Overview –

This training outline is designed to be used over the course of two sessions. It can be expanded or consolidated as needed. It is important that the Pledges are allowed time to socialize with members. If training takes place during a meeting allow time for the Pledges to mingle with members before or after the meeting. Remember pledges are not allowed to attend meetings but can attend socials or public fundraising events.

Prior to the training session the Pledge Trainer should do the following:

- Review the Vice President’s Guide to familiarize herself with the training duties
- Review the “Key” A Guide to Voting, Pledging and Initiation
- Review the Pledge Manual
- Gather the following information:
  - Total number of Active and Associate Chapters (Cross Keys)
  - Current number of members in local chapter (Rec-Sec)
  - Current number of members in the Associate Chapter(s) [if applicable]
  - List of chapter projects including charity, culture and education
  - Current Council President’s chapter project for the term
  - Current financial obligations and when due

Materials Needed for Session #1 –

- Pledge Manual (dated 2011, one for each pledge, available on the website)
- Pledge binder or other chapter specific material
- Chapter Program Book
- Current copy of Cross Keys
- Tri Kappa Songs CD & Player (or mp3 of Opening Song)
- Copies of Pledge Exam with answers (one for each pledge)

Ice breakers and activities are a great way for the group to get to know each other better and to make learning fun. The Pledge Training Fun Activities document has lots of ideas. Look for the idea symbol throughout the outline to get the pledge trainer started.
Session #1 –

Note: Take time to answer questions as you work through the outline. Anything not covered in Session #1 can be covered in Session #2.

I. Introductions –
   A. The Pledge Trainer should introduce herself and tell a little about herself including:
      1. Personal background (married, number of children, etc.) [This can be optional if the trainer is not comfortable in giving out this type of information.]
      2. Tri Kappa background (years of service, committee work, offices held, etc.)
   B. Pledge introductions including:
      1. Name
      2. Background
      3. Are they familiar with Tri Kappa or any of its projects?

Check out Icebreakers to Get Acquainted for ideas to get to know everyone.

II. History –
   A. Using the Pledge Manual the trainer should review Tri Kappa history including:
      1. Founded at the May Wright Sewall Girls’ Classical School in Indianapolis
      2. Founded on February 22, 1901
      3. Founders names
      4. Current Active and Associate Chapter count (Cross Keys)
   B. Unique Greek organization because we only exist within the boundaries of the State of Indiana
      1. Local Chapter History
      2. Chapter was installed on _________
      3. Founders names
      4. Current number of chapter members and Associate chapter members

III. Purpose – “The object of this organization shall be to bring women into close, unselfish relationship for the promotion of charity, culture and education.”
   A. Tri Kappa is a not-for-profit 501(c)(3) organization
   B. Chapters are separate entities but file tax returns as one group

IV. Charity, Culture, Education Funds & Projects
   A. Briefly review State & Local Charity Projects (use Pledge Manual and Program Book)
      1. Riley Hospital/Foundation Support (if applicable)
      2. Riley Cheer Guild Support (if applicable)
      3. Hoosier Salon Support (if applicable)
      4. Local Charity Projects
   B. Review State & Local Culture Projects
   C. Review State & Local Education Projects
   D. Review current Council President’s project for chapters and how chapter will or has participated this term (this will vary from term to term)
Kappa Kappa Kappa, Inc.
Pledge Training Template

V. Organization Structure
   A. Twelve Provinces
      1. Chapter is in Province _____, and generally covers __________ (insert geographical area – show map located in Cross Keys)
      2. Name current Province Officer and briefly explain duties
         i. Works as a liaison between the local chapters and the State organization
         ii. Works with chapters to resolve issues
         iii. Conducts Chapter Review once every two years (IRS requirement)
   B. Briefly review the difference in Active and Associate Chapters

VI. Membership
   A. Resident of community
   B. Cannot be a member of any other Greek organization except college, professional or vocational organizations
   C. Minimum high school graduate
   D. Membership is by **invitation only** (briefly explain)
   E. Briefly review member classifications
      1. Active
      2. Key
      3. Associate
      4. Sustaining
      5. Inactive
      6. College
   F. Legacies (if applicable, explain requirements)

