

The Delta Theta Phi
Law Fraternity, International



Senate
Programming
Manual

Last revisions, Summer 2009

TABLE OF CONTENTS

SENATE PROGRAMMING 3

 Introduction 3

 Evaluation and Brainstorming 3

RECRUITING ACTIVITIES 5

 Summer: Before Orientation 5

 The Beginning of the Academic Year – the Basics 6

 Opportunity to Recruit: Orientation and/or Organization Fair 7

 Opportunity to Recruit: Informational Meeting 9

 Other Helpful Hints: Using Your Tools to Get Noticed and Maintain a Presence in Your School 10

PROGRAMMING IDEAS 12

 Community Service 12

 Social Events 15

 Academic & Professional 17

 Fund Raising 20

 Finals Gift Packages 20

 Holiday Sales 21

 Karaoke 21

Other 23

AWARDS FOR STUDENTS, STUDENT SENATES, ALUMNI & ALUMNI SENATES 25

 Awards for Students 25

 Student Senate Awards 26

 Awards for Alumni 28

 Awards for Former Members of the Sigma Nu Phi Legal Fraternity 29

 Awards for Alumni Senates 29

SENATE PROGRAMMING

INTRODUCTION

As discussed in the Officer Manual, it is important to have a group of student leaders in your officer positions that are willing and able to meet, discuss, and work together for the benefit of the senate. You will notice that some of the information herein is repeated in several sections; this should serve as a reminder of the importance of those matters.

This manual describes many different activities your senate can implement or sponsor. Please remember to check with your faculty advisor or administrator when you decide on a new program, so that you do not unknowingly violate any school guidelines.

EVALUATION AND BRAINSTORMING

First, you need to know what your senate is known for and what other organizations are known for. This evaluation will give you insight into what is lacking and therefore what you can do as a senate to better position it for prominence at your school.

| | |
|---------------------------------|---|
| ACADEMIC YEAR | 20 ____ - 20 ____ |
| <i>We are known for:</i> | <i>Other groups are known for:</i> |
| | |
| | |
| | |
| | |
| | |

Once you have met formally with your officers to discuss the strengths and weaknesses of your senate as prescribed in the Senate Officer Manual, and have listed possible solutions for the weaknesses, the next step is to develop programs and events that will further strengthen and grow your senate. Review last year’s notebook, if one exists, and create a notebook to track everything for the current year. Include your faculty advisor in this step; not only can your advisor offer an objective opinion, he or she can offer ideas for programming that other organizations are not addressing, thus helping you find that extra niche.

While it is important to recruit new members and grow in numbers, do not forget about your current members and their expectations and ongoing professional needs. Over the summer or first thing at the beginning of the new term, survey your current members and ask them about their interests and needs, and how (realistically) the senate can be of assistance in meeting those needs.

| | |
|-------------------------------------|-------------------------------------|
| ACADEMIC YEAR: | 20__ - 20__ |
| <i>Interests & Needs</i> | <i>How To Meet The Needs</i> |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

By the time the new students complete their orientation, or at the organization fair, whichever comes first, you should have a calendar of events completed for the first term, including a variety of programs and events that will attract both current and new members.

RECRUITING ACTIVITIES

SUMMER: BEFORE ORIENTATION

- If you are able, get a registration list of all new students and mail each of them a "Welcome to Law School" letter. If this is not possible, then see if you can include your letter in with one from the school of the Student Bar Association, or at the very least, get a mention in one of their letters or emails.
 - In addition, check to make sure Delta Theta Phi is listed among the student organizations on the school's website, and in any catalogs or other similar literature. Be sure that the officer contact information and other information is up to date.

| | |
|---------------------------------------|--|
| Date: New 1L Orientation Begins | |
| Date: First Day of Classes for 1Ls | |
| Date: First Day of Classes, 2Ls & 3Ls | |
| Date/Time: Organization Fair | |
| Other Important Date(s): | |

ATTEND ORIENTATION FOR THE FIRST YEAR STUDENTS.

- Have a table set up with literature and sign-up sheets for interested students to sign their name, address, phone & email address. This will be your "target list" for new members during the first semester. (*More information on Orientation / Organization Fair, below*)
- Attach Delta Theta Phi International and Senate information sheets to a schedule of events for the fall semester and hand out to all incoming students, either at orientation or stuff mailboxes later.
- During official recruiting activities, unless made impractical by the nature of the activity, members should wear business dress, with a recognition pin & nametag. It is generally better to be overdressed than underdressed for any occasion.
- If organizations are not permitted at the new student orientation, then offer to act as tour guides, orientation leaders, mentors, or in some way get as many of your members involved in the orientation process as possible. Wear your Greek letter pin and promote Delta Theta Phi whenever possible and appropriate.

- Try to get space for a Delta Theta Phi bulletin board in the school (or equivalent web site, or preferably BOTH); make posters and flyers advertising all functions. Then, later, post photos from the events with member names on the board. This is also a good place to put photos and biographies of some of the more prominent local members of the Fraternity, as well as photos and contact information for your officers. Most importantly, your Delt board or web site/page should have a monthly calendar of events for your Senate, including meetings, socials, academic programming, community service projects, etc.
 - As more schools go paperless, consider creating a web space that can be attached to your school's website, or creating some other Internet bulletin board. Be sure that the school has a list of any passwords and usernames to allow future officers to update the site.
 - If you create a page for a social networking site, please use your senate or school name as an identifier added to "Delta Theta Phi" to avoid confusion and allow members and potential members to find you more easily. In addition, be sure to use professional judgment in posting any photographs from social events to avoid a request from the Supreme Senate to remove potentially embarrassing photos or items.
 - Websites and bulletin boards are discussed further herein.

