New Member NOTEBOOK

Congratulations! You have been chosen to be a member of the charter class of Alpha Phi at the University of South Alabama. Being a charter member is not only an honor, but also a privilege. Today is just the beginning of your lifelong Alpha Phi journey.

Throughout your new chapter development period you will be learning a lot about Alpha Phi, your new sisters and what it means to be part of the University of South Alabama Fraternity and Sorority Life community. Educational and developmental programming will continue for the duration of your collegiate membership, providing additional opportunities for personal growth and meaningful experiences as a member of the South Alabama community.

As charter members, you have the benefit of having one another for a support system and as a new group of friends. As your advisors, our role will be to guide you in building the new chapter's foundation and educating all members on the ideals of Alpha Phi. Most importantly, we want you to have the most positive and enriching Alpha Phi experience! Please know that we are here as mentors, friends and sisters, too.

This is a very special time to be a South Alabama Alpha Phi. Starting now, you can pave the pathway to success and be a part of history. We cannot wait to see the amazing achievements and milestones we will accomplish together.

Loyally,

Alpha Phi's Team Jaguars

Get in Touch!

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Week 1: High Ideals

High Ideals, Membership Financial Agreement, Delinquency Policy, Social Media

High Ideals of Membership

Alpha Phi Creed

I believe in my Fraternity.

I believe in the friendships formed in the springtime of my youth.

I believe in its high ideals which lift me up beyond myself.

I believe in its earnest drive for good scholarship, moral character, and genuine culture.

I believe in it as a shrine of international sisterhood wherein I may find love and loyalty, sympathy and understanding, inspiration and opportunity.

I believe in it as a creator of good citizenship, helping me to do my work well, to live in harmony with others, and to serve my country and to trust in God.

I believe in my Fraternity.

I believe in Alpha Phi.

- Annette Holt Hitchcock (Pi-North Dakota), 1912

High Ideals of Membership

Generosity
Alpha Phis demonstrate the philanthropic spirit of love and charity, and Alpha Phi empowers you to make an impact in your community. Alpha Phis are passionate about serving and supporting those in need.

Innovation
Since our founding, innovation has been one of the cornerstones of Alpha Phi and of our leaders. Alpha Phi works hard to enact positive change.

Character
Alpha Phi encourages you to be the absolute best version of yourself and inspires you to conquer difficult challenges. We have high expectations for ourselves and each other in every area of our lives, and we push one another to learn and grow.

Sisterhood
The gift of love and support from the sisters who surround you lasts through every stage of life. The bond between Alpha Phis is unbreakable.

High Ideals of Membership

Ivy Linking

The Ivy Linker Program is designed for you to meet your fellow Alpha Phi members and feel more at home within the new chapter. Each week, you will be paired with another member with whom you have something in common. The two of you can then grab dinner on or off campus, get coffee after our weekly meeting or just hang out and do homework together. You will meet at least one new Ivy Linker each week until Phi Family reveal.

Responsibilities:

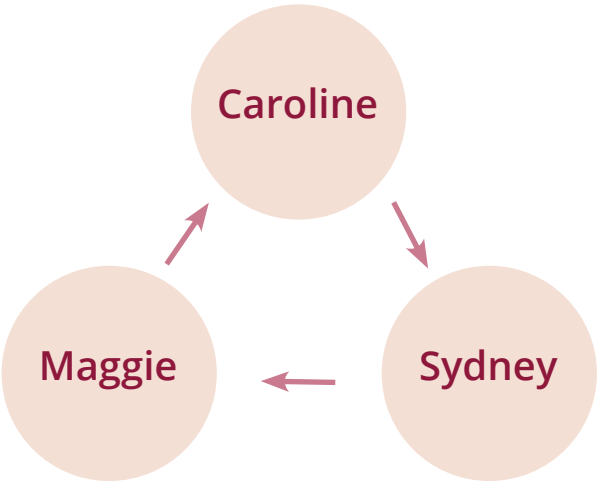
1. Introduce yourself and share contact information.

2. Connect with your Ivy Linker at least once during the week.

Phi Families

During the first weeks of membership, new members spend time with their "Ivy Linkers" and get to know them better. Following this period, each new member is placed into a "Phi Family" which includes a Big Sister and Little Sister. The Phi Families spend a whole week secretly gifting their "Littles" with surprises that range from homemade crafts, candy, inspirational notes and Alpha Phi items. At the end of the week, Big-Little reveal takes place and we celebrate the new Phi Families.

Let's say Caroline, Sydney and Maggie are all in a Phi Family. Caroline will surprise Sydney during Phi Family reveal week, Sydney will surprise Maggie, and Maggie will surprise Caroline. Caroline is Sydney's Big Sister and Sydney is Caroline's Little Sister. Sydney is Maggie's Big Sister and Maggie is Sydney's Little Sister. Maggie is Caroline's Big Sister and Caroline is Maggie's Little Sister.



Week 2: Moral Character & Genuine Culture

Intro to Alpha Phi's Risk Reduction & Safety Policy, Sisterhood From Heart to Mind

Moral Character & Genuine Culture

Introduction to Alpha Phi's Risk Reduction & Safety Policy

We not only take care of each other, but we extend taking care of one another to those outside of our sisterhood as well.

If you see someone struggling at a game day, out in public, etc., TAKE ACTION!

- Do not just be another bystander that could have helped save someone else's life if only you had been brave enough.
- **Small Scale** – This could be intervening when a sister is about to be left alone at a party by her friends. Take it upon yourself to make sure she gets home safely when you leave 30 minutes later. Do not leave her alone at the party where she could more easily be pressured into doing something she isn't comfortable with.
- **Large Scale** – If you aren't sure that a sister is alright when you see him at a party, call 911. Acting quickly so that a medical professional can provide the appropriate care could save her life. That person being alive is more important than an individual or group "getting in trouble."

Peyton Thompson

Kappa Epsilon-Georgia

Featured Member

"Having been a part of Alpha Phi for three years, I can confidently say that it has been the best decision I've ever made! The moment I walked into the sorority on Bid Day, I was greeted by a remarkable group of young women who have not only become lifelong friends, but also invaluable sources of support and guidance throughout my college journey. The friendships, personal growth and transformative experiences make me forever grateful to be part of this incredible community!"

Moral Character & Genuine Culture

Sisterhood From Heart to Mind

Sisterhood from heart to mind means caring for each other is a 24/7 responsibility and encompasses much more than providing a word or tap on the shoulder at a social event.

When the Founders were establishing Alpha Phi and writing the ritual and governing documents, they were very intentional in the way they communicated expectations on how members should treat and look out for each other. Alpha Phi's Founders bonded together to support each other for mutual growth. These women were vigilantly concerned about their sisters, people they cared about a great deal. Today, many of our Alpha Phi chapter members provide that same care for each other.

Three Components of Sisterhood From Heart to Mind:

1. Preservation of Human Dignity

2. Risk Reduction

3. Development of Solid Values and Ethics

The first part is the preservation of human dignity. Dignity means being worthy and honorable. Dignity is pride and self-respect. Dignity is preserving integrity and self-esteem. Dignity is caring.

The second component is risk reduction. When we joined Alpha Phi, we pledged to keep our sisters and ourselves from harm. That obligation stems from a concern for each other that evolves from love, loyalty and respect. Our primary concern is the physical, psychological and emotional well-being of our members. The safety of members is a responsibility of every Alpha Phi. Members must be aware of risk and be willing to reach out and protect each other from harm.

The third part is the development of solid values and ethics to help our members make appropriate decisions. To develop these values, we must first believe it is right to have high standards for ourselves and others. We need members who will carry out the vision of our Founders, who are role models because they have gained respect for their ethical principles, who are known to be honest and truthful, and who have positive life goals. A clear understanding of Sisterhood From Heart to Mind and a discussion about the issues involved will assist our sisters in making ethical choices, which will shape the culture of each Alpha Phi chapter. When we were young, our parents told us to hold hands when we crossed the street. They were teaching us to help each other and stay safe.

Week 3: Sympathy & Understanding

Campus Resources, Risk Reduction & Safety Philosophy, New Member Bill of Rights, J-Board Process

Sympathy & Understanding

Campus Resources

Times of transition, like transitioning from high school to college and moving through your collegiate experience, can be difficult. Thankfully, the university provides resources that are academic in nature, as well as support from a health and safety perspective. Do not let your mental, emotional and physical health and well-being slip through the cracks between exams, formals and all the other things college has to offer.

USA Student Health Center

University Counseling and Wellness Center

Academic Advising & Transfer Services

Center for Academic Excellence

Writing Lab

Tutoring Services

USA Police Department

Libby Welborn

Delta Tau-LSU

Featured Member

"Over the past three years, Alpha Phi has given me the memories, opportunities and friendships of a lifetime. These people and this place truly have shaped me into the woman I am today, and I will forever be grateful. Serving as VP of Marketing has been such a rewarding experience, and I am so thankful to have the opportunity to show the world what makes Alpha Phi so special! I truly love Alpha Phi and all of the women that make this place my home."

