SUPPORT THE EFFORT

Discuss the program effort with Sigmas, Zetas, and others, who are educators.

Chapters should identify educators in their city who can help the committee flesh out strategies and activities, and with the process for implementing the sub-components of the initiative.

The School Librarian

Get to know him/her, share the program sub-components, and seek his/her counsel and advice in implementing the initiatives. Utilize his/her myriad of resources such as books, educational games, videos and films, and knowledge of the school and its students.

The local/area university or college resource center

The institution has several resource professionals employed with the university or college. Visit the School of Education and General University Resource Centers, discuss the initiatives with them and benefit from their knowledge.

REPORTING CHAPTER IMPLEMENTATION

Credit will be given to Chapters towards international awards and regional and conclave recognition through the reporting of Adopt-A-School implementation, and documentation of these activities through Summary Reports of the program, letters of appreciation from the adopted school(s), and pictures of the Brothers-In-Action during implementation. Be the first Chapter to fully implement this program initiative!

As stated earlier, the purpose of this Program Initiative is to get Sigma men into the schools in your community. Our effort is to brand this component of Sigma's program as value added activities, to build student literacy, support community schools in educating the youth in the Nation by accruing educational service hours, and a presence, in schools of your community.

Credit will be given to Chapters towards Intl. awards and Regional and Conclave recognition through the reporting of Adopt-A-School implementation, and documentation of these activities through Summary Reports of the program, letters of appreciation from the adopted school/s, and pictures of the Brothers-In-Action during implementation.

Be the first Chapter to fully implement this program initiative !!

- Fill out a PIA Form on the International Phi Beta Sigma Fraternity Website.
- Take lots of photos of your implementation activities.
- Keep a log of the hours, per Brother, put in at the school.
- Earn the appreciation of the administration, faculty, and teaching staff, secure letters.
- Publicize your commitment to education in the local press, The Crescent and regional publications.

READING CONTEST

The Reading Contest will consist of contestants who will compete using dramatic or humorous interpretation of literature to act out a reading of a piece from a publication to an audience or panel of judges. This includes categories of individual (solo) performance of dramatic (serious) and humorous literature, as well as duo performance of either emotive appeal, with selections drawn from published or printed novels, short stories, plays, poetry, or other printed or published works, as well as limited on-line works as provided for in the following rules:

Divisions

Contests are conducted in Dramatic, Humorous, and Duo Interpretation.

Length

The time limit in Interpretation Main Events (Humorous, Dramatic and Duo Interpretation) is 10 minutes with a 30 second “grace period”. If the judges in the round agree that the student has gone beyond the “grace period”, the student may not be ranked 1st, but need not be ranked last based on time. The ranking is up to each individual judge’s discretion. Judges who choose to conduct time are to use accurate timing devices, such as a stop watch. No minimum time is mandated.

Material

Selections used in these contests must be cuttings (pieces) from a single work of literature– from one short story or one play, or one novel, or one or more poems– as described in the following subsections:

- A. Print Publications: includes novels, short stories, plays or poetry, published in print
- B. Digital (Online) Publications: [New in 2012--13] material is only allowed from pre--approved online publishing sources listed for the current school year (subsection ii), which meet webpage standards enumerated in sub-section i:
 - i. The website offers on-line material published directly on its webpage(s). Even if the site has multiple formats, such as PDFs, only material that can be printed directly from the webpage is allowed. Downloaded files will NOT be accepted. The League defines a webpage as a document coded with hypertext mark up language (HTML), displayed in a web browser. The League defines a down loaded file as a specific non--hypertext, such as PDF or word processing document.
 - ii. Approved sources for the 2012--2013 school year are:
 1. <http://www.theadironackreview.com>
 2. <http://ccat.sas.upenn.edu/xconnect/>
 3. <http://www.contemporaryworldliterature.com>
 4. <http://www.freedrama.net> - Disclaimer: The “Mad-Scripts!” material under the Free Drama Education section of the site is not acceptable; however, all other material on the site is acceptable for use.
 5. <http://frontporchjournal.com/index.asp>
 6. <http://www.inversetheater.org/bromleyplays.html>
 7. <http://www.memorious.org>
 8. <http://mushroom-cloud-press.myshopify.com/pages/nfl-compliance>
 9. <http://www.oscarwildecollection.com> --Disclaimer: The PDF documents on this site are not acceptable; however, all other material is acceptable for use.
 10. <http://www.poetryfoundation.org>
 11. <http://speechgeek.com>
 12. <http://www.storysouth.com>
 13. <http://tclj.toasted-cheese.com>--Disclaimer: Only material listed under the links “literary magazine” or “articles” contain material on the site acceptable for use.
 - iii. These guidelines determined digital (online) publication sources selected:
 1. The literary material is from a website with strict editorial submission standards that include editorial review and acceptance.