THE BEGINNING OF THE ACADEMIC YEAR – THE BASICS

- Divide up the list of interested students (or all incoming students, if unable to attend orientation) and assign each member or officer a page of students to contact.
 - Personal contact is best, but at the very least put a personalized letter in each student's mailbox, or if emailing, personalize each email (copy and paste the main text and add their name and any other personalizing information). *However, each interested student should be personally contacted at some point during the first four weeks of the school year, or within one week of you organization fair or table time.*
 - Each member should visit the students to personally invite them to the next student function and explain the purposes and benefits of joining Delta Theta Phi. Emphasize the professional and educational programs you can offer, such as test files, tutoring assistance or study aid loan programs. Remember, it is the personal approach that makes the new law student want to come to your first function.
- During or after the first visit, call (or e-mail) and invite the student or a small group of students out after class or meet with their study group to give them more specialized study tips. Help that person adjust to the ordeal of the first year of law school. Continue

to call and take a personal interest in the people on your list. You will be their first upper-class friend and it will be your organization they will want to join.

- During the first two weeks of school, if not before, plan a program for the entire semester (entire year, if feasible), setting up dates, types of meetings, and places for meetings and initiations.
- Many Senates sponsor a "How to Survive Law School" program as their first group event. Here, veteran students informally give helpful hints on topics including studying, briefing, and balancing work, a family, and social life. Consider a family picnic so that spouses, children and significant others may learn more about law school from the student perspective.
- On the day before any event, email the students place flyers in seats of students; announce before class, and write the invitation on all blackboards; whatever form of communication is applicable to your school's technology. Some professors will allow you to take two or three minutes at the beginning of class to promote the Fraternity (this is one of the reasons why it is important to invite professors and staff to some of your events and consider them as honorary members). In this way, your faculty advisor can be very important, "opening the door" to the classrooms of other faculty.

By the time a student completes the first semester of law school, he or she will have heard of Delta Theta Phi at least four times.

OPPORTUNITY TO RECRUIT: ORIENTATION AND/OR ORGANIZATION FAIR

Your school's New Student Orientation is an optimal chance to meet and greet potential members. Take this opportunity to present your Senate and all that it has to offer by utilizing the following suggestions.

- **Set up a table display of the following:**
 - Information sheets for interested students to fill out with their basic information, including: name, phone # e-mail address and when applicable designate if they are day or evening students.
 - Senate Scrapbook or Photo Album – or a laptop with a slide show of photos and flyers from your past events.
 - All plaques or awards of Senate, and a list of current members that hold prominent position in school, including Moot Court, Law Review or Journal, SBA, etc.

- Create a tri-fold poster board that stands up on the table. The height will offer more visibility in a crowded room. Place on the board, photos of Senate members at your functions (including initiations, parties, and community service projects) as well as basic information provided by the International Office
 - Senate Banner, or use a green tablecloth
 - Create posters promoting events of the past year, or of the benefits of membership. Students often get crowded around the tables at rush or orientation, and large-print items on the walls will help you reach more people at one time.
- **Set up a handout table for the following:**
 - Delta Theta Phi Brochure, plus and handouts touting the local senate achievements and annual programs. Consider creating a funny top-ten list of "How to Survive your First Year in Law School" on the back of one of your local flyers.
 - Delta Theta Phi bookmarks (another good idea: if your Student Bar Association or other organization has a used book sale, offer to help in exchange for placing a bookmark inside each book at the sale.)
 - Past copies of The Paper Book, highlighting areas where there is mention of your senate. This could be turned into a poster too.
 - Diagrams of the school's law library or lists of local hot-spots or other helpful info, like dry cleaners and grocery stores. See if you can get coupons to some of the local establishments, and use them as part of your first follow-up with the interested students on your list.
 - Consider also raffling gift cards or school merchandise at your table, where students write their name and email address on the ticket. This will help you expand your target list of students.
 - Flyers describing The Adelpia Law Journal and other items from headquarters
 - Flyer promoting your first event, or a reception hosted by the Senate for students who are interested in meeting officers and members in an informal setting.

Tell all members to be present 15 minutes early, and encourage them to wear their recognition pin at all times. Make sure they are also wearing nametags, indicating which office they hold, if applicable.

Have a number of members available to take the potential initiate in tow; see that he/she gets refreshments and starts meeting other people. Prospective members should never have to wait for a Brother or Sister to come up and welcome them to one of their activities.

OPPORTUNITY TO RECRUIT: INFORMATIONAL MEETING

The first informational meeting is often part of the “How to Survive Law School” presentation and this can often result in better attendance than an informational meeting alone.

Contact person at for school room reservations: _____

In the 20__-20__ academic year, the following day(s) and time(s) are the best availability for the 1L class members: _____

In the 20__-20__ academic year, the following day(s) and time(s) are the best availability for the current members of Delta Theta Phi: _____

A suggested program outline for an informational meeting is as follows:

- Welcome by Senate Dean
- Introduction of:
 - Faculty Advisor
 - All other Delta Theta Phi faculty members present
 - Senate Officers
 - Person designated to explain Delta Theta Phi on both the Local and International level (this should be relatively brief, approx. 5 minutes if there is a program in addition to the informational portion of the meeting, may go 10-15 otherwise)
 - Speaker, panel or other professional portion of program
- Question and Answer portion of program conducted by the student Dean
- Brief expression of thanks to the speakers/participants, and current members attending.
- Announcement of and invitation to the next meeting; reminder to pick up handouts, and an invitation to have refreshments. Consider making this meeting, or your regular senate

meetings, a “brown bag lunch” where you provide chips or cookies and soda, to keep your budget in check for the rest of the year.

- Entire program should not exceed an hour

OTHER HELPFUL HINTS: USING YOUR TOOLS TO GET NOTICED AND MAINTAIN A PRESENCE IN YOUR SCHOOL

ADMINISTRATION

From the Dean of the Law School all the way to the person who schedules room reservations: be considerate and appreciative! Always invite the Dean and your faculty advisor to each event, and if you find that he or she is not a member of another fraternity, invite them to be initiated as an Honorary Member!

