**Acacia Online Pledge Education Facilitator’s Guide**

First off, thank you! As a facilitator of online education for your pledge class, you are assuming a great responsibility in educating the future leaders of your chapter and our fraternity. We wanted to provide some expectations and guidelines to assist you in providing a top-notch experience.

**Weekly Meetings**

The online pledge program is incredibly flexible and has been provided as a tool for your chapter. You are not required to present the program in the two-part weekly format provided – this is merely our way of splitting the program up into chunks that you can divide into a variable week schedule (4 weeks is provided, but you can split it up to be over (a maximum of) 8 weeks (for example). It is your choice to have one or two pledge meetings a week, if you just have one – cover both parts during your meeting.

The program has currently been developed with COVID-19 restrictions in mind, so you will most likely need to meet digitally. We recommend Google Hangouts or Zoom for video conferences. If you have any questions about video conferencing or the pledge program in general, please reach out to your AHQ Chapter Coach.

**Below is an outline of what you are expected to provide during your online meetings:**

**Week 1 – Part A**

* Executive Member Spotlight: Senior Dean
* Introduce Chapter Advisor & House Corp. Pres.
* Review the SMART Goals of each pledge
* Distribute/Review Worksheets
* Discuss any upcoming chapter events or activities

**Week 1 – Part B**

* Executive Member Spotlight: Venerable Dean
* Discussion of personal goals
* Distribute/Review Worksheets
* Discuss any upcoming chapter events or activities

**Week 2 – Part A**

* Executive Member Spotlight: Treasurer
* Distribute/Review Worksheets
* Discuss any upcoming chapter events or activities

**Week 2 – Part B**

* Executive Member Spotlight: Secretary
* Distribute/Review Worksheets
* Discuss any upcoming chapter events or activities

**Week 3 – Part A**

* Executive Member Spotlight: Recruitment Chairs
* Distribute/Review Worksheets
* Discuss any upcoming chapter events or activities

**Week 3 – Part B**

* Executive Member Spotlight: Human Service Chair
* Distribute/Review Worksheets
* Discuss any upcoming chapter events or activities

**Week 4 – Part A**

* Executive Member Spotlight: Junior Dean
* Go over the IFC officers on your campus
* Distribute/Review Worksheets
* Discuss any upcoming chapter events or activities

**Week 4 – Part B**

* Executive Member Spotlight: Risk Manager, Senior Steward/House Manager, Academic Chair
* Distribute/Review Worksheets
* Discuss any upcoming chapter events or activities
* Provide initiation date if not already given to pledges