

Chapter Name: _____

University: _____

Year Completed: _____

THE JOURNEY AUDIT

This document breaks down the different components of THE JOURNEY. There should be a tracking system at the executive board and individual level. The chapter should agree on the tracking method and utilize it from beginning to end. THE JOURNEY manual should still be used in conjunction with this document as it will provide fuller context.

This document is helpful in explaining the process to the entire chapter.

CONTENT OVERVIEW

EFFECTIVENESS:	COMPONENTS:	SPECIFICS:
	<i>Brotherhood Orientation</i>	Completed within a week of initiation, no longer than 4-6 hours, ONLY new initiate specific activity/program Cover: Who we are, how we operate, THE JOURNEY
	<i>Big Brother Mentoring Program</i>	Applications are submitted to become a Big Brother Big Brothers receive formal training and are then paired according to character rather than social chemistry Big Brothers sign Expectations Agreement for the mentoring program Big Brothers meet with Little Brothers at least bi-weekly
	<i>Brotherhood Building Activities</i>	5 chapter-wide activities a term (brothers only) ZBT Game Day, ZBTeams Course, Progressive Dinner, To Be ZBT, Community Connections
	<i>Brotherhood Retreat</i>	Complete 1 to 2 months following initiation, all initiated brothers attend, minimum of 1 full day, no alcohol Follow THE JOURNEY curriculum for the retreat. Any deviations should be reviewed by HQ
	<i>Milestone Workshop</i>	Complete a few weeks before the SBRV or 6 weeks after initiation, all brothers attend Brothers self-assess their personal development according to the core and elective experiences Brothers meet once per academic term to discuss, coach each other, and make a plan for the next experience to pursue Provost collects each brother's personal development plan and uses them to plan chapter educational programming
	<i>Educational Programming</i>	Educational programs that supplement brothers' personal development in the core and elective experiences Chapter leadership recruits alumni and campus experts to present on each topic
	<i>Core and Elective Experiences</i>	ELECTIVES: 2 items/term, every category by graduation Inclusion, Civic Engagement, Leadership Development, Career Development, Personal Development, Interpersonal Development CORE: 1 item/category by graduation Service, Charity, Truth, Wisdom, Justice, Brotherhood
	<i>Senior and Alumni Panels</i>	Host events where seniors and/or alumni speak about their experiences; Every brother serves as a panelist before graduation Panelist discuss how ZBT facilitated their growth and development: focus is learning rather than entertainment Brothers not local can contribute virtually, there should be a Q&A session, and panels should be held in conjunction with other events

NOTES:

BROTHERHOOD ORIENTATION

Timing Note: Within one week of initiation, 4-6 hours in length

Date, Time, and Location Occurred:

Materials Needed: Index cards with segments of the constitution, 6 sheets of chapter paper, 6 markers, projector capabilities, ZBT History and Merger slide deck, whiteboard/chalkboard, copy of the Ritual, Printed Friendship and Brotherhood Statements in strips of paper. **For Each New Brother:** writing utensil, Introduction to Brotherhood Manual, Brotherhood Orientation Workbook, blank printer paper, Chapter Constitution, list of chapter committees, list of the spelled out English name of all fraternal organizations on campus.

Session/Topic	Content/Resources Utilized	Officer(s) Facilitating/Brothers in Attendance
Welcome and Introduction (10 minutes)	Introductions, Schedule and Expectations Review, Introduce Brotherhood Manual and Orientation Workbook	Provost/All recent initiates
Who We Are (Approx. 2 hours)	Crest Drawing Contest, Six Precepts Gallery, Mission and Credo Discussion, ZBT History, Defining Brotherhood, Debating Brotherhood	Provost, BDD/All recent initiates
How We Operate (Approx. 2 hours)	(re)Writing the Constitution, Navigating ZBT's Organization Chart, Setting Brotherhood Standards, Preparing for SBRV, A Brotherhood of Equals, Preventing and Managing Risk, Crisis Response Basics, ZBT Value Chart, Our Fraternity/Sorority Community	Provost/President, BDD, Risk Prevention and Wellness Director, Finance Director, University staff or council representative/All recent initiates
My JOURNEY in ZBT (30 minutes)	THE JOURNEY Program, Planning the Year	Provost, BDD, and Operations Director/All initiates
Other Items to Consider	Chapter History, Other Governing Documents (Bylaws, Organization Structure, The Code of ZBT), Academic Expectations, Review Risk Reduction Protocol, Standards Board Process, University/IFC Guidelines	Provost, President, Operations Director, Risk Prevention and Wellness Director, etc.