VII. Government
   A. Tri Kappa is governed at the State level by Council and Convention
   B. State **Bylaws**
   C. Local chapter is governed by Chapter Officers who may also function as an Executive Board
   D. Local Bylaws
   E. Parliamentary authority is Roberts Rules of Order Newly Revised
   F. All Officers both State and local serve a two-year term starting July 1st of the odd years
      1. Name Council Officers
      2. Name Chapter Officers

VIII. Meetings
   A. State Meetings
      1. Province Convention & Officer Training – Delegate required, other officers and members optional
      2. Chapter Review (formerly Inspection) by Province Officer – All chapter members required to attend unless excused
      3. State Convention – Delegate required, alternate and other members optional
   B. Chapter Meetings
      1. Day and time of meetings (i.e. every second Monday, September through June at 7:00 pm)
      2. Locations (Note if the location moves every month or always at the same location.)
      3. Required Meetings
         i. Pledging
         ii. Initiation
         iii. Chapter Review (formerly Inspection)
         iv. Review fines if applicable
         v. Review excuses for missing a meeting
Kappa Kappa Kappa, Inc.
Pledge Training Template

C. Finances – Dues, Per Capita Assessment, Other Fees (refer to Chapter Bylaws)
   1. Dues including per capita assessment of $________ per year due _________ (date)
   2. Initiation Fee of $15.00 due ____________ (date) [one-time fee]
   3. Other chapter fees and when due
   4. Official Badge (Types and costs, if applicable)

IX. Pledge Project (if applicable) Note: A pledge project can help the pledges bond and gives them a vested interest in the chapter.

X. Cross Keys
   A. Official Publication
   B. Published four times a year

XI. Website – www.trikappa.org
   A. Public page
   B. Member pages

XII. Central Office – See Cross Keys

XIII. State Committees – See Cross Keys

XIV. Review Song & Verses
   A. With the CD or mp3 start learning the song
   B. Review the Opening and Closing Verses (Pledge Manual)
   C. Review Pledge Test

💡 Consider using the activity No Dumb Questions here.

XV. Announcements
   A. Next meeting date, time and place
   B. Pledge test date, time and place
   C. Initiation date, time and place

Send pledges home with a Pledge Manual and copy of Pledge Test with answers. Ask them to work on memorizing the Opening and Closing verses and think of potential pledge projects (if applicable). Remind them to bring all the materials to the next meeting.
Session #2 –

Prior to the start of Session #2 the Pledge Trainer should make arrangements for the following speakers:

Major Fundraiser Chair(s) or Co-Chair
Service Project Chair(s) or Co-Chair
Other Member/Chair (as deemed relevant by the Pledge Trainer – consider a social chair, or anyone serving at the State level)
Associate Officer, Member or Associate Liaison (if applicable)

Speakers should be prepared to give a very short overview (5 – 7 minutes) of their committee. Associate officer/member should be encouraged to give some history of the Associate chapter and talk about activities, etc. (10 minutes max).

Materials Needed:  Pledge Manual (dated 2011)
  Pledge Binder or other Chapter Specific Materials
  Chapter Program Book

I. Briefly review Session #1 – Q&A

Consider using The Alphabet Review or Matching Review to review the material.

II. Cover any sections not covered in Session #1

III. Obligations & Expectations –
  A. Participation in chapter activities
     1. Fundraisers (explain in detail i.e. required to work four hours at Fall Festival or required to sell 5 lbs. of nuts, etc.)
     2. Service projects
     3. Other projects
  B. Committee Expectations
     1. Explain committee requirements
     2. Meetings with Chair for planning purposes and how often
  C. Officer Expectations – Everyone is expected to serve in at least one office at some point during their Tri Kappa career.
     1. Members will get a better understanding of how the chapter works
     2. Allows members to get acquainted with others in a more intimate setting
     3. Allows members to network with members of other chapters (Province and State Conventions)
  D. Attendance Expectations – Review

IV. Speakers –
  A. Fundraising Chair
  B. Social Chair
  C. Other (optional)
  D. Associate Officer/Member (if applicable)

V. Pledge Project (if applicable) – Note: A pledge project can help the pledges to bond and gives them a vested interest in the chapter.
VI. Review Pledge Test

VII. Work on song and verses

VIII. Q&A (if time allows)

Consider the activity I Liked What I Learned for review.

IX. Announcements
   A. Pledge test date, time and place
   B. Initiation date, time and place
   C. Ask Pledges to continue to work on memorizing the Opening and Closing verses.
      Remind them that all materials must be turned in at the Pledge test or next meeting.

