

# Delta Tau Delta Fraternity

---

## CHAPTER ADVISORS ARE VITAL

We appreciate the time and talent you give freely to the Fraternity in improving the lives of our undergraduates. Chapter advisors are the absolute heroes of Delta Tau Delta for the selfless assistance and encouragement they provide to our youngest brothers.

Originally entitled the *20 Tasks*, this guide has been expanded to assist chapter advisors in your ongoing efforts to provide a meaningful Fraternity experience for today's undergraduate men.

While not intended to be a complete listing of every opportunity to interface with the chapter in a given school year, the *Vital Tasks* does provide a month by month primer that covers the basic responsibilities of the chapter advisor's role.

Your work truly makes a difference in the life of Delta Tau Delta. Thank you for being an important role model in our ongoing effort to provide for the education of youth and the inspiration of maturity.

Jim Russell  
Executive Vice President

DOWNLOAD THE COMPLETE CHAPTER ADVISOR MANUAL  
<http://www.delts.org/media/ChapterAdvisorManual.pdf>

## DELTS.ORG IMPORTANT LINKS

### CHAPTER OFFICER RESOURCES

<http://www.delts.org/chapter/executive.html>

### ALUMNI RESOURCES

<http://www.delts.org/alumni/volunteer.html>

### CENTRAL OFFICE AND GENERAL FRATERNITY CONTACTS

<http://www.delts.org/extras/contact.html>

## **CRISIS RESPONSE: Help is a Phone Call Away**

### **In the Event of a Crisis**

- Contact the Central Office (800-335-8795; use 317-698-8109 after hours) immediately in order to determine the scope of the situation and facilitate a crisis response plan.
- Media inquiries should be referred to Executive Vice President Jim Russell at the Central Office.
- Where applicable, the chapter house should be closed to non-members.
- If insurance claims are possible, the situation's basic facts should be reported to the Central Office expeditiously.

## **AUGUST/SEPTEMBER: School is Open**

### **Chapter Planning Retreat**

*Our Chapters' Operations and Programs Reflect Our Commitment to Excellence*

- Ensure a chapter planning retreat has been scheduled at the beginning of the school year and led by a qualified facilitator. This could be the division vice president, division president or a chapter advisor from another chapter. It is recommended the chapter advisor take a complementary role rather than a primary role.

#### **CHAPTER RETREAT GUIDE**

<http://www.delts.org/media/retreat.doc>

### **Attend a Recruitment Event**

*We Are a Growing Organization*

- Attend a recruitment event and share with prospective members the life-long benefits of Greek membership in general and Delta Tau Delta in particular.
- Encourage the recruitment chairman or prospective members to use you as a resource if their parents have questions about membership.
- Model appropriate behavior to chapter members and help them their responsibility to recruit qualified men who reflect the values of Delta Tau Delta.

#### **RECRUITMENT PROGRAM INFORMATION**

<http://www.delts.org/chapter/recruitment-rush.html>

### **Review the Member Responsibility Guidelines (MRG)**

*Integrity Is Essential*

- Attend a chapter meeting and review the Member Responsibility Guidelines.

#### **MEMBER RESPONSIBILITY GUIDELINES**

<http://www.delts.org/media/MRG%20-%20Current.pdf>

### **Have Dinner with the President**

*Brotherhood Sustains Us*

- The meal/meeting should be at a site other than the shelter.

- Get to know the president and ask questions pertaining to the current operations, mood and challenges of the chapter. Work to build bridges and help him understand your role as the chapter's advocate.
- Ask for his opinion on who are the chapter's rising leaders; elections aren't that far away. How will those men be groomed to assume positions of chapter leadership?

#### CHAPTER PRESIDENT GUIDE

[http://www.delts.org/media/chap\\_president\\_manual.pdf](http://www.delts.org/media/chap_president_manual.pdf)

Additional officer information at

<http://www.delts.org/chapter/executive.html>

### **Attend a Chapter Finance Committee Meeting**

*We Are a Financially Vital Organization*

- Review the annual/semester budget.
- Discuss the status of accounts receivable and accounts payable.
- Confirm the collection and submission of pledging/initiation dues to the Central Office is current.
- Discuss procedures to ensure funds and paperwork are mailed to the Central Office within 48 hours of each ceremony.
- Discuss the billing/collection of annual dues and insurance payments. In the majority of chapters, the house corporation handles the premium insurance payment. However, in some cases the responsibility is divided or done entirely by the undergraduates.

#### CHAPTER TREASURER GUIDE

[http://www.delts.org/media/treasurer\\_guide.pdf](http://www.delts.org/media/treasurer_guide.pdf)

Additional officer information at

<http://www.delts.org/chapter/treasurer.html>

### **Meet With New Members and Pledges**

*Brotherhood Sustains Us*

- Welcome them into Delta Tau Delta Fraternity.
- Review the Member Responsibility Guidelines with new member and pledges.
- Discuss pledge activities to date and scheduled activities. Are they useful?