Risk Reduction & Safety Policy

Alpha Phi International Fraternity is a membership organization, which focuses on building sisterhood through generosity, character enhancement, commitment to lifelong friendship and social experiences.

Alpha Phi's Risk Reduction & Safety Philosophy seeks to empower individual members to make informed decisions, and realize their full potential as members, exemplifying characteristics of social responsibility, personal integrity and intellectual honesty.

Our Fraternity believes strongly in the betterment of women through our membership experience.

Alpha Phi upholds the following Risk Reduction & Safety Philosophy:

• The Fraternity expects that collegiate chapters and all members should act in compliance with all applicable laws, regulations and/or ordinances of the country, state, province, county and city.

• The Fraternity believes risk reduction is every member's obligation. Every Alpha Phi member has the responsibility to keep herself, her sisters, her chapter, her campus and the international organization safe.

• The Fraternity recognizes that members may make informed, fair and reasonable choices regarding their personal safety while acting with social responsibility and personal integrity at all times.

• The Fraternity promotes purposeful education through multifaceted programming.

• The Fraternity expects personal responsibility from our members and accountability through local self-governance.

• The Fraternity works to hold chapters and individual members accountable for the choices they make and follows a consistent and progressive discipline strategy.

• Through education, training and intentional guidance, the Fraternity provides the tools to help members make good choices and to understand the consequences of their decisions.

Alpha Phi Risk Reduction Policy

Alpha Phi's primary concern is for the well-being of its members. Alpha Phi has adopted and implemented a comprehensive risk reduction philosophy policy, designed to protect its members while also minimizing Alpha Phi's exposure to liability and damage. Alpha Phi's risk reduction policy includes the following provisions, pursuant to Article I of the Policies & Procedures, all of which must be adhered to by Alpha Phi collegiate chapters and all members:

Alcohol and Drug Policies

• Alpha Phi members and guests are expected to comply with all applicable laws. No person under the legal drinking age may possess, consume, provide, sell or be provided alcoholic beverages.

• Alpha Phi members and guests are expected to follow all applicable laws regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell and/or manufacture illegal drugs or other controlled substances while on Alpha Phi premises or at any activity or event sponsored or endorsed by Alpha Phi.

• Alcoholic beverages are expected to either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system.

• Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third-party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).

• Alcoholic beverages must not be purchased with Alpha Phi funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).

• Alpha Phi collegiate chapters are expected to not co-host or cosponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol, illegal drugs or controlled substances.

• Alpha Phi collegiate chapters are expected to not co-host or cosponsor an event with a bar, event promoter, or alcohol distributor; however, an Alpha Phi chapter may rent a bar, restaurant or other licensed and insured third-party vendor to host a chapter event.

• Attendance by non-members at any event where alcohol is present is expected to be by invitation only, and the collegiate chapter of Alpha Phi is expected to utilize a guest list system. Attendance at events with alcohol is limited to a guest-to-member ratio not to exceed 2:1 and is expected to not exceed local fire or building code capacity of the host venue or third-party location.

• Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) is expected to be substance free. No alcohol or drugs shall be present if the event or activity is related to new member activities, meetings, or initiation into Alpha Phi including but not limited to "bid night," "Big/Little" events or activities, "family" events or activities and any ritual or ceremony.

• Alpha Phi members or guests are expected to not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption of alcohol, such as drinking games.

• Per the trademark policy in the Policies & Procedures; neither a collegiate chapter nor its members may associate Alpha Phi's name with alcohol, alcohol distributors or pub crawls without express consent.

• Alcohol, illegal or controlled substances, including unprescribed substances, will not be brought into, stored, consumed, or served in a chapter facility, lodge, room or apartment owned/operated/leased by Alpha Phi or otherwise designated for regular use by collegiate chapters and newly established chapters.

• No Alpha Phi sponsored event can take place outside the country in which the chapter is located.

Alpha Phi Risk Reduction Policy

Hazing

Alpha Phi and its members are expected to comply with all applicable laws regarding hazing. The term "hazing" means any intentional, knowing or reckless act committed by a person, whether individually or in concert with other persons, against any individual or group of individuals, regardless of affiliation, whether or not committed on Alpha Phi property, for the purpose of recruiting, joining, pledging, initiating, admitting, affiliating, or for the purpose of retaining membership in an organization that causes an individual or group of individuals to do any of the following, regardless of a person's willingness to participate:

• Be coerced to violate any applicable laws or Alpha Phi policy.

• Be coerced to consume any food, liquid, alcoholic liquid, drug, or other substance in any noncustomary manner which subjects the individual or group of individuals to a substantial risk of emotional or physical harm which includes but not limited to sickness, vomiting, intoxication or unconsciousness.

• Endure brutality of a physical nature, including but not limited to whipping, beating, paddling, branding, dangerous physical activity, or exposure to elements or endure threats of such conduct that results in mental or physical harm.

• Endure brutality of a mental nature, including but not limited to activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment or endure threats of such conduct that results in mental or physical harm.

• Endure any other activity which adversely affects the health and safety of an individual, including but not limited to the disruption of academic performance or class attendance, required designated driving programs, line ups, calisthenics, or personal, physical, or financial servitude.

Human Dignity

Ethical Behavior:
Alpha Phi prohibits behaviors that intend to be, or are reasonably foreseeable to be, undignified, threatening, intimidating, bullying, or harassing to another person or group within member activities. This behavior includes, but is not limited to lying, cheating, theft, libel, slander or illegal activity and/or participating in activities that are discriminatory, degrading and/or demeaning to others, including but not limited to activities or events based on age, race, sexual orientation, gender expression, national origin, religious preference, socioeconomic status, or personal abilities.

Alpha Phi firmly repudiates actions and statements that negate the concepts of self-respect, personal development, equality and dignity. Collegiate members will not join any auxiliary group for another fraternal organization, such as being a "Big Sister" or "Little Sister."

Sexual Misconduct:
Alpha Phi and its members are expected to comply with all applicable laws related to sexual misconduct. This includes, but is not limited to definitions around consent, sexual violence, sexual harassment, domestic violence, dating violence, stalking and sexual exploitation. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at any fraternity activity or event as defined in this policy is prohibited.

Retaliation:
Alpha Phi prohibits retaliation against any individual – members and non-members – for reporting, inquiring, or cooperating with a report around a violation of Alpha Phi Risk Management Policy. Retaliation is any action, statement, or behavior that is designed to punish an individual for filing a compliance report, cooperating with a compliance investigation, seeking guidance regarding a compliance concern, or to deter one from taking such action.

Sympathy & Understanding

New Member Bill of Rights

New member activities are designed to be fun and positive learning experiences. Each activity contributes to your development as an engaged, active and productive member of Alpha Phi International Fraternity. During your new member experience, you should never be put in any situation that makes you uncomfortable.

As a new member of Alpha Phi, you have the right to:

1. Be treated as an individual.

2. Be treated with respect.

3. Be treated as an equal regardless of joining date.

4. Your own beliefs and values to be respected.

5. Be an equal participant in the membership experience.

6. Disengage in any activity that makes you feel uncomfortable.

7. Only attend Alpha Phi new member activities from 9 a.m. to 9 p.m.

8. Attend all Alpha Phi sponsored events.

9. Attend chapter meetings, excluding formal chapter meeting.

10. Wear Alpha Phi letters and words.

11. Wear your new member pin (as an initiated member would wear her badge).

12. Access the chapter facility in its entirety (if applicable).

13. Be expected to read and comprehend all documents including the Financial Agreement, Chapter Bylaws, Standing Rules, Media Policy and any other chapter-specific documents.

14. Be held accountable for your actions.

15. Contact any member of the Executive Council, Advisory Board, Extension Team Lead, Collegiate Chapter Administrator, Collegiate Chapter Manager or Executive Office.

16. Be included in all chapter correspondence via all communication tools utilized by the chapter including social media (i.e. Facebook).

17. Wear only what you are comfortable in.

18. Have a fun, safe and memorable new member experience!

Judiciary Boards (J-Boards)

The Judiciary Board shall consider allegations of serious disciplinary matters within the chapter and shall follow the requirements and guidelines set forth in the Policies & Procedures of Alpha Phi International Fraternity and the Judiciary Board Guidebook. The business of the Judiciary Board is confidential. All actions of the Judiciary Board require a three-fourths affirmative vote. The decision of the Judiciary Board is final and may not be appealed.

Composition

The chapter president, vice president of health, wellness & accountability (HWA), vice president of diversity, equity and inclusion (DEI) and the chapter advisor (or another member of the Advisory Board) comprise the chapter's Judiciary Board. If one of the above-referenced collegiate officers is not available, or is the accused member, another officer may substitute. The chapter will use the list of officers in elected order to identify an alternate. The alternate must be approved by the chapter advisor. A Judiciary Board hearing may not take place without a member of the Advisory Board in attendance.