- Unacceptable sites include:
- a. Personal sites (social network profiles, blogs)
 - b. Personal professional sites (those where a writer who has his/her own site and can place his/her works for sale or view)
 - c. Publish it sites (those with one click upload or that accept submissions with out a selection process)
2. Texts must come from a verifiable website that can be accessed universally by any user. The site and literary text needs to be verifiable on the web if challenged.
- a. Unmarked or casual sites where individuals can easily post work either for performance or criticism will not be accepted.
 - b. The website has been in existence for a minimum of two years prior to submission for consideration by the National Forensic League for the upcoming school year (several online tools allow for verification of the existence of a website).

For more information, please see: <http://www.nationalforensicleague.org/asp/content.aspx?id=243>

- C. Prohibited material: not published in print or allowable online material as per above, including:
- i. Recorded material (videotape, DVD, audiotape, CD, MP3, or phonograph recordings).
 - ii. Original material published in a high school publication such as a newspaper, literary magazine, or yearbook.

Source Verification

It is the affirmative duty of each advisor/coach and each student entered in Interpretation contests to determine absolutely that the cutting being performed meets all rules for material.

- A. Print Publications: The original published source of any selection used must be immediately available at the tournament as well as a complete script of the cutting used. A complete script of the cutting includes:
- i. A photo copy of every page from which any line of the cutting is taken; pages are to be in the order in which they are performed.
 - ii. All words used from the script should be highlighted (any words/lines not used should be left unmarked).
 - iii. Any word changes (to eliminate profane language) and/or additions (for transition) must be indicated clearly in ink.
- B. Digital (Online) Publications: The material the competitor performs must presently appear on the website if questions arise in competition, additionally, a printed manuscript must be available:
- i. Manuscript items to be printed directly from the screen:
 1. The first page in the website (the home page)
 2. All other linked pages needed to navigate to the literary text selected for competition shall be printed out and the link must be highlighted in the manuscript
 3. All webpages upon which the cutting appears
 - ii. Each page must have printed in the header and/or footer:
 1. Date the page was printed
 2. Web address
 - iii. Only the printed manuscript shall be considered adequate proof of authenticity. In other words, the student or coach must provide printed pages or an identical copy for examination.

- iv. The highlighted manuscript submitted for material verification will follow the same rules designated for printed publications (see section “a” immediately above).
- v. The website and online version of the digital publication need to be available for comparison if challenged. Online access is the fundamental responsibility of tournament officials and/or individual filing the protest.

NOTE: If tournament officials cannot gain on-line access and the above requirements have been met, the piece is considered legal for use.

- C. All quarter finalists are required to turn in the original source OR printed web manuscript (as outlined above under Source Verification) to the judges . Photocopies are not acceptable. Any contestant failing to produce the original source to the judges will not qualify for the semifinal rounds of competition.

Performance

The presentation may not use physical objects or costuming. During the presentation the contestant/team must name the author and the book or magazine from which the cutting was made.