### **Meet With the Academic Affairs Chairman**

*We Are an Academic Leader in the Fraternity World*

- Discuss the chapter's academic programs.
- Review the Delt Report Card.
- Discuss the chapter's system for identifying and assisting members in maintaining academic standards.

#### ACADEMIC AFFAIRS GUIDE

<http://www.delts.org/media/DAAGuide2007.doc>

Additional officer information at

<http://www.delts.org/chapter/academicaffairs.html>

## **Attend a Recruitment Committee Meeting**

*We Are a Growing Organization*

- Discuss the chapter's plans regarding recruitment of quality men.
- Facilitate the development of a timeline of events and due dates for actions to be taken.
- Ensure someone is accountable for reviewing the plan with the entire chapter.
- Ensure someone is accountable for obtaining a list of prospective rushees.

### **RECRUITMENT COMMITTEE GUIDE**

[http://www.delts.org/media/compadvan\\_guide.pdf](http://www.delts.org/media/compadvan_guide.pdf)

Additional officer information at

<http://www.delts.org/chapter/recruitment.html>

## **OCTOBER/NOVEMBER: Review the Plans**

### **Attend an Academic Affairs Committee Meeting**

*We Are an Academic Leader in the Fraternity World*

- Discuss how the chapter informs new members and pledges on the importance of having good grades and available assistance.

### **Meet With the Executive Committee**

*Brotherhood Sustains Us*

- Review the intended results/goals of the executive committee.
- Has the chapter made progress toward these intended results? Where are the holes? What needs to happen to reach the intended results?

### **Attend a Chapter Meeting**

*We Are a Seamless Organization*

- Attend a chapter meeting and tell a story or share your expertise, to build relationships.
- Stay for the whole meeting and be prepared for questions afterwards.
- Ask the chapter if it has issued an alumni newsletter lately. Obtain a copy of the most recent issue.

### **CHAPTER MEETING GUIDE**

<http://www.delts.org/media/meetings.doc>

### **Attend a Finance Committee Meeting**

*We Are a Financially Vital Organization*

- Make sure the chapter is collecting receivables and has no significant outstanding payables.
- Ensure the finance committee addresses past due receivables monthly and has systems and/or policies the entire chapter is aware of regarding receivables.

### **Meet With the President to Prepare For Elections and Officer Transition**

*We Create Opportunities for Our Members to Learn and Live Lives of Excellence*

- Identify the chapter's rising leaders and ask what is being done to groom these men.

- Encourage the president to have at least two qualified candidates to run for each elected position.
- Help with officer transitions. Set a date for a transition planning meeting to reaffirm goals or set new ones.

### **Fraternity Awards/Accreditation Report (FAAR) due Nov. 1**

*Accountability is fundamental to all commitments*

- Meet with the executive committee to review and complete FAAR.

**FAAR information can be downloaded at:**

<http://www.delts.org/media/2009FAAR.doc>

### **Meet With the Ritual Team**

*Truth, Courage, Faith, and Power Are Our Foundation*

- Who is in charge of planning for the conclusion of the pledgship period? Review those plans to ensure they are within the integrity of the Member Responsibilities Guidelines and the Ritual.
- What is the condition of our Ritual equipment? Are improvements necessary prior to the ceremony?
- Where is the initiation for the fall pledge class going to be, at what time, and on what date?
- Will the Ritual be practiced to ensure performance quality?
- Will we invite any alumni? Are any members of the pledge class Delt legacies? Those alumni should be contacted and invited to attend well in advance.
- How will we ensure all dues and paper work is sent to the Central Office within 48 hours? The chapter advisor must review each prospective initiate's academic eligibility and sign the initiation card.

***END OF THE SEMESTER/WINTER BREAK: Make sure the Shelter is secured for the school break and all house management issues are addressed.***

## **JANUARY: A New Year**

### **Share a Meal with the New Executive Committee**

*Brotherhood Sustains Us*

- The meal/meeting should be at a site other than the shelter.
- Explain your expectations of truth, integrity and open communication to the committee and encourage the men to take advantage of this opportunity to grow as Delts and as leaders.
- Encourage the committee members to share their expectations of you.
- Emphasize your role is to serve as advisor and counselor. Work to build bridges and help them understand the chapter's direction rests in their hands.

### **Attend a Finance Committee Meeting**

*We Are a Financially Vital Organization*

- Review the annual/semester budget.

- Review the progress of accounts receivable and accounts payable.
- Determine if a smooth officer transition has taken place. Is the new finance committee aware of receivables, payables, and policies?

### **Meet With New Members and Pledges**

*Brotherhood Sustains Us*

- Welcome them into Delta Tau Delta Fraternity.
- Review the Member Responsibility Guidelines with new member and pledges.
- Discuss pledge activities to date and scheduled activities. Are they useful?

### **Review/Approve Academic Affairs Plan**

*We Are an Academic Leader in the Fraternity World*

- Discuss the chapter's assistance to members below a 2.25 g.p.a. for last semester. How are they going to help the members move beyond academic probation?

### **Attend a Recruitment Committee meeting.**

*We Are a Growing Organization*

- Discuss the chapter's plans regarding recruiting quality men.
- Facilitate the development of a timeline of events and due dates for actions to be taken.
- Ensure someone is accountable for reviewing the plan with the entire chapter.
- Ensure someone is accountable for obtaining a list of prospective rushees.

## **FEBRUARY: Division Conference**

### **Attend the Division Conference**

*Brotherhood Sustains Us*

- Encourage chapter officers and as many men as possible to take advantage of the brotherhood opportunities and the training sessions that focus on chapter operations.
- Invite another member of the alumni advising team or house corporation board to accompany you to the conference.
- Network with other chapter advisors and alumni volunteers to discuss best practices, common issues, ideas for chapter development.

### **Encourage Applications to the Leadership Academy**

*We Create Opportunities for Our Members to Learn and Live Lives of Excellence*

- Reach out to the men you have identified as chapter leaders or future leaders who could benefit by attending the Delta Tau Delta Leadership Academy.
- Admittance is based on academic merit. A written application is required and is submitted on-line. Applications must be received by March 31.
- Men admitted to the academy are sponsored through the Delta Tau Delta Educational Foundation.

**LEADERSHIP ACADEMY INFORMATION**

<http://www.delts.org/leadership/academy.html>

## **MARCH/APRIL: It's Downhill After Spring Break**

### **Plan Ahead for the Challenges of Spring Break**

#### *Brotherhood Sustains Us*

- Discuss the opportunities and challenges of the spring break period (before, during and after). Remind the brothers that wearing our letters on the road carries the same obligation as on campus: "What honors you, honors it."
- Bid the men a safe, relaxing week . . . but challenge them to return from spring break resolved to finish the year on a high note with academic focus, financial integrity and within the scope of the Member Responsibilities Guidelines.

### **Attend a Chapter Finance Committee Meeting**

#### *We Are a Financially Vital Organization.*

- Assure the chapter is collecting its receivables and has no outstanding short-term debt or payables. This is a crucial time to ensure the chapter's financial vitality. We must hold undergraduates accountable for finances of the current school year prior to the end of the term. No chapter should end the year with a deficit.

### **Attend a Recruitment Committee Meeting**

#### *We Are a Growing Organization*

- Discuss the chapter's plans regarding recruitment of quality men throughout the summer.
- Facilitate the development of a timeline of events and due dates for actions to be taken.
- Ensure someone is accountable for reviewing the plan with the entire chapter.
- Ensure someone is accountable for obtaining a list of prospective rushees.

### **Meet With the Ritual Team**

#### *Truth, Courage, Faith, and Power Are Our Foundation*

- Who is in charge of planning for the conclusion of the pledgeship period? Review those plans to ensure they are within the integrity of the Member Responsibilities Guidelines and the Ritual.
- What is the condition of our Ritual equipment? Are improvements necessary prior to the ceremony?
- Where is the initiation for the spring pledge class going to be, at what time, and on what date?
- Will the Ritual have practiced to ensure performance quality?
- Will we invite any alumni? Are any members of the pledge class Delt legacies? Those alumni should be contacted and invited to attend well in advance.
- How will we ensure all dues and paper work is sent to the Central Office within 48 hours? The chapter advisor must review each prospective initiate's academic eligibility and sign the initiation card.

### **Closing the Shelter**

#### *We Are a Seamless Organization*

- Assure the Shelter is secured for the summer break and all house management issues are addressed by the chapter leadership and the house corporation board.

## **MAY/JUNE: Use the Quiet Time Wisely**

### **Meet With the Greek Advisor**

*Our Chapters' Operations and Programs Reflect Our Commitment to Excellence*

- Summer is an ideal time to schedule a meeting with the school's Greek advisor or student affairs officer when the crush of daily events is reduced for campus personnel.
- Work to establish or continue a partnership with the host institution and affirm our commitment to the school and the community.
- Candidly discuss chapter conduct issues as necessary.
- Work to build common goals and expectations for the chapter.
- Offer your assistance in building a stronger Greek alumni volunteer network.

### **Meet With the House Corporation President**

*We Are a Seamless Organization*

- Discuss open housing issues from the school year just ended.
- Provide an assessment of the chapter, particularly your analysis of membership trends that will impact the number of men living in the shelter for the year upcoming and beyond.
- Work together to determine long-term maintenance issues, campus housing trends and the chapter's ability to provide safe and quality housing that enhances its ability to recruit and retain the best men on campus.