X. Allow pledges time to socialize with members.
Pledge Training Fun Activities

Here’s a Few Ready to Use or Create Your Own
Activity 1: No Dumb Questions

**Objective:** To provide an opportunity for pledges to ask questions they have about joining Tri Kappa in a non-threatening way.

**Required Materials:** One blank sheet of paper for each pledge and something to write with.

**Procedure:** Distribute a sheet of paper and a writing instrument to each pledge. Tell the group for the next few minutes they will write a few questions they have about being a member of Tri Kappa. Announce that no question is a “dumb” question. Give them a few minutes to write their questions. At the end of the designated time have the pledges crumple up their pieces of paper and throw them into the center of the room. The pledge trainer will then open each sheet of paper and answer the questions. If the trainer doesn’t know the answer, she will note that question for future follow up with the group.
Activity 2: Table Topics

Objective: To provide pledges to learn about an assigned part of Tri Kappa and share this knowledge with others.

Required Materials: A series of 3 x 5 cards is prepared, each having a different Tri Kappa topic found in our pledge manual. Possible topics include: Founding (state and chapter), Chapters, Purpose, Charity (state and chapter), Culture (state and chapter), Education (state and chapter), Membership, Government, and Financial Obligations.

Procedure: Give each pledge time to research her card topic (this could be a take home assignment between meetings). The trainer then asks each pledge to give a 60 second talk on her assigned topic.
Activity 3: Let Me Introduce You

Objective: To provide an alternative way for pledges to become acquainted with Tri Kappa.

Required Materials: 3 x 5 inch cards with possible topics written on the top line of them. Possible topics include: Chapter Founding, Sorority Founding, Memorial Fund, Philanthropy Fund, Mental Health, Scholarship, Gifted and Talented Fund, Art Collection, etc.

Procedure: Distribute the cards to the pledges. Allow time for each pledge to write what she knows about her topic on her card. Collect all of the cards and ask a pledge at random to pull a card from the deck. Have her read the information on the card to the group.
Activity 4: Does a Straight Beat a Flush

Objective: To stimulate a higher level of member participation in whole group discussions.

Required Materials: a deck of playing cards, a small Tri Kappa prize

Procedure: You can break the ice quickly and stimulate broader group participation in response to your questions by simply following this method: inform the group that they will have the opportunity to play one hand of poker at the end of the meeting. The person with the best overall poker hand will win a prize. One card will be given to each person every time they make a meaningful contribution to the discussion. Liberally reward participants with randomly-drawn cards as they engage in discussion. Clarify the winning order of poker hands and identify the best five-card hand in the group. (You can use this to review Tri Kappa questions from the pledge quiz.)

NOTE: if you deem poker an unacceptable structure for this exercise, simply award the prize to the person with the highest point total (with all face cards counting as 10).
Activity 5: The Alphabet Review

Objective: To encourage participants to stretch their minds and their collective memories while convincing them that a large number of useful items were learned during the meeting.

Required Materials: Alphabet Review form for each person (see attached).

Procedure: Form small groups of 3 to 5 persons. Distribute one “Alphabet Review” form to each person. Ask the teams to generate at least one significant item from the pledge education that starts with each letter of the alphabet. Allow time for each group to complete the assignment and then summarize the session by asking each group what they identified for each letter.

Alternative: Provide the review form and instructions to participants at the beginning of pledge training thus allowing them to record items as they are introduced to them.
<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>E</td>
<td>F</td>
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<td>G</td>
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<td>X</td>
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<td>Y</td>
<td>Z</td>
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</tr>
</tbody>
</table>
Activity 6: Matching Review

Objective: To assess the degree of retention of key concepts among the pledge group. To reinforce the major terms at the end of the session.

Required Materials: Master set of key terms associated with Tri Kappa (see next page).

