

# Zeta Beta Tau

*A Brotherhood of Kappa Nu, Phi Alpha, Phi Epsilon Pi, Phi Sigma Delta, Zeta Beta Tau*

## Operating a Parents Club

The purpose of this overview is to help guide Chapter Advisors and interested parents form a Parents Club organization, and thereby help the chapter become more successful and the members accomplish their goals.



### ORGANIZATIONAL STRUCTURE:

Parents Clubs are directed by a Chapter Adviser (CA), or an engaged alumnus that is willing to serve the chapter in this capacity. The CA is responsible to appoint a Chairperson or Co-chairpersons that will provide the administration of the chapter's Parents Club.

The Chairperson(s), in turn recruit parent members to oversee various Parents Club activities. There is typically a nominal charge for annual membership. The Chairperson(s) also open a bank account for the purposes of depositing and dispersing funds received from donations and fundraisers. A record of all account activity should be provided to the CA annually.

### ACTIVITIES:

It is suggested that Parents Clubs meet once each academic year, or preferably once per academic term. The meeting should take place at a convenient time that allows the members to gather at the chapter's fraternity house, or at someone's home if the chapter doesn't yet have a fraternity house, during Homecoming or Parents weekend.

The meetings should be informal and minutes should be taken to record the discussion and any decisions that have been reached. The minutes should be posted and distributed to the members in a Parents Club newsletter.

The Parents Club should work with the Chapter Adviser and elected officers to identify opportunities for parents to support the chapter.



Some suggested activities for the Parents Club:

- Identify individual parents' skills and talents, and match them to the chapter's needs
- Identify specific needs such as equipment, facility improvements, etc. and organize fund-raising events to provide the required financial support through:
  - Silent Auctions
  - Raffles
  - Cookbooks with favorite recipes
- Plan Parent/Son activities such as a Move-In or Clean up the House Days
- Plan Father/Son activities such as golf, poker tournaments or attending sporting events
- Plan Mother/Son activities such as a Mother/Son brunch, or attending campus events such as a play, concert or special speaker
- Help with recruitment by hosting events at parents' homes such as Swim Parties or Bar-B-Ques
- Help with recruitment by assembling Reference letters from parents of past members
- Plan Parents Weekend event in the fall. This might include a house B-B-Q, attending a football game as a group or dinner with the other parents from your son's class level.
- Plan a Senior Night dinner the night before graduation to honor the graduating senior members. This event provides an excellent opportunity to include the graduate's entire family.
- Assemble "care packages" for members during final exams
- Invite parents to be involved in programming for the chapter, on topics related to career development or financial management.
- Conduct a family picnic for initiated and associate members, girlfriends or dates, and key alumni
- Develop an email distribution list to keep parents informed about the chapter

**Note:** It is important to be sensitive regarding how Parents Club programs and events are promoted within the chapter. There may be members whose parents are deceased, or in other ways estranged from their sons. When this is the case, it is important that undergraduates feel comfortable to invite other significant adults, such as uncles, aunts, grandparents, or unrelated adult mentors, to "stand

in” as parents for them, and to make sure they are not excluded from involvement in activities. This point needs to be emphasized. Please do not overlook this concern.



## **Newsletter**

The Parents Club should release a Newsletter at least once each academic year, and preferably each quarter or semester. The Newsletter should inform all of the chapter’s parents (whether or not they are Parents Club members) about Parents Club events and activities. The newsletter should also serve as an invitation to parents to attend chapter functions that welcome parent participation. The club may also choose to develop an email distribution list to keep parents informed about specific events.

Suggested topics for the Parents Club Newsletter include:

- Calendar of planned events
- Photos of any actual events
- Opportunities for Parental Involvement

## **Ready to form a club?**

My son’s Chapter/Colony does not have a Parents Club. How can I start one?

Contact ZBT International Headquarters at 317-334-1898 or [zbt@zbtnational.org](mailto:zbt@zbtnational.org) if you are interested in enhancing your son’s Fraternity experience and request for assistance in forming a Parents Club.