TO DO LIST:

BIG BROTHER MENTORING PROGRAM

Timing Note: This should occur early on, be focused on mentoring, and Bigs and Littles should attempt to meet bi-weekly after introductory session

Date, Time, and Location Occurred:

Materials Needed: Physical or digital copies of the application, Big Brother Guide, Copy of The Code of ZBT, and all hazing related policies.

Actions Steps	Additional Items	Officer(s) Facilitating
Develop Application and Share with Brothers		BDD and Provost
Collect Applications and Select Big Brothers	Determine eligibility and prioritize who is best suited	BDD
Pair Big and Little Brothers	Pair based on ability to mentor	BDD
Big Brother Training	Review expectations, share ideas for activities, review check-in meetings, distribute Big Brother Guide, discuss positive and negative impacts of a Big Brother	BDD
Big Brother Ritual	Review anti-hazing policy and expectations related to non-hazing, and plan the Big Brother Ritual keeping safety in mind	BDD

TO DO LIST:

BROTHERHOOD BUILDING ACTIVITIES

Timing Note: Each activity per academic term or twice per academic year

Instructions: Every brother is expected to attend. Small groups should be mixed across class years, families, and cliques. No alcohol should be present during these activities.

Activities	Content	Officer(s) Facilitating/When	Additional Information
ZBT Game Day	Examples: Capture the flag, paintball, laser tag, orienteering, disc golf, cornhole, card games, board games, video games, arcade games, air hockey, flag football, basketball, volleyball, softball, mini golf, or etc.	BDD - within two weeks of Initiation	Take safety precautions; Could be organized into a tournament or series
Progressive Dinner	Brotherhood dinner where the conversation topic and those sitting together changes with each portion of the meal (appetizer, soup, and/or salad, entrée, dessert)	BDD - 90 minutes – once per academic term	Print question cards to be posted at each table; Prepare a seating chart
To Be ZBT	One-on-one, small group, and large group discussions about ZBT's identity, Precepts, Mission, and Credo	BDD – 60 minutes – within 30 days of initiation	Need 4 pieces of chapter paper, 1 marker, 4 sticky notes per brother, pens, 1 copy of interview questions/brother, 1 copy of the reflection/brother
ZBTeams Course	Examples: Ropes course, wall climbing, zip line course, obstacle course	BDD – half-day event – within 6 weeks of initiation	Prioritize safety and have certified staff support; Use planning guide; Can be used for retreats or officer transitions as well
Community Connection	Hands-on local community engagement experience and a follow-up discussion as a chapter	BDD in conjunction with the Community Service Chair, Heritage Chair and/or Programming Director – 90-minute event, 30-minute discussion	Discuss importance of serving others and inclusivity

TO DO LIST:

BROTHERHOOD RETREAT

Timing Note: At least one full day early in the second half of the academic term

Instructions: The retreat should be held at an off-site location. Need paper and markers; Chapter Check-in worksheets; red, yellow, and green 1” circle stickers; Heart, Hand and Mind Reflection worksheets; Past, Present and Future Group Readings; Group Assignment; writing utensils; and index cards.