Are your members also members of the SBA or other organizations? If they are not, encourage them to have a presence in a variety of other organizations (that are not legal fraternities). This has multiple benefits in terms of budgeting, fund-raising, promotions and engaging in joint programming. It also shows that members of your Senate are successful in all aspects of law school, academic and extra-curricular.

ALUMNI

Alumni are much more than just a source of potential revenue for your Senate! They should be utilized as guest speakers, and invited to all major events. Even if they are unable to attend, they need to be informed of the Senate’s activities - then, when you need a fund raising boost, they are more understanding and will be more likely to contribute, or remember your members when they are in the market for summer law clerk positions.

| | |
|--|---|
| <i>Key “known” active area alumni members:</i> | <i>Request a full list from headquarters!</i> |
| | |
| | |
| | |

BULLETIN BOARD / WEB PAGE

This can be one of your most effective tools. *Every Senate that has applied for an Outstanding Senate Award discusses the creation or maintenance of a bulletin board or web page.* Include your Senate's monthly calendar of events, pictures and bios of your officers as well as officer contact info, especially an e-mail address, pictures from events past, and promote upcoming events.

For a bulletin board, the use of a colored background (wrapping paper is cheap and colorful) and construction paper adds attention-getting color. Remember to use or Fraternity's colors of green and white, and stay away from using purple for anything! Some students may not remember the Greek letters, but they'll remember "the green fraternity."

For those schools that are going paperless, create a simple web page and **keep it updated**, sending an email to your entire membership each time it is updated with new information or photos. At most schools, student organizations are allowed to create one or two pages at no charge and attach it to the school's web site. Be sure the administration or your faculty advisor has a copy of any usernames and passwords so future officers can maintain the site.

MAILBOXES

Keep putting your name out there, especially among the first year students, by stuffing mailboxes several times during the first semester and at least once or twice early in the second semester. In the alternative, where students do not have mailboxes, send a well-worded but short email. Remember not to stuff or email too often or you may dilute the effect of your outreach. Wish all 1Ls, in addition to your current members, the best of luck on exams and add some study tips and/or a piece of candy. Be sure to also include contact information for key officers. This is an item you can prepare in the summer or very early in the year so you have the postcards handy when you need them.

ALWAYS APPLY FOR AWARDS

If you think your senate has done a good job this year, don't let your work go unnoticed! By submitting materials, (1) you have a solid notebook or a laptop slide show available to use during the next year's recruiting period to promote what you have done and (2) you can advertise that you were nominated for a national award.

PROGRAMMING IDEAS

Programming is an essential function of every senate. It not only offers opportunities for member involvement, publicity, fund-raising, and new member recruitment, but also for community out-reach. Many times, Senates struggle to come up with new and creative ideas for programming purposes. Every Senate should keep a notebook of what they have done and how it was accomplished. These notebooks are then passed down each year so that future officers do not have to start from scratch.

Senates are strongly encouraged to implement a point system to reward members for their efforts. There is a distinction between “Members” and “Members in Good Standing” at the alumni level of membership and so the same can be true of the student level of membership. Consider discussing and passing a point system as part of your local bylaws so that at the end of the year, your members in good standing are recognized at your final event or are recognized as being approved to wear a Delta Theta Phi graduation cord. More information on creating a point system may be found in the Senate Bylaws Manual.

To assist in your search for programming options, the following ideas have been compiled from various Senates. **Do not take this as a complete list, and do not necessarily consider any program in its entirety. Allow these programs to inspire you to create events that are tailored to the needs of your members and the abilities of your officers.**

COMMUNITY SERVICE

These events are varied in their level of time commitment, but each one is extremely rewarding for both individuals and the Senate as a whole. More and more schools are requiring a minimum number of charitable or pro bono hours. If your school is one that requires such hours, strive to find qualifying organizations and projects the senate can sponsor that will gain your members the hours they need for graduation.

As of this writing, Delta Theta Phi does not specifically endorse a particular organization, and senates are free to vote on a particular charity with which to affiliate, keeping in mind the need to be sensitive to any organizations that may have a particular political or religious foundation.

SCHOOL SUPPLY DRIVE

Contact a local school district, particularly one in an impoverished area. Have flyers posted and decorated boxes out in which to place donations, beginning at orientation. This not only assists the community, but also shows incoming students that Delta Theta Phi is much more than a stereotypical fraternity. This is an excellent thing to do at the very beginning of the school year because it's easy and your name is all over the school and you are immediately

showing a favorable view of your senate. Combine the final days of your collection with your informational table where you can also accept cash donations to buy additional supplies.

HALLOWEEN BLOOD DRIVE

This is a fun and easy way to get your Senate involved in helping out your local blood bank. Many people get a kick out of the idea of a blood drive on Halloween, but blood banks need the donations at any time during the year.

RACE FOR THE CURE

Susan G. Kohman Race for the Cure is held each spring and is a great project to team up with your local WLSA (Woman's Law Student Association) to promote to the school.

AIDS WALK

This walk is also a spring event. Encourage members to establish teams and inviting faculty and administration onto teams can promote involvement as well. Remember to also offer prizes for the biggest team or the team who raises the most money.

MARCH OF DIMES

Members simply form teams to participate in the March of Dimes. This event takes place across the US, usually in late spring. Please contact your local chapter of MOD to find out when it will take place in your area. There are also events/fundraisers in which your Senate can participate throughout the year such as selling paper cut-outs in your own school.

HOSPITAL HOLIDAY PARTY

Coordinate to entertain (sing songs or do skits) and give approved treats at a local children's hospital or nursing home. This is typically a Halloween, Christmas, or Valentine's Day Party.

LOCAL SPECIAL OLYMPICS

These events take place throughout the year and offer a wide variety of volunteer opportunities. These opportunities include everything from manning water tables, helping children participate in events, to handing out ribbons at finish lines.