Procedure: Divide the group into teams of 2 people and give each team a set of materials to work with. Set a time limit and then review the answers. Provide prizes to the teams that answer the most correctly.
<table>
<thead>
<tr>
<th>Key Concept</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>State regions</td>
<td>Five</td>
</tr>
<tr>
<td>Required to attend five meetings in two years</td>
<td>Memorial</td>
</tr>
<tr>
<td>Number of business meetings for Active chapter</td>
<td>Riley Hospital</td>
</tr>
<tr>
<td>Number of Active Chapter officers</td>
<td>Spring of odd-numbered year</td>
</tr>
<tr>
<td>Supreme governing body of Tri Kappa</td>
<td>Cross Keys</td>
</tr>
<tr>
<td>Required meeting for Active members in even-numbered year</td>
<td>Provinces</td>
</tr>
<tr>
<td>Year State Convention is held</td>
<td>Ten</td>
</tr>
<tr>
<td>Full-time student member</td>
<td>Key member</td>
</tr>
<tr>
<td>Founding date of sorority</td>
<td>State Convention</td>
</tr>
<tr>
<td>Name of our magazine</td>
<td>February 22, 1901</td>
</tr>
<tr>
<td>Positive roll call response</td>
<td>Chapter Review</td>
</tr>
<tr>
<td>Fund to provide emergency funds to students</td>
<td>College</td>
</tr>
<tr>
<td>Special project since 1922</td>
<td>Kappa</td>
</tr>
</tbody>
</table>
Activity 7: Stop the Music

Objective: To energize the group.

Required Materials: Questions from the pledge quiz and small prizes.

Procedure: Set up the meeting room in your favorite style with extra space around each chair. When starting the exercise, remove all extra chairs and one more. Describe the activity to participants. Have the participants walk around the room while you play up-beat music. After 20 to 30 seconds, stop the music. The participants should now all scramble for chairs. The lucky person left standing gets to answer a question. If they answer correctly, they stay in the game. Remove one chair and continue play for 5 to 10 more turns. Give questions to those who answered questions correctly.
Activity 8: Like What I Learned

**Objective:** To allow the pledges to identify qualities about Tri Kappa that they like.

**Required Materials:** Foam ball (Nerf ball)

**Procedure:** Have the group sit in a large circle facing the center. The pledge trainer tosses the ball into the audience. The person who catches the ball stands up and states a quality about Tri Kappa she likes. The individual then throws the ball to another person who states something else she likes about Tri Kappa. Continue until everyone has caught the ball and shared something.
Icebreakers to Get Acquainted

**Option 1:** Each person is given a blank name tag and asked to put her first name and nickname on it. Then they are asked to list five words or brief phrases that tell something about themselves that can be used as conversation starters. Examples could be home state, hobbies, children, etc. Example: Mary (Freckles)

- Indiana resident
- Wisconsin native
- Colts fan
- Jogger
- Rock enthusiast
- 3 children

Have them mix around in groups of 2 to 3 and change groups every few minutes.

**Option 2:** Tell the participant that they will be asked to introduce themselves to the group by standing up, stating their names, and associating their names with some items they would bring to a picnic (or other activity). Examples:

- My name is Mable, and I'd bring a table.
- My name is Kay, and I'd bring insect spray.
Icebreakers to Get Acquainted

Option 3: Divide the group into groups of three people. Tell them that their assignment for the next two minutes is to find at least three distinctive things that the three of them have in common. The only rule is that the three things can not be Tri Kappa related. Ask them to identify those three things as quickly as possible and to shout out loudly when they've done so. Provide a token prize for the first team to do so. After most have completed their assignments, call on a few groups to tell their areas of commonality.

Option 4: As each person enters the room, randomly give her a name tag with someone else's name on it. Then ask her to circulate around the room and find the person with the name tag with her name on it and make a switch. Continue until all of the group have their correct nametag.

Option 5: Collect a set of used greeting cards (birthday, Christmas, Easter, Thanksgiving, anniversary, etc.) you have received. Cut off all but the first page. Cut the first page in half. You may wish to strategically cut the page in two, dividing the major greeting into two parts (such as “Happy” and “Anniversary”). This will provide a slightly greater challenge for participants who then cannot just call out for a “birthday” partner, but must match the entire message. Instruct them to mix with each other until they find the person holding the other half of the card. Then they should uncover enough interesting information about the other person to effectively introduce that person to the rest of the group when you give the signal.
Icebreakers to Get Acquainted

**Option 7:** Each participant is asked to give her middle name and tell how or why that particular name was chosen. The trainer should begin the process, and if appropriate, do so in a light, humorous way.

**Option 8:** Instruct participants to take two items from their purses. When introducing themselves to the group, they should then use whatever they took out of their purse to describe themselves in at least two ways (for example, “I am superstitious,” “I’m such a tight wad that this is the first dollar I ever earned.”)