Additionally:

- A. Adaptations to material may only be used for the purpose of transition. The gender stated by the author must be honored. However, a female contestant may play a male role, and a male contestant may play a female role.
- B. Humorous, Dramatic, and Duo Interpretation selections must be presented from memory.
- C. In Duo Interpretation each of the two performers may play one or more characters so long as performance responsibility in the cutting remains as balanced as possible.
- D. Monologues are acceptable in Dramatic and Humorous Interpretation. If the selection is prose or poetry and contains narration, either or both of the performers may present the narration.
- E. Focus: In Dramatic and Humorous Interpretation, use of focal points and / or direct contact with the audience should be determined by the requirements of the literature being interpreted. In Duo Interpretation, focus may be direct during the introduction [the performers may look at each other] but must be indirect [off--stage] during the performance itself.
- F. Re-Use: A student may not use a cutting from a work of literature the student used in National Forensic League district or national competition in any previous contest year. A student entered in two events may not use the same selection of literature in both events.

Interpretation Videos

Introduction to Dramatic Interpretation:
<https://www.youtube.com/watch?v=kmLCoTHoxl8>

Dramatic Interpretation (solo):
<https://www.youtube.com/watch?v=PDL9M-ORyPo>
<https://www.youtube.com/watch?v=Evz7IhJAoN4>

Humorous Interpretation:
<https://www.youtube.com/watch?v=SdOUYrf5jrg>
<https://www.youtube.com/watch?v=KzvaekmaJME>

Duo Interpretation:
<https://www.youtube.com/watch?v=YpE1Ba46YoE>
https://www.youtube.com/watch?v=OK_XXr_Y00A
<https://www.youtube.com/watch?v=TFfjv8IUtOI>

ORGANIZING AN ESSAY CONTEST

The following is a step-by-step, comprehensive guide to organizing an Essay Contest. This guide will be informative as well as helpful as Phi Beta Sigma move forward promoting literacy throughout our communities.

ACADEMIC RATIONALE AND CONNECTION TO ADOPTED SCHOOLS

America's schools have begun a wholesale transition to a new academic format called Common Core. Phi Beta Sigma's Essay Contest initiative will be a strong support for student in their efforts to master the Common Core Standards. It is important that Sigma Men are aware of the academic environment that their programs will seek to merge. The Essay Contests seek to align with and support the CCR anchor standards and high school grade-specific standard. These core standards can be found at: www.corestandards.org/ELA-Literacy/W/9-10 and www.corestandards.org/ELA-Literacy/W/11-12 (core standards are also included in the Appendix section of this guide).

The Common Core Standards focus on three types of academic analytical: argument, informative/explanatory, and narrative. Argument has the strongest focus and is carefully delineated from persuasive essays. Arguments support claims with evidence. There are three main claim types: substantiation (fact); evaluation (value); or, recommendation (policy). (Adapted from: Scholastic (2012). *Writing Arguments & Conducting Research Participant Guide*. Scholastic Achievement Partners: New York)

The procedures in this guide should be implemented with an eye toward supporting the efforts of students to pass their Common Core-based standardized testing.

PLANNING CHECKLIST

When organizing a contest, it is always best to prepare a comprehensive checklist of all major areas that need to be covered. A group of 3 or more brothers should meet to develop the checklist; in order to be as accurate as possible with the details. Please remember that the checklist is subject to change and is only used as a means to not skip an important step in the planning process.

SAMPLE CHECKLIST

- Select the age range of the participants
 - Discuss all possible applicants, based on high school seniors or college students (Example: students attending a 4-year college vs. a community college/trade school)
- Select an essay topic
 - Create a survey of multiple topics and include a suggestion section; and determine which would be a popular and relevant topic on current events
- Select the requirements and create a rubric
 - Requirements can consist of format, length, presentation, references etc.
 - The rubric should include a clear description of the rules as well as a break down of the point system used to select the winner(s)
- Select the contest time frame
 - The recommended time frame for the Essay Contests is a minimum 1-month, in order to allow students to have 4 – 5 weekends to work on their essays
 - Do not schedule the contest around known major test dates
 - Class work, extracurricular activities, household responsibilities and part-time jobs will be factors in completing the essays on time
- Select Prizes
 - Any monetary prize should be awarded by a check made payable to the individual or school if it is offered as a scholarship (always keep a paper trail)

TOPIC SELECTION

When selecting the topic for your contest, always consider topics that intrigue the students. Such topics will make them feel more comfortable expressing their thoughts on paper. Contests can have two-to-three topics from which students can choose to write. Topics can relate to a central theme, but should not be limited to only the information the contestants can research on the subject.