Cause

In accordance with the Policies & Procedures of the Alpha Phi International Fraternity, Inc. a member may be disciplined for the following:
1. Failure to comply with college or Fraternity rules, regulations or standards;
2. Failure to meet scholastic standards;
3. Failure to meet Fraternity and/or chapter financial obligations;
4. Conduct unbecoming a member of the Fraternity;
5. Disloyalty to the Fraternity, including, but not limited to, the divulging of Ritual-related information to any non-affiliated persons;
6. Conduct tending to injure the good name of the Fraternity, disturb its well-being or hamper its work

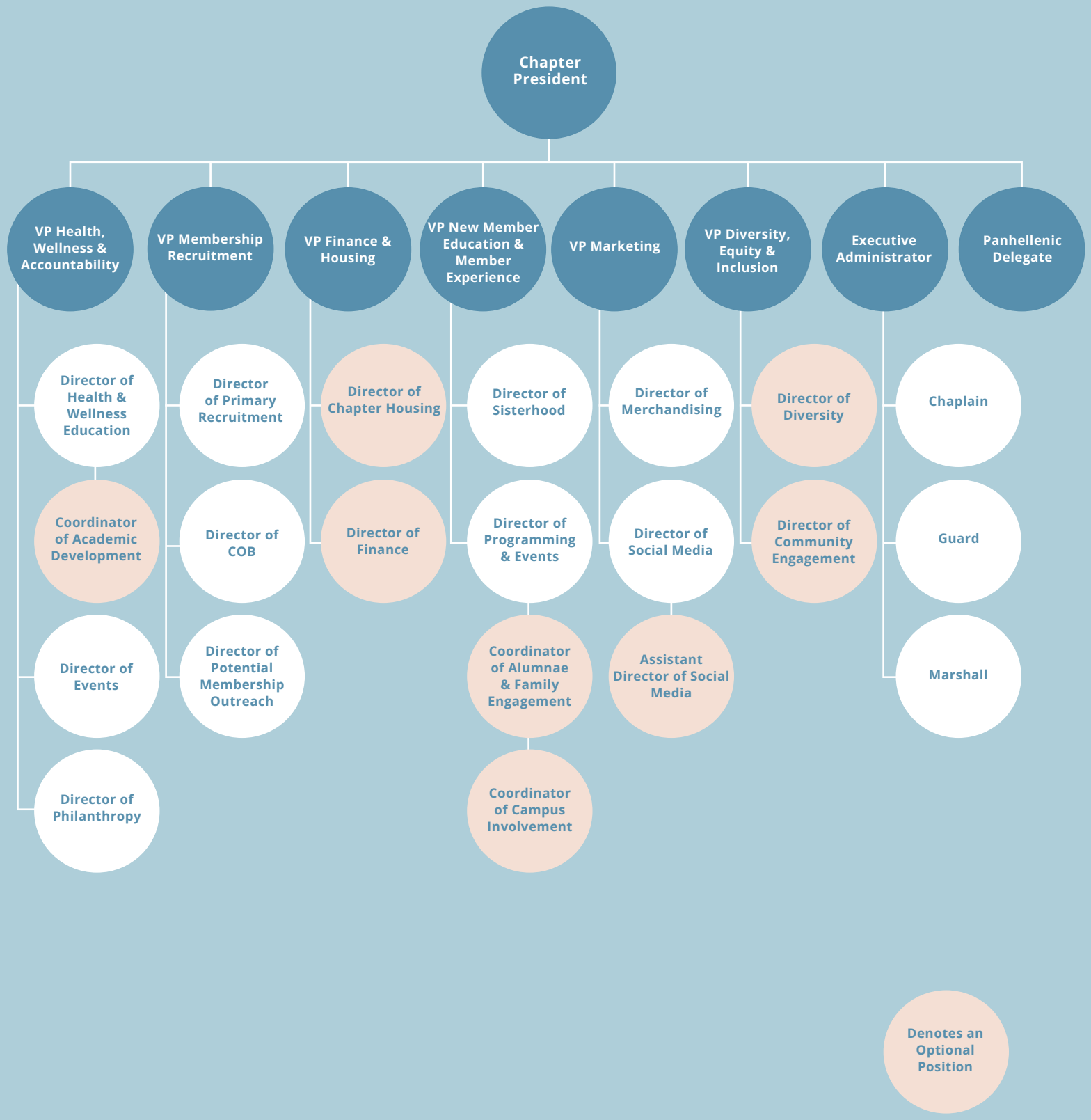
Hearing vs Findings Notification

• Hearing – Discussion where both sides will talk about what happened and the J-Board Committee will deliver an outcome/outcomes.
• Findings Notification – If there is proof that you have done something and an investigative discussion is not needed, you could just get a findings letter with an outcome/outcomes.

Week 4: Inspiration & Opportunity

Officer Structure & Leadership Programs

Collegiate Chapter Officer Structure



Elections Process

When	Special Requirements	Tasks
Week One	Completed at a Chapter Meeting	• Provide Overview to Elections Process • Play the Officer Job Description Video • Review Application Template
Week Two		• Applications are due • Slating Committee meets to review applicants and develop Slate of Candidates • Create Election Night PowerPoint
Week Three	Completed at a Chapter Meeting	• Elections

1. Call to Order

• An advisor or educational leadership consultant (ELC) calls the meeting to order.
• Attendance will be taken to verify a quorum has been met.
At the Extension Team Lead/chapter advisor's discretion, this requirement may be overridden if the new chapter has made every reasonable effort to reach quorum and is unable.
• An advisor or ELC(s) will begin the PowerPoint Presentation.
See chapter five in the Collegiate Chapter Operations Manual (CCOM) for information on who is eligible to vote.
A member who is ineligible to vote should not receive a ballot and must abstain from voting.

2. Election of Officers

• The Election Night PowerPoint provides a guide for all of the steps in the process described below.
• An advisor or ELC presents the slate.
The ELC displays the slide with the slate listed.
The ELC makes a motion to pass the slate.
The motion requires a second in order to continue to a vote.
If the motion is seconded, the new chapter conducts a vote to pass the slate.
See Chapter 12 in the CCOM for details on how to conduct a vote via written secret ballot.
To pass slate, a majority of the new chapter votes must be in the affirmative and the extension team lead/chapter advisor must approve the slate.
• If the slate does not pass, the new chapter will elect each officer position individually.
An advisor or ELC will review the order of elected officers.
Starting with the office of chapter president, the ELC will then ask if there are any candidates who wish to run from the floor.
• If a member wishes to run from the floor, the ELC will ask for someone to make a motion allowing the member to run from the floor. If someone makes this motion, the ELC will ask for someone to second the motion.
• The ELC will ask again if there are any other candidates who wish to run from the floor and follow the above process until there are no other candidates.
• A script for this process is included in the Election Night PowerPoint.

Elections Process

• Candidate Speeches
If the slated candidate has an opponent, the slated candidate's slide will be displayed and she will give a two-minute long maximum speech where she discusses her three qualifications and three goals for the position.
Then any candidate(s) from the floor will deliver a two-minute long maximum speech where she discusses her three qualifications and three goals for the position.
• An advisor or ELC will ask each member eligible to vote to cast her ballot.
See Chapter 12 in the CCOM for details on how to conduct a vote.
To be elected to an office the member must receive a majority of the new chapter votes and the vote must be taken by written secret ballot.
However, if there is only one candidate the new chapter can save time by conducting a vote via voice.
If the new chapter has more than two candidates running for an office then one candidate must receive a simple majority (more than 50%) of the total number of votes to be elected to office.
If after the first vote one candidate does not have a simple majority, the chapter will need to hold a run-off vote.
The ELC will inform the new chapter which two candidates had the highest number of votes and that they will hold a second vote for one of those two members to determine a winner.
• The new chapter will then repeat the three above steps for each elected officer position.

3. Announcements

• An advisor or ELC will announce when applications are due for appointed positions if applications are going to be used.
• Appointed officers should be appointed prior to officer training so they may attend.

Leadership Programs

Guided by our ideals and Alpha Phi's strategic plan, we've developed empowering programs to actively support the growth, education, health and well-being of our members. The Fraternity utilizes a combination of proven industry experts and emerging companies to deliver cutting-edge programmatic experiences. Alpha Phi focuses on topics relevant to today's collegiate experience that speak to the diverse learning styles of Gen Z. Using a multi-faceted approach, programs are selected to supplement the educational opportunities provided by our members' host institutions. Alpha Phi is committed to bringing our members the best.

Thank you to the generosity of Alpha Phi Foundation donors for making these programs possible.

Read on to learn more about the programs we offer.

Alpha Phi Leadership Institute

In fall 2021, Alpha Phi hosted the inaugural Alpha Phi Leadership Institute in Orlando, Florida. We are thrilled to continue to work with Disney Institute annually to offer this three-day leadership development experience. Participants are selected through an application process. It gives our members an immersive, experiential curriculum, plus the tools and skills to lead with purpose, create an environment of trust, understand the impact of their actions, and more. Disney Institute is the perfect organization to enable our members to inspire excellence and provide them with effective leadership skills. Through working with Disney Institute, we equip our members with ways to establish their own legacies as leaders. Alpha Phi is the only NPC group to partner with Disney to provide leadership training. This program is made possible through the generosity of Alpha Phi Foundation donors.

StepUp!

StepUp! emphasizes a critical "take action" approach for Alpha Phi collegians. This award-winning program focuses on teaching students to be proactive in difficult situations; the idea that when you see someone who needs help, you get them help. Originally created as a bystander intervention training program by the NCAA, StepUp! has since been tailored to Alpha Phi. It's presented in topic modules covering everything from alcohol and depression to hazing and relationship abuse. This program teaches members tangible ways to help and intervene in various situations, all through the lens of Alpha Phi sisterhood and care. Facilitated by Alpha Phi's League of Coaches, this program is 90 minutes in duration and includes engaging activities relevant to today's chapter experience.

Live Courageously Series

Alpha Phi's primary concern is for the well-being of its members. To that end, in accordance with the Risk Reduction philosophy Alpha Phi adopted in January 2019, we provide several important programs that fall under our Live Courageously Series. Programs include StepUp! and The Buzz.

LIVE COURAGEOUSLY ALPHA PHI

Screen U
Online Risk Reduction Courses
Hazing Prevention & Education
Summer Educational Academics
The Buzz
StepUp!

STAND TOGETHER ALPHA PHI

Behind Happy Faces
Understanding Self & Others
Sexual Violence Prevention Education
DEI Advisor & Collegian Curriculum
Live Well

LEGACY OF LEADERS ALPHA PHI

PASS
Career Lab
EPIC Academy
Leadership Institute with Disney
Build the Skill
Leadership Hand in Hand Curriculum
LEARN Alpha Phi
Alumni Learning Consortium
Leadership Conference & Convention Speakers

LEAGUE OF COACHES ALPHA PHI

GENEROUS HEARTS ALPHA PHI

Day of Service

Leadership Programs

Leadership Conference

Officers participate in an intensive leadership training program at annual leadership conferences, which also provide the opportunity to network with officers of other chapters as well as talented alumnae who share their insights based on professional and volunteer experience. These opportunities become the foundation for the establishment of a professional network of outstanding women who will provide a lifelong support system through graduation and beyond.

Educational Leadership Consultants (ELC)

Each year, inspiring chapter leaders are selected through a competitive interview process to serve as educational leadership consultants. The consultants, who undergo an intensive summer training program, provide in-person leadership training, coaching and support to chapter officers and advisors throughout the academic year. They gather and promote best practices in programming and operations across all Alpha Phi chapters, serving as a catalyst for new ideas and continuous improvement.

Leadership Programming Consultants (LPC)

LPCs are selected and trained in a similar fashion as the ELCs. Their primary focus is to execute programming with collegiate chapters to promote chapter and individual member development. They guide and develop current and future collegiate leadership, while identifying emerging leaders at collegiate chapters and provide mentorship, guidance, and encouragement to assume leadership roles and participate in Fraternity programs. They facilitate Fraternity programs like The Buzz and StepUp!, along with officer and advisor training.

Learn More About Our Programs

We offer several exciting programs. Click here to learn more about them.

Week 5: Love & Loyalty

Alpha Phi Foundation, Philanthropy Events, Community Service

The Alpha Phi Foundation

Mission

Advancing women's lives through the power of philanthropy.

Vision

As a preeminent philanthropic organization, Alpha Phi Foundation is recognized for the strength of our endowment and for innovation in cultivating and sustaining donor participation. We strive to be the philanthropy-of-choice among our members, with every Alpha Phi supporting the Foundation.

What We Do

In 1956, Alpha Phi became one of the first women's fraternities to establish a Foundation. It was created as a trust agreement to award scholarships and promote cardiac aid. Today, the original priorities hold true in our five vital programs:

- Supporting innovative leadership training and programming led by Alpha Phi Fraternity.
- Awarding scholarships to undergraduate and graduate Alpha Phis.
- Investing in the advancement of women's heart health.
- Helping members in need through the Forget Me Not Grant Fund.
- Celebrating the forward-thinking women that shaped Alpha Phi by preserving our rich heritage.

Leading with Heart Campaign

At the Fraternity's 150th Celebration in June 2022, the Foundation announced the conclusion of the Leading with Heart Campaign. The campaign raised more than $43 million to support Fraternity leadership programming, impact women's heart health and increase scholarships.

Leading with Heart Campaign

Click here to learn more about the Leading with Heart impact!

Philanthropy Events

Each chapter raises funds for the Foundation through popular campus events, and in 2024-2025, collegiate chapters raised more than $2.2 million for the Foundation.

When Alpha Phi collegiate chapters raise money for the Alpha Phi Foundation, they don't just raise funds to advance the work of the Foundation, they aim to heighten awareness of women's heart health through a variety of creative and innovative activities. Whether it's a formal Red Dress Gala or an exhilarating Move Your Phi't 5K, Alpha Phi educates with heart. With the help of development professionals on staff at the Foundation, collegiate chapters are able to establish their own active philanthropic initiatives.

Service Events:

Chapter leadership will work with advisors and university and community leaders to identify areas where Alpha Phi members can engage with the Mobile community and give generously of their time and resources. Members will participate as a chapter and individually in projects that advance the lives of women and their families.

Day of Service:

Each February, members participate in the Alpha Phi Day of Service. This inspires members everywhere to come together, raise awareness on heart health and donate blood. The Alpha Phi International Fraternity and Alpha Phi Foundation host major events in cities around North America, though every member is encouraged to give blood wherever they're able. Blood donations are used to save approximately 12,000 lives a day, and with this large-scale blood drive, Alpha Phi not only adds its strength to that statistic, but also promotes Alpha Phi Foundation's mission of supporting women's heart health. South Alabama Alpha Phis will participate in a blood drive either on campus or in the Mobile community.

Alpha Phi Community Service

Alpha Phis are committed to serving others and looking beyond themselves. Our members have instituted chapter-wide volunteer initiatives at women's shelters, local schools, hospitals and more.

By lending a helping hand on campus and in the community, Alpha Phis at the University of South Alabama will strive to be generous with both time and resources. Whether it is initiating community service efforts or raising awareness for women's heart health, we stand together boldly to make a difference on our campuses and in our communities.

Week 6: I Believe in Alpha Phi

Alpha Phi History, Symbols, Founders

Alpha Phi International Fraternity

Our Purpose

"The objects of our Fraternity are the promotion of growth in character, unity of feeling, sisterly affection and social communion among our members. In all that we do, we try to obey the principles of justice and right. We have banded ourselves together to improve our minds and hearts, and we seek to aid each other through a constant Watchcare always given in love.

We believe ourselves to be sincere searchers for truth."

"We seek the highest ideal of womanhood, and we try to gain this ideal by cultivating not only the power and passion for seeking intellectual development, but also the spirit of love and charity. And we who are thus united are under a solemn pledge to lend a helping hand to one another."

- Constitution of Alpha Phi International Fraternity, Incorporated, Article II

Mission Statement

Alpha Phi is a loyal sisterhood of women courageously pursuing limitless excellence.

Public Motto

Union Hand in Hand

The Double Honor

It gives me great pleasure to pin upon you this symbol of our beloved Fraternity thereby conferring a double honor; upon you in becoming one of us and upon us in receiving you.

- Alpha Phi New Member Ceremony

Symbols of Alpha Phi

The symbols of Alpha Phi are outward signs of the high regard and love we have for each other and for Alpha Phi. Treat these symbols with respect by upholding the high ideals and standards which bind Alpha Phis throughout the world.

Silver & Bordeaux

Ivy

Forget-Me-Not & Lily of the Valley

Fraternity Colors

Alpha Phi's original colors were blue and gold. In 1879, members noted that a fraternity had very similar colors, so Alpha Phi adopted the more distinctive colors of silver and bordeaux. Members wear their colors in the form of a ribbon of silver/gray and bordeaux, under their badge to acknowledge special occasions, the installation of a new chapter, the anniversary of their chapter's installation or the celebration of Alpha Phi Founders' Day, October 10.

The Fraternity Crest

The Fraternity Crest is the Alpha Phi coat-of-arms, adopted by Convention delegates in 1922. The shield is bordeaux with a scroll and ivy leaf above it. Inscribed on the scroll is the public motto, Union Hand in Hand. A bar of silver crosses the shield from left to right; the upper half of the shield contains a Roman lamp in silver and the lower half, Ursa Major. The meaning of the symbols depicted on the crest is a significant part of the ritual witnessed at initiation.

Alpha Phi Milestones

1872

FIRST ALPHA PHI CHAPTER

1875

FIRST ALUMNA INITIATE, FRANCES WILLARD

1886

FIRST SORORITY HOUSE IN AMERICA

1888

ALPHA PHI *QUARTERLY* MAGAZINE FIRST PUBLISHED

Symbols of Alpha Phi

The use of the Fraternity crest is reserved for jewelry, sportswear and other Fraternity equipment befitting the dignity and honor of Alpha Phi's heritage.

Fraternity Constellation

The Fraternity constellation is Ursa Major, the Great Bear. Ursa Major is primarily known for its main seven stars, the "Big Dipper," which are superimposed on the lower left-hand corner of Alpha Phi's crest.

Alpha Phi Milestones

1894

ALPHA PHI CREATED THE FIRST VISITING DELEGATE PROGRAM

1906

FIRST ALPHA PHI CANADIAN CHAPTER ESTABLISHED AT UNIVERSITY OF TORONTO

1922

THE OFFICIAL ALPHA PHI CREST WAS ADOPTED

1941-1944

MEMBERS PURCHASED $3,523 OF ALPHA PHI WAR RELIEF STAMPS

Alpha Phi's Ten Founders

At a time when society looked upon women only as daughters, wives and mothers — and therefore not in need of higher education — our 10 Founders were pioneers of the co-educational system. In 1872, the first women to attend Syracuse University decided that it was not enough to merely participate in the classroom.

Attending school with the handicap of implied, if not open, opposition, our Founders sought support from each other. There was a need for a social center, a place of conference, a tie which should unite, a circle of friends who could sympathize with one another in their perplexities. They formed Alpha Phi in 1872 at Syracuse University. Today, Alpha Phi continues to be a sisterhood that values the past but looks forward to the progress offered by the future and provides a "tie which unites, a circle of friends" for women young and old all around the world. From hand to hand and heart to heart, we are all grateful and proud of the legacy left to us by our Founders.

And while we highlight our Founders below, the spirit of our sisterhood does not reside in a single biography but has been woven from the diverse experiences of individual sisters who came together with a dream, worked hard for what they believed in and created an organization that has advanced the lives of women for more than 15 decades.

To learn more about our Founders and find a wealth of historical materials, including member photographs, letters, meeting notes, scrapbooks, jewelry and more check out our digital museum here.

Alpha Phi Milestones

1946

CARDIAC AID SELECTED AS ALPHA PHI'S PHILANTHROPY

ALPHA PHI FOUNDATION

1956

ALPHA PHI FOUNDATION ESTABLISHED

1872 - 1972

1972

OUR FRATERNITY CELEBRATED 100 YEARS

1996

ALPHA PHI WAS THE FIRST NPC ORGANIZATION TO LAUNCH A WEBSITE

ALPHA PHI 150 EST. 1872

2022

150 YEARS

Alpha Phi's Ten Founders

Clara Bradley Wheeler Baker Burdette

...lived the longest, most active life of all the Founders. She was born in East Bloomfield, New York. A member of Phi Beta Kappa, she graduated in the class of 1876. She was a writer, lecturer, business woman, philanthropist, a trustee of Syracuse University, and held many volunteer positions that filled her nearly ninety-nine years. Nationally recognized for her achievements, Clara was listed in Who's Who of America.

Ida Arabella Gilbert DeLamanter Houghton

...was born in Phoenix, New York. She received her B.S. in 1876 and in 1879 she received an M.S. degree in modern languages. After college, she taught school and wrote for newspapers and magazines. Ida never entered a room - she breezed in, and everybody stopped until they heard what she had to say. But although she was witty and full of fun, she was never unkind. She lived in a mansion on Turtle Street in Syracuse, and she and her mother arranged the first Alpha Phi banquet there following initiation. To her and her mother we owe this tradition which we still enjoy.

Martha Emily Foote Crow

...was born at Sacketts Harbor, New York. She received a Ph.D. in English literature. She taught and wrote, and went abroad to study at Cambridge, Oxford, and Leipzig. From the beginning of Alpha Phi, she dreamed of an international Fraternity. Part of the chapter program was literary exercise, and in one of these essays she wrote: "Now that we have founded the Alpha Chapter of the Alpha Phi Sorority, is this all there is to do? ... No indeed ... We have all the Alphabet to go through, and to go through again and again ... Can we not be a World Society as well as a National One? Yes, there is work enough for all of us and today is no time to be idle." She was the first National President of Alpha Phi and was an administrator in education. She was the fourth Alpha Phi to serve as Dean of Women at Northwestern University, and also a founder of the American Association of University Women.

Hattie Florence Chidester Lukens

...was born in Utica, New York. She received her B.S. degree in 1875 at age 21, and her M.S. degree in 1879. Upon graduation, she became an elocutionist and teacher of higher mathematics in the high school in Bedford, Pennsylvania. She also taught in Minnesota, Clifton Springs, New York, and in Teacher's Institutes in Pennsylvania and Iowa. She gave numerous readings in fourteen states and territories. A Syracuse newspaper wrote: "It is a matter of gratification that a Syracuse lady and graduate of the University has achieved such flattering success in this difficult department of literary work." Her father's office served as the first chapter room. The rent was $7.50 a term. Florence was the first Founder to enter the Silent Chapter.

Alpha Phi's Ten Founders

Jane Sara Higham

...was born in Rome, New York. She received her B.A. degree in 1876 and her M.A. degree in 1879. After college, she taught for a short time in Syracuse, then from 1882 to 1892 she taught at the High School in Rome, New York. She then traveled in Europe for a year. Thereafter, for forty years, she taught Latin at the Rome Free Academy. After Jane Higham had attended her last Convention, she wrote, "When I think of the faces of Alpha Phi women, I feel sure that Alpha Phi is big enough and noble enough to reach out and help others where there is the greatest need." A newspaper editorial paid her tribute when she retired in 1921: "No teacher has made a more lasting impression of true culture and refinement of spirit than Miss Higham, and she has always had the happy faculty of inspiring both friendship and effort."

Kate Elizabeth Hogoboom Gilbert

...was born in Ovid, New York. She received her B.S. degree in 1875 in the scientific course at age 20, her M.S. in 1878, and a music degree in 1879. After graduation, she studied music in Boston and later taught at Newark and Ithaca, New York. She possessed an excellent soprano voice and sang in the choirs of several Syracuse churches. She was very active in many civic and religious activities of Syracuse. She was gifted also in the field of debate. She was the first recording secretary of the chapter and, along with Mattie Foote, wrote the Ritual and the first Constitution. Her enthusiasm for Alpha Phi was infectious, and she was very popular. She also became the mother of the first Alpha Phi daughter, Ruth Gilbert Becker, Alpha.

Elizabeth Grace Hubbell Shults

...was born in Rochester, New York. She was a brilliant student who graduated with marked honor from the Rochester Free Academy at age thirteen. At sixteen she taught in the Rochester Collegiate Institute, then took a brief preparatory course in the Genesee Wesleyan Conference Seminary, entering Syracuse University in the fall of 1872. She graduated with honors from the four-year classical course, displaying unusual ability in Latin, mathematics, and political science. She was 22 years old when Alpha Phi was founded, and the only one old enough to sign the legal documents. She was an excellent debater, and one of the first exercises of the chapter was a debate, which she and Mattie Foote won on the topic: "Resolved: That Women Have Their Rights."

Louise Viola Shepard Hancock

...was an inseparable friend of Jane Higham. Born in Rome, New York, she attended Rome Free Academy with Jane, and together they entered Syracuse University. Louise and Jane remained the closest friends till Louise's death, and Louise's children called her "Aunt Janie." She was in the class of 1876 and received a master's degree two years later. She had a vivid imagination and keen sense of humor. Throughout her life she made literary contributions to various papers and envisioned many of the privileges which have come to women today. Clara Bradley said Louise "always wanted the last word, and got it. She was a real contender for high and noble things."

Alpha Phi's Ten Founders

Rena A. Michaels Atchison

...was the first president of Alpha Phi, and the Michaelanean Society derives its name from hers. The Michaelanean Society still exists as a corporation and owns the Alpha Phi Syracuse chapter house. She was in the class of 1874, engaged in the study of the classics and literary work, which she continued to study from 1874 to 1877. She received her M.S. degree in 1879 and her Ph.D. in history in 1880. She was a professor of modern languages and preceptress at Upper Iowa University, Fayette, Iowa; she later held these same positions at Albion College, Albion, Michigan from 1882-85. She was also a professor of Spanish and Italian languages and literature and preceptress at DePauw University, and then Dean of Women's College, Northwestern University from 1886-1891. She was an admirer of Frances Willard and became a lecturer for the Women's Christian Temperance Union.

Clara Sittser Williams

...was born in Weedsport, New York. She was the only Founder not to graduate from the University, leaving in 1874. Her course had been Latin-scientific. She had taught school for a time. Clara was the only farmer's daughter among the Original Ten. The first Alpha Phi meeting was held in her room. In her "Old Girl and Days of '72," written for the 40th reunion, Clara wrote, "We thought it would be a fine idea socially to form a circle of sympathetic friends whom we would know personally. We had as our aim the mutual improvement of each other, ever trying to do our best in college work, always keeping a high ideal before us. Never under any circumstances were we to speak disparagingly of a sister. We were to be ever loyal to one another, in joys or sorrows, success or failure, and ever extend a helping hand to our sisters who needed our aid; truly we planned to be a 'Union hand in hand.'

Full Chapter Listing

ALABAMA
Alabama

ARIZONA
Arizona
Arizona State
Northern Arizona

ARKANSAS
Arkansas

BRITISH COLUMBIA
British Columbia

CALIFORNIA
Stanford
UC Berkeley
UCLA
USC
San Jose State
San Diego State
UC Santa Barbara
CSU Long Beach
Sacramento State
CSU Northridge
UC Davis
Cal Poly SLO
Loyola Marymount
Santa Clara
CSU San Bernardino
Cal State East Bay
San Francisco State
UC Irvine
Chapman
Chico State
Pepperdine
Pacific
UC San Diego

COLORADO
Colorado
Northern Colorado
Colorado School of Mines
Denver
CU Denver

CONNECTICUT
Connecticut
Yale

DELAWARE
Delaware

FLORIDA
Florida State
Florida Tech
Barry
North Florida
Florida

GEORGIA
Georgia Tech
Georgia

IDAHO
Idaho

ILLINOIS
Northwestern
Illinois
Lake Forest
Northern Illinois
SIU Edwardsville
Eastern Illinois
Elmhurst
DePaul
St. Francis

INDIANA
DePauw
Indiana
Purdue
Ball State
Indiana State
Butler
Indiana University Southeast

IOWA
Drake
Iowa
Northern Iowa
Iowa State

KANSAS
Washburn
Wichita State

KENTUCKY
Kentucky

LOUISIANA
LSU

MAINE
Maine

MANITOBA
Manitoba

MARYLAND
Maryland
Johns Hopkins
Towson

MASSACHUSETTS
Boston
Tufts
Bentley
MIT
Worcester Polytechnic Institute
Harvard

MICHIGAN
Michigan
Michigan State
Adrian
Western Michigan
Kettering

MINNESOTA
Minnesota

MISSISSIPPI
Ole Miss

MISSOURI
Missouri
William Woods
Washington University
Central Missouri
Southeast Missouri State

MONTANA
Montana

NEBRASKA
Nebraska
Nebraska/Kearney
Creighton

NEW HAMPSHIRE
New Hampshire
Dartmouth

NEW JERSEY
Seton Hall
Stevens

NEW YORK
Syracuse
Cornell
SUNY Cortland
Hofstra
Rochester
Rensselaer
SUNY Plattsburgh

NORTH CAROLINA
Duke
East Carolina
UNC Wilmington
Appalachian State
UNC Chapel Hill

NORTH DAKOTA
North Dakota

OHIO
Ohio State
Bowling Green State
Kent State
Miami
Baldwin Wallace
Ashland
Case Western
Dayton
Akron

OKLAHOMA
Oklahoma
Oklahoma City
Cameron

ONTARIO
Toronto
Western Ontario
Wilfrid Laurier
Ottawa

OREGON
Oregon
Oregon State
Linfield
Willamette

PENNSYLVANIA
Pennsylvania State
Duquesne
West Chester
Lehigh
Franklin and Marshall
Villanova
Pennsylvania
Lafayette
St. Joseph's
Shippensburg
Carnegie Mellon

QUEBEC
Bishop's
McGill

SOUTH CAROLINA
Clemson

SOUTH DAKOTA
South Dakota

TEXAS
Texas
North Texas
Texas Tech
Midwestern State
East Texas A&M
St. Mary's
Baylor
Angelo State

UTAH
Utah
Southern Utah

VIRGINIA
Old Dominion
Virginia
George Mason
Virginia Tech
James Madison
Christopher Newport

WASHINGTON
Washington
Washington State
Whitman
Puget Sound
Eastern Washington

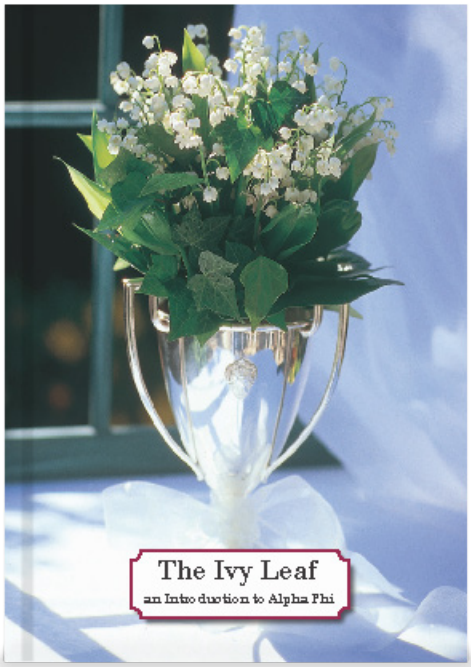
WASHINGTON, D.C
George Washington

WEST VIRGINIA
West Virginia

WISCONSIN
Wisconsin
Wisconsin Stout
Wisconsin LaCrosse
Marquette

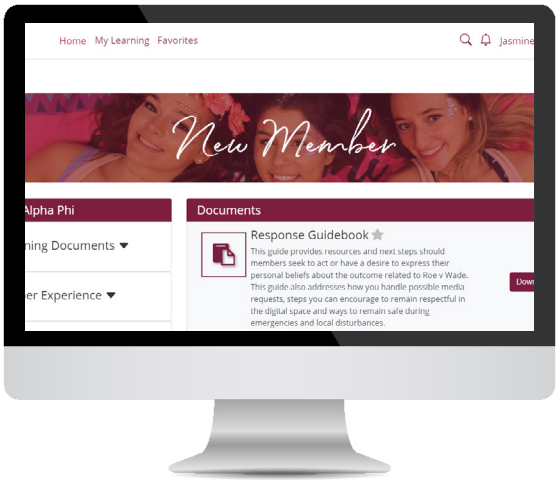
WYOMING
Wyoming

Appendix A:



Ivy Leaf

The Ivy Leaf booklet is designed to complement the new member education program. The Ivy Leaf booklet contains information about our Founders, the history of our organization, Alpha Phi milestones, our instrumental role in forming the National Panhellenic Conference, commonly used terms and our beloved Foundation. During your new member education program, you will reference pages in the Ivy Leaf booklet in addition to this new member notebook. The Ivy Leaf was also designed to be kept as a keepsake so feel free to record your thoughts in the booklet.



Learn Alpha Phi

LEARN Alpha Phi is a web-based learning platform where members can expand their skills and knowledge. It features a growing and evolving catalog of coursework that caters to all levels of membership; new members, collegiate members, officers and volunteers. Located on the platform is a variety of coursework, resources, and guides that can be utilized for day-to-day chapter management or step-by-step assistance with processes, procedures, roles and transitions.

Appendix B

My Alpha Phi Information

This book belongs to: _____

ELC Name: _____

ELC Phone Number:_____

ELC Email Address:_____

Ivy Linkers (Name/Contact Info):

Week 1: _____

Week 2: _____

Week 3: _____

Week 4: _____

Week 5: _____

Meeting Information

Chapter Meeting Day/Time: _____

Chapter Meeting Location: _____

Committee Information

My Committee: _____

Committee Chair & Contact Info: _____

Meeting Day/Time: _____

Billhighway Information

Billing Plan Chosen (annual, semester, installment): _____

Billed on: _____Due on:_____

Finance Contact: _____

Appendix B

Alpha Phi History

Founding Date: _____

Founding University: _____

Reason for Founding:_____

Alpha Phi's Colors: _____

Alpha Phi's Flowers: _____

Alpha Phi's Symbol: _____

First Quarterly:_____

First Sorority House Built:_____

When was the official badge adopted? _____

When was the official crest adopted?_____

When was the Alpha Phi Foundation founded? _____

Alpha Phi was the first sorority to have a website. When was this?_____

2027-2028 Explanation of Dues & Fees for New Members

Dear Alpha Phi New Members and Parents:

Welcome to the start of a wonderful Alpha Phi experience! We are so excited that your daughter has joined our sisterhood and we are looking forward to the year ahead. I would like to take this opportunity to introduce myself. I am the Extension Team Lead for the University of South Alabama's new chapter of Alpha Phi. Our new chapter's financial policies and procedures are outlined in the letter below.

Alpha Phi International has partnered with an online financial system called Billhighway for all its chapters across the United States and Canada. Billhighway allows members to be invoiced for all International Dues, Chapter Dues and Housing related fees on one consolidated statement as well as allow members to pay in a variety of methods including: check, e-check, credit/debit card, by phone or via Facebook.

Attached, you will find an explanation of all dues and fees for the new chapter of Alpha Phi at the University of South Alabama for the 2027-2028 academic terms. All these charges will appear on the member's monthly invoice, which will be emailed to her.

I would like to bring the following items to your attention so your billing and payment experience is as simple, accurate and cost effective as possible:

- **Please do not pay your invoices via credit or debit card if possible. Our new chapter has to pay substantial fees associated with the processing of credit or debit cards, which greatly affects our budget. Any processing fees will be billed back to you.**
- Statements are delivered via email on the first of each month to the member's email address as listed on alphaphi.org and are due the 15th of each month. If members wish to have their parent or other responsible party receive invoices as well, the member will need to add her parent/responsible party's email address in the Welcome to Alpha Phi self-validation email sent from Alpha Phi International. Once initiated, members can update their responsible party email address at any time on www.alphaphi.org.
- Parents or other responsible parties may make a payment anytime by going to www.billhighway.com and clicking on the "Pay Now" button. The member email address and Billhighway account number (listed on the member statement) will be needed to pay via this method.
- Members will receive a statement each month from Billhighway even if there are no charges assessed or due. If there are no charges, the statement will show a zero balance.
- Please notify us if you will be receiving financial aid to pay your dues and fees so we can bill you correctly. You may notify us by choosing the financial aid option on the final page of the enclosed membership/financial agreement and returning the document by the due date.
- Members can make payments even if there are no charges due. If members wish to start paying toward their fall fees this summer, they are welcome to do so.
- The Alpha Phi International Executive Office sends out delinquency notices via email to members who are 15, 30 or 45 days past due. Though the Executive Office sends out the letters, the new chapter is responsible for enforcing the consequences. If you receive one of these letters and have a question, please contact me. Our delinquency consequences are outlined on the second to last page of this letter.

Please return the Membership/Financial Agreement, pages 45, 46 and 47 of this document, to an advisor or educational leadership consultant.

We would like to thank you for your continuing support of the new chapter of Alpha Phi at the University of South Alabama and we look forward to another exciting year! Please do not hesitate to contact us if you have questions or concerns.

Sincerely,
Team Jaguars

USEFUL CONTACT INFORMATION:
BILLHIGHWAY
www.billhighway.com | 1-866-245-5499
Please reference member statements for payment mailing address and member account number.
ALPHA PHI
www.alphaphi.org: Alpha Phi International website
www.alphaphifoundation.org: Alpha Phi Foundation website. Provides information about philanthropy and scholarships available to Alpha Phi members.

2027-2028 Explanation of Dues & Fees for New Members

International Fees	Monies collected and remitted to Alpha Phi International
$65	**New Member Fee:** One-time fee charged in the first semester of membership.
$80	**Badge Fee:** One-time fee charged in the first semester of membership. Pays for a gold standard badge.
$180	**Initiation Fee:** One-time fee charged in the first semester of membership.
$135	**International Annual Dues:** This is an annual fee charged to all members by Alpha Phi International for membership.
Chapter Related Fees	**Monies collected for chapter operations and programming**
$325	**Chapter Dues:** Supports all sisterhood, recruitment, Panhellenic dues, and social activities.
Meeting Space and House Related Fees	**Monies collected for chapter meeting space**
$300	**Chapter Bond:** This is a one-time payment and covers the costs associated with the chapter's future home and long-term capital improvements of our chapter property. It serves as each member's investment in the future of our chapter house.
$200	**Parlor Fees:** subsidize expenses for activities that take place in on-campus spaces or other meeting spaces, including occasional chapter meals.

***Please note that dues and fees paid to the chapter are not tax-deductible and are non-refundable**

Membership Financial Agreement

The new chapter shall provide to the Member social activities and other privileges of membership in the sorority for the dues and fees as detailed on the page titled 2027-2028 Explanation of Dues and Fees, so long as the Member is a member in good standing of the new chapter at the University of South Alabama.

1. PAYMENT. Member promises to pay to the order of new chapter, the Member Dues & Fees as indicated on the page titled 2027-2028 Explanation of Dues and Fees for New Members. Member also agrees to pay any and all other fees or dues incurred by the Member. Such sums are due when billed or when requested by the new chapter.

2. LATE FEES AND FINES.
a) Billhighway will charge a 3% late fee on any invoices that are 15 days past due (bills are sent on the 1st, due on the 15th). This is a one-time penalty for each unpaid invoice item. Please reference the page titled 2027-2028 Explanation of Dues and Fees for New Members for additional late fees and penalties that may be imposed.

b) Alpha Phi International will email delinquency notices to members who are delinquent at 15, 30 and 45 day intervals.

c) Member acknowledges that if the financial obligations under this contract are not met within 45 days of being due, all delinquent members will have their membership recommended for termination by the International Executive Board.

d) Members are required to attend Recruitment Workshops, Recruitment, Initiation activities and all other Alpha Phi recruitment activities (collectively "Required Events") as more fully described in the new chapter Bylaws.

e) In the event the Member makes any payment(s) required under the terms of this Contract by a check which is returned unpaid for any reason, the Member shall be charged $25 by Billhighway, payable directly to Billhighway

f) Member agrees that should she fail to make payments required by this contract, she shall be responsible for those payments as well as all collection costs incurred by the Chapter in enforcing its rights hereunder, including but not limited to, reasonable attorneys' fees and costs.

g) In the event that suit is brought by either party to enforce the terms and conditions of this Agreement, the prevailing party, as determined by a court of competent jurisdiction, shall be entitled to reimbursement of all costs incurred, including reasonable attorneys' fees and costs. Moreover, should the new chapter need to employ counsel to collect upon amounts due under this Agreement, the new chapter shall be entitled to its reasonable attorneys' fees incurred in the cost of collection whether or not suit is brought.

3. MEMBERSHIP. A Member in "Good Standing" shall conduct herself at all times in compliance with all of Alpha Phi International's rules and regulations, as amended (collectively "Rules"). The Member's compliance and continued Good Standing with the new chapter is a condition of this Agreement. Any violation of the Rules resulting in the Member's suspension and/or request for termination from Alpha Phi shall constitute a material breach of this Agreement and shall entitle the new chapter to unilaterally terminate this Agreement, in which case any and all fees and sums paid pursuant to this Agreement are due immediately in full, and all past sums previously paid will be non-refundable. The parties agree that they are unable to quantify damages for such breach, and that the non-refundable fees shall be retained as liquidated damages for the breach.

4. STUDYING ABROAD/INTERNSHIP. Members studying abroad or serving in internships for one or more semesters during the term of the Agreement are responsible for paying: (a) Alpha Phi International Annual Dues; (b) Founders' Day Pennies; (c) Chapter Bond (if applicable); (d) room/board for the semester abroad, unless a replacement is found (if applicable); and (e) $50 abroad fee each semester the member is abroad.

5. RULES AND REGULATIONS.
a) Individual shall at all times during the Term of the Agreement be a member or new member in good standing of the Fraternity and the new chapter.

b) Individual shall be enrolled with and attending the University.

c) Individual shall at all times abide by the rules and regulations of the University, the Fraternity and the new chapter, then in effect, including but not limited to the Constitution and Bylaws of Alpha Phi Fraternity and the Policies and Procedures of Alpha Phi International Fraternity, Inc., Alpha Phi International Fraternity's Standing Rules, Alcohol Policy, Hazing Policy, and Risk Reduction Policy, as well as any Chapter House rules adopted and amended by the Chapter and/or House Corporation (collectively the "Rules"). By executing this Agreement, Individual acknowledges receiving, reading, and accepting the Rules, all of which are incorporated herein by reference as if fully set forth and made part of this Agreement.

6. REQUIRED EVENTS.
a) Members are required to attend Recruitment Workshops, Recruitment, Initiation activities and all other Alpha Phi recruitment activities (collectively "Required Events") as more fully described in the new chapter Bylaws.

b) The new chapter reserves the rights to fine any Member who fails to attend the Required Events. These fines are in the sole and complete discretion of the new chapter. Any Member who fails to pay such fine shall not be in Good Standing with the new chapter until such fines are paid.

7. RESPONSIBILITY FOR DAMAGE. Damage to equipment, furnishings, fixtures or other property of the new chapter beyond ordinary wear and tear will be charged to the Member responsible for such damage. Damage to property used in common with other Members will be charged to all Members equally, pro rata, if responsibility for the damage cannot be determined. If one or more Members acknowledge responsibility for damage, the damage will be charged to such individuals. Should the Member fail to repair or to pay for the damage assessed to that Member, the new chapter reserves the right to have the damage repaired and the cost of that repair charged to the Member.

8. TERMINATION. The violation of any of the provisions of this Agreement shall be deemed a default of this Agreement and grounds for immediate termination thereof. All sums due on the balance of this Agreement at the time of its termination shall become immediately due and payable. Default and termination shall be at the new chapter's option and shall not be effective until it gives written notice of the same to the Member.

a) Should any legal action be necessary to enforce the provisions of this Agreement, Member and her Guarantor agree to pay the costs and expenses associated with such action, including reasonable attorneys' fees and costs.

b) The new chapter may terminate this Agreement if it is notified by the International organization or the University of South Alabama that either the International organization or the University no longer officially recognizes the new chapter of Alpha Phi.

c) This Agreement will be terminated upon the request for termination of Member's membership in the new chapter of Alpha Phi at the University of South Alabama.

9. NON-WAIVER. The receipt by the new chapter of any installment or any other sum of money or any other consideration paid by the Member after notice of the termination of this Agreement, or after the initiation of any legal proceedings by the new chapter against the Member, shall not reinstate, continue or extend this Agreement or in any manner affect any other rights which the new chapter may have either in law or in equity as a result of default by the Member.

10. INDEMNIFICATION. Member and her Guarantor(s) hereby release the new chapter and Alpha Phi International Fraternity, Inc. from any suit, action at law or other claim of any kind, and agree to defend, hold harmless, indemnify, and assume the costs of defense including attorneys' fees and costs in the event of action involving the Member.

11. JURISDICTION. This Contract is made with reference to and shall be construed in accordance with the laws of the State of Alabama in which it shall be performed by the parties.

Membership Financial Agreement

Any action arising from the terms and conditions of this Contract may be brought in local, state or federal court located in the City of Mobile having jurisdiction of the subject matter, and the undersigned parties hereby consent that any such court shall have personal jurisdiction over them with respect to any such action.

12. HEADINGS. The headings included in this Agreement are for the purposes of convenience and reference only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

13. ATTORNEY FEES AND COSTS OF COLLECTION. In the event the new chapter engages an attorney to enforce any portions of its agreement, Member agrees to pay all costs of collection or other enforcement including the Chapter's attorneys' fees and costs.

14. COMPLETE AGREEMENT. This Agreement shall constitute the full and complete Agreement between the parties. No modification, amendment or variance of the terms of this Agreement shall be valid unless in writing and signed by an authorized agent of the new chapter and the Member.

15. NOTIFICATIONS. All notices required or permitted hereunder shall be in writing and deemed to have been delivered when delivered by hand delivery, via electronic means or when mailed first class mail, postage pre-paid to the recipient. Notices shall be sent to the following:

a) Member: Email Address or Member's Permanent Address (see above)

b) The preferred method for payments is online directly through the member's Billhighway account. Alternate options include: mailing to the Billhighway processing center (address included on member statements) or through the Billhighway Pay Bills online feature for parents. All payments mailed into the processing center must include member's Billhighway Account Number which can be found on the monthly statement. The payment processing address can be found on the member's billing statement.

16. SEVERABILITY. If any section of this Agreement or any application thereof is found to be void, unconscionable or unenforceable, then that provision shall not affect the validity of the remainder of this Agreement.

IN WITNESS WHEREOF, the new chapter of Alpha Phi at the University of South Alabama, by and through its authorized agent, and Member have caused this Agreement to be executed.

Alpha Phi International Delinquency Policy

15 Days Delinquent

- Member and/or Guarantor(s) are notified via emailed delinquency notice from Alpha Phi International
- A 3% late fee is automatically assessed by Billhighway (Note: the new chapter may charge an additional late fee at its discretion)
- Member is no longer in good standing and may not attend social events
- Member may not order any activity items (t-shirts, favors, etc.)
- Member may not take a Little Sister

30 Days Delinquent

- Member and/or Guarantor(s) are notified via emailed delinquency notice from Alpha Phi International
- Additional late fees may be added to the member statement
- Member is automatically suspended and member may not participate in any Alpha Phi events, except weekly meetings, formal recruitment, and initiation activities
- Director of Finance holds badge and membership certificate
- Member is prohibited from holding office or running for a position
- Member may not order activity items (t-shirts, favors, etc.) or take a Little Sister
- Member may not vote in meetings
- A Judiciary Board hearing may be held at the new chapter's discretion

45 Days Delinquent

- Member and/or Guarantor(s) are notified via emailed delinquency notice from Alpha Phi International
- Additional late fees may be added to the member's statement
- A Request for Termination of Membership is submitted to the Alpha Phi Executive Office and submitted for approval to the International Executive Board
- Account may be sent to a collection agency
- Move-out proceedings may begin for members living in an Alpha Phi owned/leased facility

Membership Financial Agreement

Member Name (First Middle Last)					
Birthday (mm/dd/yy)		**Bid Date** (mm/dd/yy)		**Initiation Date** (mm/dd/yy)	
Expected Yr of Grad (mm/yy)		**Class Yr**			
Local/Campus Address:					
Street 1					
Street 2					
City			**State/Province**		
Zip/Postal Code			**Cell Phone #**		
Permanent Address:					
Street 1					
Street 2					
City			**State/Province**		
Zip/Postal Code			**Email**		
Telephone #					
Emergency Contact					
Parent/Guardian Name (First Middle Last)					
Street 1					
Street 2					
City			**State/Province**		
Zip/Postal Code			**Email**		

This Membership/Financial Agreement (hereinafter "Agreement") for the 2027-2028 academic terms are made this _____ day of _____, 2027, between the new chapter of Alpha Phi at the University of South Alabama (hereinafter "new chapter") and _____ (hereinafter "Member"), for good and valuable consideration, including the covenants and agreements contained in this Agreement, the receipt and sufficiency of which are hereby acknowledged the term "Member" is used and given effect only for purposes of this Agreement and in no way guarantees initiation or continued affiliation with the new chapter.

Membership Financial Agreement

CAUTION--IT IS IMPORTANT THAT YOU THOROUGHLY READ THIS CONTRACT BEFORE YOU SIGN IT.

I _____(member full name) have read the foregoing the University of South Alabama Chapter of Alpha Phi Membership Agreement and hereby understand its provisions and I agree to abide by the terms and conditions stated therein. I understand that the rates set forth in this contract are approved for the 2027-2028 academic terms and further understand that these rates will be updated in regular cyclical billing cycles. I understand that should I choose to resign my membership, notice must be submitted in writing to the Chapter President, Finance Advisor or chapter advisor. I understand that I will be considered financially responsible for fraternity membership until a resignation notice is received and may be held financially liable for the remainder of the academic term in which I resign. I understand that I am financially responsible for any items that I order or penalties or fines that I may incur. No refunds will be given.

I understand that the Chapter has the right to execute this Agreement through paper or through electronic signature (hereafter referred to as "e-signature") technology. By signing, I agree that my e-signature is the legal equivalent to my manual/handwritten signature on this Agreement. I will not, at any time in the future, repudiate the meaning of my signature or claim that it is not legally binding. I agree that no certification authority or other third-party verification is necessary to validate my e-signature or handwritten signature and that the lack of such certification or third-party verification will not in any way affect the enforceability of my signature or any resulting contract.

Signature: _____ _____

Individual (hand written signature required) Date

Signature: _____ _____

Parent/Guardian Date

Signature: _____ _____

Parent/Guardian Date

Signature: _____ _____

Authorized Chapter Officer/Advisor Date

Signature: _____ _____

Authorized Advisor Date

FREQUENCY OF PAYMENT- Please indicate which frequency you wish to pay your dues/fees (Check One):

( ) Annually ( ) Academic Term ( ) Academic Term Financial Aid* ( ) Installments

*Financial aid payers may receive a one month deferred due date, but must pay the term in full upon receipt of aid

STUDY ABROAD- Please indicate below if you will be studying abroad any portion of the year:

I WILL be studying abroad this year during the following academic terms:

____Fall Term ____Spring Term

Billhighway & Financial Information

Alpha Phi International has partnered with an online financial system called Billhighway for all of its chapters across the United States and Canada. Billhighway will allow members to be invoiced for all international dues, chapter dues and housing related fees on one consolidated statement. Through Billhighway:

• Members will receive an email from Billhighway, which will include her access code to log onto her account. This email will go to the email she has listed in Officer Portal.

• If member would like to have her parent or other responsible party receive invoices as well, the member will need to include the parent's email on her self-validation link from Alpha Phi International.

• Parents or other responsible parties have the ability to pay directly on the Billhighway website by clicking on the "Pay Bills" button. The member's email address and account number will be needed.

• Members will receive a statement each month from Billhighway even if there are no charges for that month. If there are no charges, the statement will show a zero balance.

• Members who will be receiving financial aid to pay dues and fees, must notify Alpha Phi in advance in order to ensure correct billing.

• Bills will go out via email on the first of each month and bills will be due the 15th of each month. There will not be an option to receive paper invoices.

• Billhighway will allow members to make payments even if there are no charges due. If members wish to start paying toward their fall fees this summer, they are welcome to do so.

• The Alpha Phi International Executive Office sends out delinquency notices via email to members who are 15, 30 or 45 days past due. Though the Executive Office will be sending out the letters, the chapter will be responsible for enforcing the consequences. If a member receives one of these letters and has a question, please contact the Finance Advisor or Director of Finance. Delinquency consequences are outlined on the second to last page of this letter.

ΑΦ