Sections	Content	Officer(s) Facilitating/When	Additional Information
Chapter Check-In	In small groups, assess the chapter in key performance areas, determine a collective rating, discuss the result, and discuss priorities for the next term	BDD, another chapter officer, alumni, advisor, or an outside facilitator – 60-minute session	Need chart paper and marker, 1 copy of the Chapter Check-in worksheet per 6 brothers, set of 1 red, 1 yellow, and 1 green circle sticker per brother
ZBT Past, Present, and Future	Brothers teach one another lessons from readings related to ZBT's founding, discuss the relevance of ZBT's founding and mission in today's world, and work in groups to envision ZBT's role in the future	Heritage Chair, Provost, or the BDD – 60-minute session	Brothers should be in mixed groups; print one of the three Group Readings for each brother and one copy of the Group Assignment per group
Heart, Hand, and Mind	Brothers reflect privately on three perspectives of ZBT's Credo then share their thoughts in multiple paired conversations and a group discussion	BDD, another chapter officer, alumni, advisor, or an outside facilitator – 75-minute session	Writing utensils and a printed copy of the reflection sheet for each brother
ZBT Knowledge Bowl	Brothers compete in small, mixed teams to answer questions about ZBT facts and figures in a twist on a trivia-night game. Provost should pre-select questions	Provost – 60-minute session	Whiteboard, chalkboard, or chart paper for score keeping; writing utensils and 30 index cards per team
ZBT Songs	Brothers review and discuss the lyrics, listen to songs, and sing songs together with and without music. Need speakers, an audio player, and audio files of each song	Heritage Chair or Provost – 20-minute session	Provide copies of “The Fraternity Song” and “My Brothers, Here’s My Hand” to each brother. https://zbt.org/undergraduates/officer-resources/media

TO DO LIST:

MILESTONE WORKSHOP

Timing Note: 60 minutes once during the second half of the academic term following initiation and prior to SBRV

Instructions: Brothers meet for an interactive coaching session to reflect on and share what they learned through their core and elective personal development experiences. Led by the Provost.

Steps	Content	Additional Information
Prep	Each brother should complete questions 1, 2, 4, and 5 of the Self-Assessment Worksheet before attending	<p>This should be focused on the Elective Experiences and the Core Experiences</p> <p>Elective Experiences categories are inclusion, civic engagement, leadership development, career development, personal development, and interpersonal development</p> <p>Core Experience categories are Justice, Charity, Service, Truth, Wisdom, and Brotherhood</p> <p>Brothers should complete two elective experiences per term and have every category covered by graduation</p> <p>Brothers should complete one core experience in each category before graduation</p>
Share	Organize brothers into 3 groups and give them 15 minutes to share	
Coach	In 15 minutes, groups of 3 should then give each other one piece of feedback and one piece of advice	
Plan	Revisit the Self-Assessment Worksheet and complete lines 3 and 6	

TO DO LIST:

EDUCATIONAL PROGRAMMING

Timing Note: 3 educational programs each academic term (6/year). Each session is 45-60 minutes

Instructions: Programs are selected by the Provost and should be based on the shared priorities brothers identify in their personal development plans during the Milestone Workshop. University staff, faculty, alumni, advisors, or local community members should present programs.

Topics	Content	Additional Information
Inclusion	Examples: Safe Zone Training, Green Dot Training, Hate Prevention Training, Equity and Justice, Bias and Privilege, Cultural Appreciation and Appropriation, Founding and History of ZBT	
Civic Engagement	Examples: Alternative Spring Break Programs, Hands-on Volunteer Service, Neighborhood Programs, Intercultural Communication, Local Community History	The Provost should be considering each brother's personal development plan as he creates the programming schedule.
Leadership Development	Examples: Leadership Styles, Public Speaking Skills, Leadership skills, Leadership Theories, Values Exploration and Alignment, Social Change	Programs can be done in many forms including group discussions, lectures, group activities, reflections, rehearsals, scenarios, etc.
Career Development	Examples: Resume Writing and Interviewing, Career Planning, Entrepreneurship, Advanced Study Skills, Business Etiquette, Insurance and Retirement Planning, Dressing for Success, and Salary Negotiations.	
Personal Development	Examples: Mental and Physical Self Care, Mentor Training, Personal Budgeting, Financial Planning, Managing Debt, Productivity and Time Management, Interpreting and applying the ZBT Ritual	The Provost should be working to find facilitators who are experts on the topic. The Provost nor other brothers should be presenting.
Interpersonal Development	Examples: Conflict Resolution Skills, Healthy Relationships Programs, Bystander Intervention, Confrontation Skills	

TO DO LIST:

CORE AND ELECTIVE EXPERIENCES

Timing Note: 2 elective experiences per academic term; approximately one hour each – 1 core experience per academic term; ongoing over multiple weeks and take up to 1 academic term to complete

Instructions: Brothers use the Brothers Guide to Personal Development to select and complete their experiences. During Brotherhood Orientation and the Milestone Workshop, brothers reflect on what they've learned and set future goals. Examples for each can be found in THE JOURNEY document. The Provost determines which activities meet the standards for THE JOURNEY. Repeated experiences (e.g. same workshop, same position for a second year) only count the first time.