It's recommended that a source breakdown is done to make sure that the topic(s) has/have enough information available for your contestants. Topics should lend themselves to an argument essay form, which is the main focus of the Common Core requirements students are striving to master (informative/explanatory and narrative essays are also acceptable, but persuasive essays should yield to argument formats).

Argument essays should include a specific claim (facts, value, and policy), which is backed by evidence (i.e. details, examples and data). A counterclaim (opposing view) should also be presented and refuted. Finally, the conclusion should include a "call to action" or offer a recommendation of some sort. (Adapted from: Scholastic (2012). Writing Arguments & Conducting Research Participant Guide. Scholastic Achievement Partners: New York)

CREATING THE RUBRIC

When creating the rubric, remember to clearly state all rules and requirements for the contest before providing the scoring system. The rules and requirements should reflect an essay that would receive a perfect score if followed correctly. Remember that the scoring system can be done with a numeric rating scale as apposed to a point per requirement system. A sample scoring chart is provided at: <http://communication.utexas.edu/strauss/texelects/essay-contest-rubric>

ADVERTISING FOR CONTESTANTS

- Advertise exactly 1 month prior to starting the contest
- The best places to advertise for your contest are as follows:
 - All schools meeting the age range of your participants
 - All libraries in the city, state or region of your contest
 - Church Bulletins
 - Camps and/or programs that include the age range of your participants
 - Chapter, State and/or Regional Websites
- Always proof-read your flyers before posting them
- If you are unsure of a prize or time frame, do not advertise for it (whatever appears on your advertisement, you are liable for it)
- Keep flyers to one page and avoid wordy advertisements, full descriptions should come in the application packet and not the initial flyer
- We recommend that the contest flyer and the application be kept separate to avoid any loss of information and/or unnecessary costs of printing

JUDGING RULES

Return the results to the participants in a timely manner, if no deadline has already been established. Results should not take more than a week to be produced. Remember that an effective rubric means a more efficient process for the results.

To avoid evaluation bias, assign each participant's submission a number and separate the application from the work. This will limit the possibility of bias judging. By limiting the opportunity for a biased decision, you improve the overall outlook of the contest.

REPORTING CHECKLIST

- Fill out a PIA Form on the international website
- Take photos of the winners for reporting and chapter records
- If a prize is awarded to a collegiate, be sure to include the student's ID number on the check, if applicable. Keep a list of the high schools and/or colleges the participants currently attend.

HOW TO HOST A SPELLING BEE

The following is a step-by-step, comprehensive guide to organizing a Spelling Bee. This guide will be informative as well as helpful as Phi Beta Sigma move forward promoting literacy throughout our communities.

PLANNING

Planning a Spelling Bee must be thorough. It should include the pre-event and post-event preparations. The pre-event preparations include getting sponsors, and advertising the event to the community through various means, such as fliers, newspapers, radio, school or community bulletin.

Key areas to include in planning:

- The age requirement of the participants
- The mechanics of the registration and registration fee (if there should be)
- Study materials if you plan to provide one
- Official word list for the participants
- Official word list copy with pronunciation guides, and sample usage in sentences
- Seating arrangements
- Name tags (optional)
- Official rules and rules of appeal
- Panel of Judges. Local celebrities are good choices.
- Pronouncers and emcees
- Prizes for the winners as well as certificates
- Sound system
- Chairs
- Whether the contest is written or oral or a combination

FUNDING

Determine how the Chapter will underwrite basic expenses for promoting and staging the Spelling Bee. Solicit community members and businesses as event co-sponsors by contributing cash or in-kind donations to cover prizes, venue, chair rental and printing.

IMPLEMENTATION

1. The Chapter should develop a plan that list the goals and objectives to be met by the Spelling Bee. Determine how much space is needed to hold the event. Ideally, a theater setting that physically elevates the participants so that they're easily followed during the Spelling Bee is the best set-up.
2. Recruit a committee of volunteers to help set up, prepare for and run the Spelling Bee. Ask volunteers to choose their preferred support roles from such categories as set up and tear down, word selection, judge and tasks associated with running the bee as a fundraiser, if appropriate. Determine the types of prizes --trophies, certificates or medals; and shop around for the best pricing.
3. Publicize your Spelling Bee. Post flyers and notices in appropriate places. Provide all of the details necessary to recruit participants: date, time, venue, qualification parameters and contact information in the form of a phone number or email address. Be sure to add a deadline date for registration.
4. Set the stage for the Spelling Bee. Rent chairs for participants and spectators, if none are available at the chosen location. Construct your own or seek a donation of printed signs with bold numbers and cord attachments; so that each participant can be identified and tracked throughout the bee by the number he/she is assigned. Design and print Spelling Bee program. Include a list of generous donors, as well as a listing of all participants, so there's a souvenir of the event.

5. Host the Spelling Bee. Award prizes to as many winners as you like and thank everyone for helping and/or participating. Follow up the Spelling Bee with a post press release, allowing local media have to interview the winners, sponsors and committee volunteers who donated their time and money to produce a resounding success.

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.

Both components are derived from and follow the guidelines of the National Forensic League's Operations Manual.

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/a 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”:

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Persuasiveness | <input type="checkbox"/> Organization | <input type="checkbox"/> Delivery |
| <input type="checkbox"/> Support | <input type="checkbox"/> Cross Examination | <input type="checkbox"/> Refutation |

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:	No more than
Affirmative Constructive	5 minutes
Negative Cross Examination	3 minutes
Negative Constructive	5 minutes
Affirmative Cross Examination	3 minutes
Affirmative Rebuttal	4 minutes
Negative Rebuttal	4 minutes
Affirmative Rebuttal	3 minutes
Prep Time	4 minutes

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/or 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
- Designed to meet Common Core State Standards
- Makes learning fun
- 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
- Proven record of improving student performance
- Available for all age/grade groups
- Engages the student

Visit: www.ixl.com/standards

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

1. Chapters will decide on age group/grade level based on the chapter's current mentoring efforts.
2. Sigma Beta Clubs, mentee groups and parents will be notified of the IXL program and its intended use to improve student performance in mathematics.
3. Directors, advisors, students and parents will utilize the free trial program during the initial stages while accounts and rosters are established.
4. 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

5. 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).
6. Progress/completion rates will be monitored by state/area/local Director of Education.
7. 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

8. Regular periodic (monthly) assessments will be critical for streamlining PIA reporting at the end of the chapter's reporting period.
9. Quarterly updates will be provided to the Regional Director of Education.
10. 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

11. Teams comprised of no more than 3 students each will register for the competition in advance. There will be no last minute substitutions.
12. 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.
13. 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).
14. The highest scoring team nationwide will be sent to the USA Science & Engineering Festival in Washington, D.C.



Working Together to Build Stronger Communities

PHI BETA SIGMA'S 3 PROGRAM AREAS WORKING TOGETHER UNDER ONE SIGNATURE BRAND: SIGMA WELLNESS

SOCIAL ACTION PROGRAM & INITIATIVES

The mission of the **International Social Action Program** is to encourage social, political and philanthropic leadership that strengthens our communities and our membership.

The international program of Social Action strengthens our membership by:

- Educating Fraternity members on health issues affecting them and their families
- Increasing visibility and sense of self-worth by/through serving in the community
- Providing unified efforts that address political and community issues and increasing awareness of the legislative process
- Involving the membership in fund raising activities that support organizations that share our vision
- Promoting health awareness in an effort to prevent health challenges amongst our membership

The international program of Social Action transforms our communities by:

- Creating awareness of disparities in health and well-being in our communities
- Creating political awareness and engagement in the legislative process
- Increasing community empowerment through the political process
- Fundraising and financial gifts by the fraternity

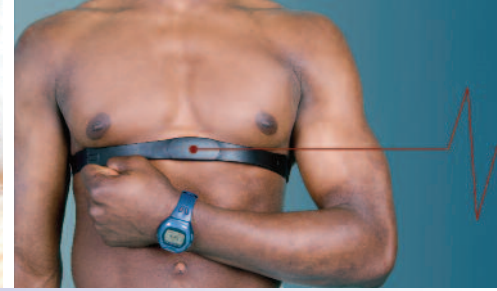
Your Social Action Team consists of:

- Bro. Dr. Ivory W. Lyles, International Director of Social Action
- Bro. James "JR" Stevens – Eastern Regional Social Action Director
- Bro. Eric Williams – Great Lakes Regional Social Action Director
- Bro. Jason Ewing – Gulf Coast Regional Social Action Director
- Bro. Keith Coleman – Southeastern Regional Social Action Director
- Bro. Benjamin Otey – Southern Regional Social Action Director
- Bro. Byron Gardner – Southwestern Regional Social Action Director
- Bro. Maurice Gibbs - Western Regional Social Action Director



Brother Dr. Ivory W. Lyles

International Director of Social Action
socialaction@phibetasigma1914.org



Living Well—
Brother to Brother.

LIVING WELL BROTHER-TO-BROTHER

Living Well is a men’s health initiative designed to educate and inform the community on key health issues facing men of color. The purpose of the initiative is to engage the communities and campus areas served by Phi Beta Sigma chapters, in a dialogue on our health and solutions to improve our well-being.

Brothers and Chapters are encouraged, when appropriate, to co-host events with our sisters Zeta Phi Beta Sorority, Inc. Conducting Living Well workshops provides an excellent opportunity for professional development, strengthened public speaking skills and enhanced organizational know-how.

TIPS FOR IMPLEMENTATION

- Get the media involved
- Save newspaper clippings
- Contact the local health department and inform them of your activity
- Engage health educators on your campus
- Organize health fairs
- Record and keep pre-tests and post-tests (send copies to Social Action Director)

Chapter are to complete the assessments at the activity’s end and send with your workshop portfolios.

Areas Living Well Brother to Brother:

- Living Responsible: Sexual Health
- Living Balanced: Spiritual and Mental Health
- Living healthy: Diet and Nutrition
- Living Fit: Obesity and Weight Control
- Reducing your Cancer Risk
- Living Safe: Gun Violence



MARCH OF DIMES

PHI BETA SIGMA PARTNERSHIP WITH THE MARCH OF DIMES

As the March of Dimes celebrates their 75th Anniversary, Phi Beta Sigma joins with them in solidarity. The two organizations know that much remains to be done to conquer the battle against prematurity. While rates are just starting to dip, it is the time for renewed excitement and engagement around this important cause, which has an effect on every Sigma family – and in fact every family in our country.

Sigma Men CARE about Babies – fighting to make the next generation the best, Sigma Chapters engage in key March of Dimes activities of Community Service; Advocacy; Research; Education and Service.

Through this partnership, the two organizations work together to prevent birth defects, premature births, infant mortality and build strong fathers and male role models in the African American community through sponsoring Strong Fathers seminars. A shared passion for service and a commitment to babies and families are among the hallmarks of the storied partnership between Phi Beta Sigma and the March of Dimes.

Phi Beta Sigma Chapters will support the March of Dimes' flagship fundraising and awareness raising event, March for Babies, held in communities around the country during the last week in April.

Chapters are charged to support the March of Dimes and March for Babies by:

- Serving on local boards
- Serving as Ambassador Families
- Volunteering at the March
- Raising funds as March walkers
- Advocating for research

Chapters are also charged with co-sponsoring and leading the March of Dimes Strong Fathers seminars in our communities.