LOCAL RONALD MCDONALD HOUSE

These Houses throughout the country are great way to get members involved in a project that is a low time commitment. Mostly RMDH needs food donations, and donations of children's books and videos. Members can also go to the designated RMDH in their area and cook meals or clean the house instead of bringing food.

CLOTHING/COAT DRIVE

Local establishments in each Senate's area are always in need of clothes, coats, blankets particularly in the winter months. Women's shelters also collect old cell phones for 911 purposes. Some shelters with job programming need gently used professional clothing to help men and women prepare for interviews and find employment.

CANNED FOOD DRIVE

Local food pantries are always in need of non-perishable items, not just during the holidays. You can make it easy by putting out boxes and asking for donations, or you can work it into other events. For example, if your senate uses a point system for members for recognition or awards, give points for members who bring a can of food; or, if you have a popular guest speaker, you can charge non-members “admission” to get into the lecture (if allowed, you could also “sell” cans of food for \$1 if a student did not bring a can with them).

THANKSGIVING “CANNED IMMUNITY”

A twist on the standard canned food drive! This is often a highly successful project, but the Senate does have to get the prior approval and support of the law school’s administration and faculty. The gist is that students are given “immunity” from being called on in their class if they bring canned goods to donate to the local food bank. This is most popular for 1L classes since they are the most likely to be put on the spot to be called on and recite in front of the class. Collect the cans before the end of each class, so students will need a can for each class.

SPRING “TEDDY BEAR IMMUNITY”

A spin on “canned immunity” in that it requires approval and support of participating faculty and the administrators. Instead of food donations of cans, students donate a new stuffed animal to receive “immunity”. Popular donation sites include: local hospital, local police/fire department, etc. Police and fire departments use these stuffed animals to give to children who are on site when law enforcement arrives to settle such incidents as domestic violence.

CHRISTMAS CAROLING AT NURSING HOMES

A popular community service project where volunteers are able to interact directly with those receiving the benefit of their time. It is also a project that members can bring along their children and teach them early on the value of community service. Not willing to carol? How about an afternoon of making decorations or decorating sugar cookies with the residents?

HABITAT FOR HUMANITY

Even though this project is a bit more time consuming, it is just as worthy of the attention of those Senates that can take part in it. Your Senate can also follow up your day of service with a social event as a thank you for the DTP volunteers.

| | |
|---------------------------------------|--|
| <i>Brainstorm: more service ideas</i> | |
| | |
| | |
| | |

SOCIAL EVENTS

Social events are one of the most cohesive tools the Senates have to offer. They come in many forms but all are a means to the same end: an opportunity for members/alumni/family, etc. to join together to enjoy each other's company. We do note that most Senates need no help in coming up with social events, but remind you that Delta Theta Phi is a professional organization.

Please always be advised of the importance of safe drinking involving only those of legal age. Issues of School, Senate and National liability are always of consideration in planning events that involve alcohol, so it is your responsibility to be aware of school policy and local and state laws, and purchase event insurance when necessary.

Keep in mind that Delta Theta Phi has a no-alcohol policy for any events sponsored by the law school senate that will involve pre-law students, so if you are having an event that includes the undergraduate level members, it must be at a licensed establishment with their employees responsible for checking ID's and everything else related to the serving of alcohol.

ALUMNI MIXER

This is one of the best networking tools to use as a Senate. Many areas have Alumni Senates. It is of great value to the school senates to keep in touch with your corresponding Alumni Senate. Know the contact information for the Alumni Dean and keep him/her updated on the activities of your senate, and invite them to participate in activities (as their schedules allow). If there is no Alumni Senate active in your area, we encourage you to invite individual alumni to your events and encourage them to form an Alumni Senate, because they can conduct a short meeting of their own within your event to maintain the proper records qualifying them as an active alumni senate.

FAMILY PICNIC

This is a good way to cater to the diversity of the senate. Many senates have members, who are also married, have children, even grand children. A Senate can hold a picnic at the law school or in a local park pavilion in which members bring different foods – “pot luck.” This allows for members and family/friends to socialize in a family environment and can educate family members on what to expect during the year. This social is easily organized at little expense to the Senate, by posting sign-up sheets on the Senate's bulletin board listing food and drink items that members can sign-up to bring. This also avoids the problem of multiples of the same items being brought to the picnic. You can also appoint one or two members to be in charge of games and prizes to have at the picnic. Make your events “Pot Luck” and save your budget – Any event can be followed by a social (food) event, and you don't have to drain your account to do this. You can make it Pot Luck, rotating the responsibilities among

members; make it fun by having themes, like Hispanic Night, Italian Night, etc. You don't have to make a full meal either. For meetings, ask your members to bring their own main course (sandwich or something) and have cookies or chips and soda available, or don't schedule your meetings directly in the middle of meal times. Even initiations do not have to break your bank. Have the initiation at someone's home, followed by a dessert reception, or fruits and cheeses, or make it a Saturday morning breakfast or brunch followed by a study session.

HAPPY HOUR AT LOCAL PUB

This can be a happy hour at a single establishment, or what is also known by some Senates as a "bar review". A "bar review" takes place as a progressive happy hour that moves from one local bar to another. This takes place most commonly in areas in which bars are located in walking distance from each other to facilitate convenient and safe travel between bars. In the alternative, senates should hire appropriate professional transportation. Please remember the legalities that accompany hosting an event involving alcohol and consider taking out an insurance policy.

ST. PATRICK'S DAY PARADE

A "float" in a St. Pat's Day parade is a very visible yet entertaining social to undertake. In many parades, a "float" can constitute merely a flatbed trailer decorated with streamers and people being pulled by a truck. Members love this activity in that it not only allows for the Senate to be involved in a local parade, but also celebrates our fraternity's colors of green and white.

SPORTING EVENT

Another way to incorporate family and significant others of fraternity members to be involved in the Senate's activities. Many major and minor sporting events offer discounted (even deeply discounted in the case of minor leagues) ticket prices. A twist on this idea is to open it up to non-members too and offer the deeper discount to members as a benefit.