Precept	Core Experience	Elective Experience
Service (Leadership Development)	A full term in a formal leadership role; personal responsibility for the well-being of an organization and its members; a significant commitment of time and energy over at least 1 academic term; involving supervision or management of others; should not be a paid position that does not involve overseeing others or an informal leadership role such as a committee or planning events	Learn about theories and practices of leadership; taking personal initiative; focus on a benefit to others rather than personal gain, and learning and applying lessons in leadership
Charity (Civic Engagement)	Extensive hands-on service in support of a cause; 20+ hour commitment; either a single intensive investment of time (e.g. weeklong trip) or continuous over the term; direct interaction with people who benefit, learning about the cause and those being served; should not be raising awareness, materials, or money for a cause or a paid position with a non-profit organization	Learn about and serve the local community; active involvement in a cause and direct benefit to those being served; should not be donating to or raising money for a cause or participating in social media campaigns
Truth (Career Development)	Complete advanced academic work such as a research project, internship, or assistantship; should require self-discretion and responsibility; connect learning inside and outside of the classroom, academic or career-oriented; should not be research for an academic course or internships with family members	Become more effective learners and should become familiar with practical knowledge of career success; gaining supplemental skills needed in the workplace; preparing for transition to the workforce; skills for being an effective learner

CORE AND ELECTIVE EXPERIENCES (CONTINUED)

Timing Note: 2 elective experiences per academic term; approximately one hour each – 1 core experience per academic term; ongoing over multiple weeks and take up to 1 academic term to complete

Instructions: Brothers use the Brothers Guide to Personal Development to select and complete their experiences. During Brotherhood Orientation and the Milestone Workshop, brothers reflect on what they've learned and set future goals. Examples for each can be found in THE JOURNEY document. The Provost determines which activities meet the standards for THE JOURNEY. Repeated experiences (e.g. same workshop, same position for a second year) only count the first time.

Precept	Core Experience	Elective Experience
Wisdom	Complete a significant learning, participation or advocacy project to explore Jewish Heritage; 20 hours or more commitment; either a single intensive investment of time (e.g. a week-long trip) or continuous over the term	Learn how to manage their lives and fulfill their needs for personal, psychological, and spiritual well-being; introspection and reflection; exposure to new ideas and skills, and practice and application of new skills and ideas
Justice (Inclusion)	An extended, immersive experience in a different culture; should not be a trip that involves little more than taking a class with other Americans in a different country or tours with short periods in a different culture (e.g. Semester at Sea)	Learn about the values and experiences of other people; foster understanding, inclusion, and equity of multiple cultures; involve an educational component and a culture different from yours; lessons about inclusion and justice
Brotherhood	Consistently work with a mentor or serve as a mentor for an entire academic term; at least 1 hour per week; face-to-face interaction or video chats; focused on the learning and growth of the mentee; Should not be informal or unfocused hangout time with brothers, infrequent or occasional meetings, nor a paid position	Develop skills for working and interacting with other people by learning how to manage conflict, work across differences, and build healthy relationships; addressing difficult interpersonal situations; focus on building and applying interpersonal skills

TO DO LIST:

SENIOR & ALUMNI PANELS

Timing Note: Multiple times a year; either 15 minutes to supplement another chapter activity with one panelist or 60 to 90 minutes stand-alone with multiple panelists

Instructions: Seniors and alumni share their lessons learned through THE JOURNEY by answering questions about the Ritual, the Credo, the Precepts, ZBT history, and their growth and development as a brother.

Session & Topics	Content	Additional Information
Introduction	Welcome brothers and introduce the session and its purpose. Alumni panelist should share their name, graduation year, major, and company and job title	BDD plans and serves as the moderator for the panel
Scripted Questions	Ask four scripted questions	Alumni Chair and/or Operations Director assist in recruiting panelists
Audience Questions	Invite brothers to ask up to three additional questions	BDD should use the Moderator Guide
Closing Comments	Ask panelist(s) to share a closing comment	Alumni who cannot participate in person, can serve on the panel virtually

TO DO LIST: