Consider presenting this seminar on or around your chapter’s birthday or anniversary celebration.

Parts adapted from Module XII of Pi Beta Phi’s Fraternity Heritage Manual: Your Chapter’s Heritage.

Goals:
• To educate chapter members on the founding of their chapter and how their chapter’s history fits into the history of Pi Beta Phi.
• To allow chapter members to acknowledge, appreciate and preserve Fraternity Heritage.

Room setup/materials needed:
• Make sure you have enough room for participants to sit comfortably as a large group as well as space for small groups.
• This seminar requires some preparation work on behalf of the facilitator. This is a great seminar to utilize the help of the Fraternity Heritage Committee. See the “Getting Started” section below for more information.

Getting Started
Talking points are indicated with a callout bullet (●). Please use these as speaking guidelines, but be sure to jazz up the presentation with your own personality. Facilitation instructions are indicated with an arrow (→) and serve as hints you might find helpful when administering the material. Most importantly, have fun!

→ As mentioned above, this seminar will require some research and preparation on behalf of the facilitator and/or those she chooses to assist her in the preparation of the seminar materials. This is not merely an exercise in historical research. You are to use the information you locate! This information is beneficial to pass on to your chapter. The information makes great new member conversation topics.

→ Compiling a chapter’s history is, in most cases, a large undertaking. It is, however, a wonderful legacy to leave a chapter. Your efforts will long be remembered! Use the list of preparation questions below to guide your research.

→ There are many places where information and history on your chapter can be found. Try looking in:
• Chapter archives
• Bound copies of The Arrow® (many old Arrows list current chapters at the time of publication as well as yearly reports from each chapter on the activities that chapter did during the year)
• The Vice President of Administration’s minute books
• Your original charter
• Your college or university’s archives
• Your campus library and the institution’s history
• Microfilm or online publications of your school’s student and/or town’s newspapers
• College or university yearbooks
• Books such as Baird’s Manual of American College Fraternities, A Century of Friendship in Pi Beta Phi, History of Pi Beta Phi 1967–1992
Fraternity and Sorority Life office
Local alumnae scrapbooks or word-of-mouth history from alumnae

If you have any trouble gathering information on your chapter’s history, feel free to contact Pi Beta Phi’s Archivist and Historian at historian@pibetaphi.org or Pi Beta Phi Headquarters at leadingwithvalues@pibetaphi.org for more information.

After you have gathered the information, decide how the information will be presented to the chapter. You can simply present the information, make a PowerPoint presentation, create a game show, write the questions on index cards and pass them out to random participants to ask the facilitator or any other creative way you can think of to present the information. Additionally, think about asking Pi Beta Phi’s Historian to present a short segment on the history of your chapter via Skype. Arrow symbols have been inserted into the questions below as suggestions for photos that could be included in your presentation.

Questions to Guide Research

1. When was your chapter founded?
2. When was your chapter installed?
3. Was it a local organization before it became a member of Pi Beta Phi? If so, what was its name?
4. Where is your charter? How many charter members were there? Who were the charter members?
5. Are any charter members still alive? If so, do you have current addresses for them? Have you contacted them for stories, oral histories and sharing their memories? (Founders’ Day or the chapter’s founding date are excellent times for this.)
6. How did they go about becoming a part of Pi Beta Phi?
7. If your chapter petitioned Pi Beta Phi for membership, do you have a copy of the original petition?
8. Who was the installing Pi Beta Phi Fraternity officer?
9. Where and when did the installation ceremony take place?
10. Was there an installation banquet? Where was it held, and what transpired?
11. How many other Pi Beta Phi chapters were there at the time of your installation?
12. When your chapter was installed, what was the closest neighboring Pi Beta Phi chapter?
13. Where did the first chapter meeting take place?
14. Did the chapter have a house? If so, where was it located? If it’s the same house the chapter is still in, how has it changed? If the chapter did not have a house at the time of founding, how did it acquire one? (Consider using facility pictures and asking the Vice President of Housing to help you complete this task.)
15. What did the chapter discuss at the first chapter meeting?
16. Who was your college or university’s president at the time of your founding?
17. What other National Panhellenic Conference (NPC) groups were on campus when your chapter was founded?
18. What men’s fraternities were on campus when your chapter was founded?
19. Did your chapter receive any special gifts upon the occasion of your installation? If so, what were they? And where are they now?
20. What is the date and page of The Arrow article documenting your installation? Try finding a copy of The Arrow article to include in your presentation.
21. What type of recognition did the chapter receive at the following Pi Beta Phi convention? When and where was this convention held?
22. A component of every convention is the Dinner by Chapter, which all undergraduates and alumnae present from the same chapter enjoy a meal together. During this dinner a Banner Parade is held. Each chapter marches their banners into Convention in order of their founding date. What does your chapter’s banner look like? What are the symbols on your banner, and what do they mean? Consider sharing this quote from the original Chapter Banner
Coordinator Karen Emberton in the Fall 1991 *Arrow* in your presentation about your chapter’s banner:

“Perhaps one of the most memorable events of convention was the Parade of Chapter Banners. Each Pi Phi chapter had designed a 30” by 40” satin banner to symbolize the uniqueness of their chapter. Each banner is a personal testimony to that school and that chapter. The goal of the project, which began more than a year ago with direction by Grand Council, is to both commemorate the Fraternity’s common heritage and to recognize the diversity and individuality of each chapter. The Banner Parade will become a convention tradition, with each Chapter President carrying her banner in the Roll Call of Chapter. Those banners created for defunct chapters will be carried by an alumna of that chapter.”

23. Are there any significant dates in the history of your chapter’s life that are important and noteworthy? What are they? When did this happen? What is the significance of this event?

24. List any interesting items you located which pertained to your chapter’s founding, installation and early life.

**Instructions**

"After all information has been gathered and compiled into the style of presentation you have chosen, introduce the activity. See the “Getting Started” section for more information on presentation styles.

- Acknowledging, appreciating and preserving the traditions and history of Pi Beta Phi is the job of each and every Pi Phi sister. Just as important is the appreciation and preservation of the history of our chapter of Pi Beta Phi.

- Today we are going to dive into the history and tradition of our chapter (state chapter’s name) including when, why and how our chapter was founded. Knowing the history of our chapter is important because it gives each of us the opportunity to see where we fit into Pi Phi’s golden chain of friendship among other Pi Beta Phi chapters and into the history of fraternity and sorority life on our campus.

- Discuss how you will present the information you have gathered in whichever format you have chosen.

- Present the information about your chapter’s place in the history of Pi Beta Phi.

**Discussion Questions**

"After you have completed presenting the history you collect, continue by asking participants the following questions and calling on participants to answer accordingly.

- What did you learn about our chapter’s history that you did not previously know?

- Why is it important to you personally to know the history of our chapter?

- Why is it important so share our chapter’s history?

- What are some ways we can continue to preserve and celebrate the history of our chapter?"
Final Wrap-Up

After the discussion questions, close the seminar.

Pi Beta Phi has a rich and historic identity in the landscape of the fraternity and sorority movement. As you learned today, (state the chapter name) also has a unique place in Pi Beta Phi’s history book. It is the responsibility of each and every one of us to know, preserve and celebrate our chapter’s history because if we don’t do this, who will? Knowing the history of our chapter is important because it gives each of us the opportunity to see where we fit into Pi Phi’s golden chain of friendship.

Thank everyone for coming.

Think of ways to continue to share this information with chapter members throughout the year, making the history of your chapter just as important as the history of Pi Beta Phi. Some ideas include using some of this information as part of a new member retreat; putting up flyers throughout the house or suite, creating a newsletter, presenting a skit and using a few minutes of your report time at chapter meetings to present some of this information. Creativity is encouraged!

Evaluation: Don’t forget to help the Fraternity assess this program. The program facilitator, as well as a member of each class, should be asked to visit the Leading with Values® website, www.pibetaphi.org/leadingwithvalues, to fill out a quick survey. Remember, the name of this seminar is Our Place in History.

The chapter’s Vice President of Member Development should remember to record the presentation of this program in the chapter’s monthly regional report.