Together we honor a tradition and a partnership – one that feels more like family - in our quest to ensure that every baby is born healthy.

MARCH FOR BABIES INITIATIVE

Our goal is to raise \$100,000 with each region contributing a minimum of \$15,000.00

STANDARD OPERATING PROCEDURE (SOP) FOR MARCH FOR BABIES TEAM CAPTAINS

As the partnership between our organizations continues to expand, each chapter - collegiate and alumni - is asked to form a March for Babies Team and support events local to their respective chapters.

In order for Phi Beta Sigma to receive full credit for each donation that we raise, we are asking chapters to follow this Standard Operating Procedure (SOP) when registering for the March for Babies. The process for registering online is as follows:

1. Go to www.marchforbabies.org
2. Go to the button: “start a team” and click
3. You will see a screen with the various states listed. Click on the state in which you want to register.
4. Select the location of the event that you wish to support. Please be sure to scroll all the way down and review each location. They are listed alphabetically and in some cases the locations may span multiple pages. Once you identify the event and location for which you want to create a team. Then enter your personal information to begin the process.
5. You will then be taken to the Create a Team section of the registration process. This is a critical step. Please use the following format to name your Team: Phi Beta Sigma (Chapter Name, City, State). For example: Phi Beta Sigma (Zeta Alpha Sigma, Columbia, MD).

Using this format will help ensure that Sigma gets credit for all the funds raised for March of Dimes. We have seen chapter names such as “Blue & White Walk for Babies” or “Sigma’s Support MOD”. While these are spirited Team names, there is no way to tie the Team back to Phi Beta Sigma.

6. Once the Team is created, you are taken to the “Getting Started” section where you set personal goals, invite members to your team and ask for general support. You can add photos, configure your display options, etc.

We also recommend that you reach out to the local March of Dimes staff for ideas on how to connect with more local groups input on increasing fundraising. One thing that our partnership has shown is that the chapters that traditionally raise the most money are the ones that work closely with the March of Dimes.



marchforbabies.org/phibetasigma

Register Today and Join Your Phi Beta Sigma March for Babies Team



PHI BETA SIGMA
FRATERNITY, INC.

Your Quick Guide to Online Fundraising:

marchforbabies.org/phibetasigma Setup your personal fundraising page, reach out to potential donors to receive secure, online donations.



New Walkers

- 1 Follow the link your team captain provided or go to **marchforbabies.org/phibetasigma**, click your State and select the team you would like to join. The information you provide will be used to create your personal fundraising page.

Returning walkers: log in to reactivate your profile.



2 Your Dashboard

Use this page to email your network, track your donations and to catch up on the March for Babies blog. You can return to this view at any time — just click the **Your Dashboard** button at the top of the page.

- 3 This is your URL. Always include this link when you write to potential donors.

- 4 Want to change your team or personalize your page? Click **Edit My Personal Page**.

Tell us about your walk

- 5 Click **Change Team** to join another team. Click **Change Event** under your event details if you've decided to walk somewhere else.

Your fundraising page is your chance to connect with donors. Scroll down to share why you are walking and why it means so much to you to support the March of Dimes. You can even upload a photo or video to make a bigger impact.

Once you've finished, Click **Save My Changes** button at the bottom of the page.
Need help: Call us at 888-274-3711



PHI BETA SIGMA FRATERNITY, INC.

SOCIAL ACTION

PROGRAM WORKSHEET

For Internal Chapter Use Only

PROGRAM/EVENT INFORMATION

Program Title:
Date(s) Performed:
Program/Event Chairman:
Social Action Initiative: <input type="checkbox"/> Living Well Brother To Brother <input type="checkbox"/> March of Dimes <input type="checkbox"/> Other

COMMITTEE MEMBERS

PROGRAM DESCRIPTION

PROGRAM GOAL (BE SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT AND TIME-BOUND)

RESOURCES/SERVICES USED

Speaker/Presenter:	Contact Info:
Advertising:	Contact Info:
Facility/Location:	Contact Info:
Security:	Contact Info:
Consulting Agency/Partner:	Contact Info:

EVENT PERFORMANCE

Attendance:	Moneys Raised:
Number of Individuals Directly Served:	Hours Performed (Chapter Aggregate):
Total Expenses:	
Would you recommend this event/program in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Chair's Signature:	

EVENT CHECKLIST

Additional Event Insurance: Y_ N_	PIA Form: Y_ N_
CSAF: Y_ N_	Included in Annual Chapter Report: Y_ N_



Working Together to Build Stronger Communities

PHI BETA SIGMA'S 3 PROGRAM AREAS WORKING TOGETHER UNDER ONE SIGNATURE BRAND: SIGMA WELLNESS

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 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.



WHOLESOME VALUES

LEADERSHIP SKILLS

SOCIAL AWARENESS

CULTURAL AWARENESS



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 organized 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 members 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:
 - a. Registration (Form 3d)
 - b. Advisor Application, for all new advisors that will be working with the club (Form 3e)
 - c. Copy of Certified money order for all new members \$25.00 per member
 - d. Copy of Membership Applications (Form 3b)
 - e. 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 on line at www.sigmabetaclub.org.

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.

Also, beginning March, 2014, all current and future coordinators and advisors will be required to receive certification by completing a workshop, via webinar or conference, on the duties and responsibilities of a Coordinator/ Advisor and such other training as required from time to time to maintain his certification and appointment as a Coordinator/Advisor.

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 can offer assistance to an existing Sigma Beta 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 time. 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 procedure presented earlier. 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.

PHI BETA SIGMA FRATERNITY, INC.

BIGGER AND BETTER BUSINESS PROGRAM WORKSHEET

For Internal Chapter Use Only

PROGRAM/EVENT INFORMATION

Program Title:
Date(s) Performed:
Program/Event Chairman:
Bigger and Better Business Initiative: <input type="checkbox"/> Project S.E.E.D. <input type="checkbox"/> IRS/VITA <input type="checkbox"/> Other

COMMITTEE MEMBERS

PROGRAM DESCRIPTION

--

PROGRAM GOAL (BE SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT AND TIME-BOUND)

--

RESOURCES/SERVICES USED

Speaker/Presenter:	Contact Info:
Advertising:	Contact Info:
Facility/Location:	Contact Info:
Security:	Contact Info:
Consulting Agency/Partner:	Contact Info:

EVENT PERFORMANCE

Attendance:	Moneys Raised:
Number of Individuals Directly Served:	Hours Performed (Chapter Aggregate):
Total Expenses:	
Would you recommend this event/program in the future? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Event Chair's Signature:	

EVENT CHECKLIST

Additional Event Insurance: Y_ N_	PIA Form: Y_ N_
CSAF: Y_ N_	Included in Annual Chapter Report: Y_ N_

PHI BETA SIGMA FRATERNITY, INC.

EDUCATION

PROGRAM WORKSHEET

For Internal Chapter Use Only

PROGRAM/EVENT INFORMATION

Program Title:
Date(s) Performed:
Program/Event Chairman:
Education Initiative: <input type="checkbox"/> Scholarships <input type="checkbox"/> Adopt-A-School <input type="checkbox"/> Other

COMMITTEE MEMBERS

PROGRAM DESCRIPTION

--

PROGRAM GOAL (BE SPECIFIC, MEASURABLE, ATTAINABLE, RELEVANT AND TIME-BOUND)

--

RESOURCES/SERVICES USED

Speaker/Presenter:	Contact Info:
Advertising:	Contact Info:
Facility/Location:	Contact Info:
Security:	Contact Info:
Consulting Agency/Partner:	Contact Info:

EVENT PERFORMANCE

Attendance:	Moneys Raised:
Number of Individuals Directly Served:	Hours Performed (Chapter Aggregate):
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EVENT CHECKLIST

Additional Event Insurance: Y_ N_	PIA Form: Y_ N_
CSAF: Y_ N_	Included in Annual Chapter Report: Y_ N_



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