

SORORITY & FRATERNITY LIFE

How to Bring a Program Back to Your Chapter for SOFE

“Oh no! There’s a really cool program that I want to use as a program attendance requirement for SOFE, but the majority of my chapter can’t attend. What do I do?”

Fear not! If $\frac{3}{4}$ of your chapter cannot attend a program, you can still complete the attendance requirement by sending a few members of your organization to the program and having them follow the steps below. *Remember that this is only an option for SOFE requirements that are specified as attend.*

Step 1: Make sure that you take detailed notes during the program that you have chosen to attend. This will make it easier to relay the information that you learn to your organization after. Here are a few examples of questions that you can consider while taking your notes:

- What is the purpose of this program?
- What are the main points that were covered?
- What new information did you learn?
- What is the number one topic/point that stood out to you during this program?

Step 2: Organize your notes and create an outline of how you are going to give an overview of the program and what you have learned with your chapter.

Step 3: Create discussion questions to lead your chapter members in a discussion following your overview. Here are some examples of questions that you can ask (Feel free to alter them as needed or create questions of your own!):

- Why do you think this program was planned in the first place?
- What points from this presentation stood out to you? Why?
- What is something new that you learned?
- Why is it important for us to be knowledgeable about this topic?
- How can we use what we have learned from this program to better ourselves, our organization, and the campus community?

Step 4: Present the overview to your chapter and lead them through the discussion questions. Be sure to take notes on what is brought up during the conversation to submit as documentation!

Step 5: Submit as much documentation as possible to show that you not only attended the event, but also relayed the information to your chapter.