INTRAMURALS

Exercise is a great stress reliever! Get out there and have some fun. Popular law school team names include: Legal Eagles, The Fugitives, Delta Dynamos, The Frat Pack, Jury Jerks, Lifers, and Adelpia Mafia. Similarly, you could also check with a local bowling alley on how to start a short bowling league, in 4-6 week intervals each semester, which can double as a fund raiser.

Consider also a bowling or other league at a local establishment. The manager should be helpful in teaching you how to organize such a program, and this can double as a fundraiser by offering the larger discount to Delta Theta Phi Brothers and Sisters, as a member benefit. You can make the league a full season or a simple 4-week limited league to attract more participants.

KICKBALL, PAINT BALL, SOFTBALL

This is great game that is a little out of the ordinary and a lot of fun. Some creative teaming ideas include members v. alumni, faculty/administration v. your Senate or challenge another fraternity or campus organization, or graduate college like pharmacy or medicine.

| | |
|--------------------------------------|--|
| <i>Brainstorm: more social ideas</i> | |
| | |
| | |
| | |

ACADEMIC & PROFESSIONAL

Just as important as any other type of programming, no Senate should lose sight of the fact that we are in school to advance ourselves as scholars of law. Senates can assist their members in this process by offering programming geared towards the academic and professional needs of the members. Consider what you told prospective members during the organization fair and be sure to deliver on your senate's promises.

Always remember that a plus to draw members to any program is FOOD.

HOW TO SUCCEED IN LAW SCHOOL

As discussed earlier, not only can you discuss topics such as balancing a life and family with school, but give many other tips for studying, how to properly take notes, briefing, etc. Though this is often an event for early on in the semester, it can be followed up a month later with an Outlining Seminar. DTP Student Mentors – Upperclass students visit 1L study groups once every two weeks, members only (even if you haven't had initiation yet, they should have turned in the application and fee). This will assist the students academically as well as get them to become members early in the year.

1L LEGAL WRITING SEMINAR

Legal writing requirements in the first year of law school are often the most stressful for 1Ls. Offering seminars on legal writing problems and time management strategies are most useful to students. Many Senates have members/officers who are or have been legal writing teaching assistants. These are the best people to run the seminar. Many of the schools'

writing departments are willing to work with the Senate to organize the format of such seminars and help point out the most common problems or mistakes.

GUEST LECTURES

Lectures can be offered on an array of legal issues. It is well advised to go to the members as a whole to get input as to what issues are of importance to them and use that input as guidelines for finding speakers/topics. Many times the best speakers are found in your school's faculty or local attorneys. Many are often more than happy to address student organizations, in particular if your Senate pairs up with another organization on campus to promote a guest speaker. If there is a hot topic in the news, put together a small panel of alumni members for an open forum of discussion, or if there has been a major case in the headlines, invite that attorney to speak as soon as the case is over. If they are Delta Theta Phi, use that to your advantage, or if he or she not a member of any law fraternity, consider him or her for an honorary membership (if they are a member of another law fraternity, don't say anything at all!).

RENT-A-PROF

This is a fun idea that some Senates have started to make a tradition. This involves getting the advance permission and support of individual faculty members. Find professor from the main areas of study (contracts, property, evidence, civil procedure, etc.) and have them donate a few hours of their time individually to entertain a question and answer session, or add in breakfast or lunch too. This can be a good part of a larger fundraiser if you want to go after "big money" and put the work into a full-blown silent auction. Contact the Executive Director for more details on running a Silent Auction.

STUDY AID LIBRARY

Creating a "library" of study aids, student outlines, audiotapes, flash cards, is easier than it may seem. It simply begins by asking students to donate their study aids after they have used them. In most schools, study aids are very expensive and bookstores will not buy them back as they do textbooks. Creating such a library is an excellent selling point for your Senate as well. The idea is that as the library grows, the material is offered to members only. Some of your fund raising can be geared toward purchasing study aid for you library in topics where donations have been lean.

EXAM-TAKING SEMINAR

Many schools have old exams from professors on file. This program utilizes members who have excelled in particular courses given by specific professors. Find members/officers who have made high grades in classes, such as contracts, and have that member sit down with the contracts professor and go over his/her old test(s) to see what that professor looks for in terms of issue spotting and where students can earn points. Then that member/officer holds a "seminar" in the weeks leading up to exams and working through tests with members. This is not only a successful program, but also a great selling point in recruiting new members. Many faculty members are quite receptive to this approach to studying, especially if they

know that the fraternity is not just giving away study tips, but working with members to actually master the material.

FINALS HOTLINE

Organizing this benefit takes patience and members who are willing to offer their assistance. The way that it works, is that members who have done well in particular classes, offer their number or e-mail for members to contact them during designated times to ask questions regarding their particular area of “expertise”. In addition to, or in the alternative, schedule specific “study tables” and reserve a specific room during certain times for several days during “reading week” where members can stop in for some refreshments, can have their questions answered and can study in a relatively quiet atmosphere that is not quite as restrictive as the library.

| | |
|--------------------------------------|--|
| <i>Brainstorm: more social ideas</i> | |
| | |
| | |
| | |

FUND RAISING

This is an ever-important issue in managing a Senate as more schools cut funding to student organizations. The following are a few ideas you can incorporate or modify to raise funds for your senate so you are able to provide better programming for your senates, provide member benefits, and cover the costs of have a delegate or delegates attend Regional Meetings and the Biennial Convention and Leadership Conference. We have tried to list them in order of “quick & easy” to “more time consuming”. Consider also combining community service with the fund raising event where a majority of the proceeds (60% or more) go to the charity.

SCHOOL OF LAW / STUDENT BAR ASSOCIATION

Many schools have an SBA or other comparable organization that has funds available for organizations to support events and attend leadership training and meetings. Be sure you are aware of any procedure, format, content, and deadlines to petition for funds. You have nothing to lose by asking for as much as you need for the year, so long as you have the plans in place to support your request.

FINDING LOST MEMBERS

Obtain a list of lost members in your state from the International Office and use local phone books, bar association directories, and on-line sources to find them - the office will pay \$1 for each good address (including zip).

FOOD!

Baked goods, BBQ, nachos, etc. Typically these are quite easy to do and law students, faculty and administration can always eat. One of the more popular ideas is a nacho sale. The Senate can buy nacho cheese, chips jalapenos, chili and salsa very cheap (wholesale). Set up a table in the student lounge and all you need is a few serving spoons and a couple of crock-pots and you have got it made. The Senate may also choose to charge more for chili or sour cream (if you chose to offer it). For example, charge \$2 for just chips and salsa or cheese and \$4 for the works. This can be a trouble-free, yet lucrative fund-raiser. Another idea is pasta & meatballs with garlic bread, or meatball sandwiches. There are only a few schools that do not allow food sales, and please keep proper sanitation in mind, wearing gloves when handling product and not wearing gloves when handling money (in fact, have two people at the table, one handling the food and one handling the money and the non-food or packaged/wrapped items)

FINALS GIFT PACKAGES

Put together finals packages with items that are either bought wholesale (at such stores as Sam's), collected, or donated. Such things can include individual packs of popcorn, instant coffee, pencils/high lighters, earplugs, gum, candy, etc. Have forms for people to fill out to purchase a package for himself or herself or a friend.

HOLIDAY SALES

Similar to the Finals Gift Packages, above, you can get creative for any holiday. Consider small bags of candy for any holiday and call them Boo-grams for Halloween, Bag-o-Hugs for Valentine's Day, and so forth. Make and sell hand-made cards for holidays like Sweetest Day or Mother's Day, when people tend to buy cards at the last minute.

RAFFLE

Have items donated and raffle them off for about \$2 a ticket and put proceeds towards the Senate. Remember to keep in mind your state's gambling laws as to whether this is permitted, or whether you have to modify this to adhere to the law. For ideas on items to raffle, see "Silent Auction" in this section.

CAR WASH

Although this suggestion may bring about visions of band members raising money to go to camp, this activity is a great bonding experience with your senate's brothers and sisters. It takes little planning and you don't have to depend on participation from the student body at large. It is also a good way to raise money on a hot Saturday, especially if you advertise that the majority of the proceeds is for scholarships!

RENT-A-BROTHER/SISTER

Offer a variety of services that the members can perform and set a day aside to do them. Open this activity up to your campus and local community. Rake leaves, tutor students at any grade level and any subject on which you feel qualified, do word processing or assist neighbors with computer needs, mow grass, paint a fence or help clean a garage or any other number of "chores" for donations.

GARAGE SALE

One person's junk is another person's treasure/ When was the last time your drove around on a weekend and didn't see a Garage Sale sign? Collect items from your senate membership and faculty, family members, businesses, etc. These items can be sold in a garage or yard sale with proceeds going toward senate events or put away for convention expenses. On the day of the sale, have members get together to help and make social events out of it by serving juice and donuts to those who help set up in the early morning, and have a cookout at the end for those who help to clean up at the end of the day.

KARAOKE

Find a local pub that will allow the Senate to set up a karaoke machine and encourage people, both members and nonmembers, to pay \$2 (or come up with your own price) and sing for the group. If you want to see someone else in attendance sing a song, you would pay \$5 (or more) and if that person wants to get out of being nominated to sing then they have to match the bid that was originally offered. At the end of a designated time (a few hours or so) the group votes-by applause-who wins the contest. The Senate and the winner split the proceeds, or have other prizes available.

STUDY BREAK CHAIR MASSAGE

Have a local massage therapist donate a couple of hours of their time during peak study times for finals. You could also call a local massage therapy school, since most students need clinical hours in order to fulfill their class requirements. Have the massage therapist/student set up a chair in a main student area and offer chair massage for 15-minute increments for 10 dollars or 8 dollars for members. Chair massages involve massage of the neck and shoulder areas – where students feel the most stress and tension. Your Senate will be amazed at the number of students who will take advantage of this non-traditional study break. You could combine this event with a coffee bar or a bake sale.

MERCHANDISE SALES

School T-shirts, sweatshirts, mugs, etc. Get the proper administrative approval for such products. You could even turn this into an event: have a contest to come up with a new school logo, involve the administration in picking a winner, then use that for your merchandise, thus avoiding a lot of potential trademark problems. While sitting at a table taking orders for merchandise, be sure to have some DTP brochures or flyers for your next event available too.

If you wish to create a DTP t-shirt for your senate, please contact the Executive Director for permission to use our registered logos/letters.

GOLF OUTING

Find local firms and stores to sponsor holes or contribute prizes. This can be a difficult project to take on, so consider working with your local alumni senate. Another idea offer to assist your school's alumni association with their golf outing, for a portion of the proceeds or payment of member man-hours to your senate's treasury.

SILENT AUCTION

This event can take a bit of planning, over as many as 12 weeks, but can also raise a lot of money. Check with your school to be sure this kind of fundraiser is allowed. Get donations of all types of articles from local businesses, such as dinners for two, movie tickets, pizzas, rounds of golf, merchandise, flower arrangements, etc. Faculty could donate one-on-one tutor time, or breakfast or lunch with a student. Professors are great with this they usually let the senate know what they are interested in donating. Professors have donated such things as: bowling, fishing, and playing pool, whatever the professor has an interest in. Other ideas are to have a cell phone or gift certificate to a local copy shop or grocery store donated. Try to get Bar Reviews donated as well, or other related items, like gift certificates to the school's bookstore. You may need to split the proceeds with a charity, but this can also help you get more donations because of the tax advantages for the donors.

AMBULANCE CHASE

This is a 5k or 10k run, using an ambulance rather than a pace car. Get a local ambulance service to donate the ambulance and driver, and send at least a part of the proceeds to a charity of that ambulance service's choice, in its name. This is a great attention getter, especially if you plan your run route by your school. It is also easier than you may think to

get faculty and administration involved in this activity. Additionally, your Senate can have t-shirts printed up for the event with the Fraternity and Senate names on it as well as a logo of runners behind an ambulance and sell them for even more proceeds. Contact the office for the permission letter to use our registered crest or Greek letters for saleable merchandise.

| | |
|---------------------------------------|--|
| <i>Brainstorm: more funding ideas</i> | |
| | |
| | |
| | |

OTHER

These are not programs per se, but are also great ideas to consider as ways to bring the senate together and offering what other organizations may not.

MENTORING PROGRAM

This program is particularly useful to 1Ls and new transfer students who are new to the school and would like to be paired with 2 or 3L students as a personal contact “show them the ropes”.

“MEMBER OF THE YEAR” AWARD

This is an acknowledgment that is given to a member who is shown dedication to the Senate on various levels, such as attending all the meetings, volunteering for community service projects, heading up committees, etc. The parameters of this award should be set by the officers to fit each Senate appropriately and be described in your senate bylaws. Some senates have a point system to define “Members” and “Members In Good Standing” and only those members in good standing are eligible for certain benefits and discounts.

Offering an award that is acknowledged by the Senate is a great motivator and recognition for hard work and involvement by an individual member. Senates that give this award often present it at such events as the school’s Barrister’s Ball or other event where organizations are presenting awards. The award itself can be a simple certificate or a small plaque (whatever is allowed by the Senate budget).

In addition to those members that win based on a point system, you should also allow the membership as a whole to nominate individuals. Many Senates elect to not have officers eligible for the awards that are presented through nomination, since often the top Members in Good Standing are also officers, but this too is up to the discretion of the Senate.

DIRECTORY SHEETS

These are a very important yet simple form to use to keep your Senate organized and up-to-date with the most recent contact information. It also allows the officers of the Senate to be aware of Senate members' interests and suggestions that you can consider when planning programming.

NOTEBOOK

Every Senate should keep a notebook of what they have done and how it was accomplished. These notebooks are then passed down each year so that future officers do not have to start from scratch.

If you have any questions regarding the implementation of the above-mentioned programs, please feel free to contact the International office for further details.

Delta Theta Phi Law Fraternity, International

1-800-783-2600

www.deltathetaphi.org

AWARDS FOR STUDENTS, STUDENT SENATES, ALUMNI & ALUMNI SENATES

AWARDS FOR STUDENTS

SCHOLARSHIP CERTIFICATE AND KEY

Second only to the Order of the Coif in difficulty and eligibility, this award is available only to members who have attained a class standing in the top 7 « percent of their junior class or the top 15 percent of their senior class. In the alternative, at those law schools where such percentage determinations are not made available, senior students with a grade point average of 3.00 or better on a 4.00 scale or a letter grade average of B or better, qualify for the award. Eligibility for this award requires certification by the school and that the student be an International member in good standing with his or her Student Senate. A scholarship report form can be obtained from the Master Scholar or the International Office to apply for the certificate, which is issued at no charge to all eligible members. Recipients of such certificates are entitled to purchase a Delta Theta Phi Scholarship Key at cost. Alumni may apply for this award if they qualified while a student.

WILLIAM H. THOMAS AWARD FOR ORAL ADVOCACY

The late Chancellor, William H. Thomas, established this award for professional advocacy because of his great interest in oral advocacy and trial law. This award, supplemented by an additional gift from distinguished alumnus Clarence W. Pierce, is presented to the student delegates who, in making their reports at the biennial convention, demonstrate the highest excellence in oral advocacy. They are judged upon the overall effectiveness of their five minute presentations, including outlook, logic, and matters of significance to the Fraternity. There are cash awards for the first, second, and third place winners who are selected by a special committee appointed by the Chancellor at each convention.

JOSEPH M. PERRY, JR. AWARD FOR PARLIAMENTARY ADVOCACY

This award was established by a trust endowed in memory of Margaret Depp Benzinger and managed by the Delta Theta Phi Foundation. It provides awards at the biennial convention to students who best exemplify the art of oral advocacy in parliamentary proceedings.

WALTER H.E. "DOC" JAEGER MEMORIAL AWARD

This award, established in 1984, was created by the Delta Theta Phi Foundation in memory of the last past Chancellor, Walter H.E. Jaeger. It is a certificate acknowledging scholastic excellence and will be made to the Delta Theta Phi student member at each senate with the highest scholastic standing, provided that he or she achieved an "A" average or its equivalent in first year Contracts. Qualified members should have their Tribune send a statement

indicating that the member has the highest scholastic standing at the senate and enclosing a copy of the member's transcript to the International Office.

OUTSTANDING STUDENT AWARDS

Presentations or recommendations for the Outstanding Student Awards for each school year are to be submitted to the National Office on or before June 1st in odd-numbered years, June 30th in even-numbered years. Letters of recommendation and commendation from State or District Chancellors, other Fraternity officers, and other appropriate persons, may be included as part of such presentations. No particular form is prescribed but all submissions should be legible, typewritten, and professional in appearance and content.

The criteria by which competing students are to be evaluated for this award is as follows:

1. The activities and record of the students as a whole.
2. Achievements of the student in the name of the Fraternity.
3. Honors received by the individual in the field of law.
4. Participation of the individual in connection with law journals and other publications.
5. Participation by the member in student bar and law association work.
6. Scholastic standing of the student.
7. Participation of the student in Senate activities.
8. Participation in the work of student legal aid.
9. Athletic achievements of the student.
10. Participation of the student in expansion and reactivation activities.

STUDENT SENATE AWARDS

SCHOLARSHIP CUP

The Scholarship Cup is a large engraved cup, which is presented each year to the Student Senate whose membership in the prior school year obtained the highest positive differential between that of its membership and the all-school average. The award of the Fraternity Scholarship Cup is in recognition of the collective achievements of a Student Senate and the attainment of such an award is dependent upon the individual initiative and scholastic interest of each member of the Senate.

Established in 1923, the national competition for the Scholarship Cup by Student Senates has always been keen and repeat winners are infrequent. Only four Student Senates, Webster, Robinson, Snyder, and Ellsworth, have won permanent possession of the Cup.

A scholarship report form can be obtained from the Master Scholar or the National Office for a Senate to apply for the Cup competition. The Master Scholar prior to September 30th of each year must receive all applications for the Scholarship Cup competition.

ALDEN L. DOUD MEMORIAL AWARD

This award was established to honor the memory of the late Master of Rolls, Alden L. Doud, and to encourage membership growth among Student Senates. The award is presented annually, using a July 1 to June 30 year for computation, to the Student Senate with the largest percentage increase in membership as determined by the Master of Rolls. There is no need to apply for this award. It is the responsibility of the Master of the Rolls to perform the necessary computations and to announce the winner annually.

HORACE L. LOHNES MEMORIAL AWARD

This award was created to honor the memory of the late Chancellor, Horace L. Lohnes, and also to encourage membership growth among Student Senates. The award is presented annually, using a July 1 to June 30 year for computation, to the Student Senate with the largest percentage increase in membership as determined by the Master of Rolls. There is no need to apply for this award. It is the responsibility of the Master of the Rolls to perform the necessary computations and to announce the winner annually.

CENTURY SENATE AWARD

This award, established February 1979, is presented annually to each Student Senate initiating 100 or more new members during the fiscal year, to further recognize outstanding Student Senate growth. There is no need to apply for this award. It is the responsibility of the Master of Rolls to determine and to announce the winners annually.

OUTSTANDING STUDENT SENATE AWARDS

Presentations or recommendations for the Outstanding Student Senate Awards for each school year are to be submitted to the National Office on or before June 1st in odd numbered years, June 30 in even-numbered years. Letters of recommendation and commendation from State or District Chancellors, other Fraternity officers, and other appropriate persons, may be included as part of such presentations. No particular form is prescribed but all submissions should be legible, typewritten, and professional in appearance and content.

The items considered in determining the Outstanding Student Senate Awards include:

1. The activities, programs, functions, and record of the Senate as a whole.
2. Achievements of the members in the name of the Fraternity.
3. Honors received by individual members in the field of law.
4. Participation of the members in connection with law journals and other publications.
5. Participation of the members in student bar and law association work.
6. General scholastic standing of the Senate.

7. Senate projects involving the entire law school.
8. Participation of members in the work of student legal aid.
9. Athletic achievements of the members.
10. Campus achievements by the Senate as a whole.
11. Participation with other Senates in Fraternity activities.
12. Participation with an Alumni Senate in its activities and in joining projects.
13. Timely filing of reports required by the Fraternity.
14. Timely filing of Senate news for The Paper Book.
15. Participation of the Senate members in expansion and reactivation activities.

AWARDS FOR ALUMNI

PERCY J. POWER MEMORIAL AWARD

This award was established to honor the late Chancellor, Percy J. Power, and is presented biennially to the three outstanding alumni of the past biennium as determined by the Supreme Senate. The National Office must receive nominations by June 1st prior to the convention.

CLARENCE W. PIERCE AWARD

This award was established to honor the distinguished alumnus, Clarence W. Pierce, of Seattle, Washington, who was an active member of the Fraternity for over half a century. It is presented biennially to the member who has done the most to assist the Fraternity in the area of expansion and reactivation. A committee composed of the Chancellor, Vice-Chancellor, and Master of Rolls determines the winner. The Office must receive nominations by June 1st.

OUTSTANDING PROFESSOR AWARD

This award is presented annually to the outstanding law professor. The Office must receive nominations by June 1st in odd-numbered years, and June 30th in even-numbered years.

SILVER MEDALLION

The Silver Medallion Award is presented for outstanding and extraordinary service to the Fraternity. This award is one of the Fraternity's more prestigious awards. It is given only by resolution of the Supreme Senate.

GOLD MEDALLION

The Gold Medallion Award is presented for outstanding and extraordinary service to the Fraternity over an extended period of time. This award is one of the Fraternity's highest

awards and second only to the Diamond Crowned Badge. It is given only by resolution of the International Senate or the Supreme Senate.

DIAMOND CROWNED BADGE

The Diamond Crowned Badge is the Fraternity's highest award and is only awarded by resolution of the International Senate. Those members receiving this award have exemplified the objectives of Delta Theta Phi through their actions and service to the Fraternity. By tradition, this award is usually made to the immediate Past Chancellor.

AWARDS FOR FORMER MEMBERS OF THE SIGMA NU PHI LEGAL FRATERNITY

WAYNE CHILDS AWARD

This award was established to honor the late Lord High Chancellor, Wayne Childs. It is presented biennially to those former Sigma Nu Phi members who are not actively involved in the practice of law, who are determined by the Supreme Senate to have performed outstanding service to the community as a whole and/or to the Fraternity. The International Office must receive nominations by June 1st prior to the convention.

FREDERICK E. LANGE AWARD

This award was established to honor former Lord High Chancellor, Frederick E. Lange. It is presented annually to those former Sigma Nu Phi members who have been of outstanding assistance to the Fraternity, with special emphasis upon their service to student members and student senates. A committee composed of the Chancellor, Vice-Chancellor, and Master of Rolls determines the awardees. The International Office must receive nominations by June 1st in odd-numbered years, June 30th in even-numbered years.

AWARDS FOR ALUMNI SENATES

OUTSTANDING ALUMNI SENATE AWARD

This award is presented to the outstanding Alumni Senate each year as determined by the Chancellor, using service to the Fraternity, with emphasis on service to students & alumni, as the criteria. Applications must be received by June 1st in odd-numbered years, and June 30th in even-numbered years.