

SigEp



PHILLIP A. COX VOLUNTEER INSTITUTE

Participant Guide



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(NAME)

(CHAPTER)

Phillip A Cox. Volunteer Institute

Who was Philip A. Cox?

Late Grand President Phillip A. Cox was a 1984 graduate of Indiana University and a brother of the Indiana Beta chapter. He served the fraternity as a regional director, and then as director of housing on the Headquarters staff. Following his time on staff, served as a volunteer -- a chapter counselor, a president, and a treasurer for the Indiana Beta AVC, before becoming District Governor for 5 years before being elected to the National Board of Directors. Phil was passionate about volunteers. In his address at the 2013 Grand Chapter Conclave, he touched on the critical need for volunteer support at the local level, and volunteer training to help volunteers understand their role. He addressed the Grand Chapter by stating, "We know that behind every great chapter are great volunteers..." and this statement has been the vision for how SigEp continues to serve and train volunteers.

How did this Institute start?

The Cox Volunteer Institute serves as a training for SigEp's volunteers who have served in their volunteer role for less than two years. The program was endowed in 2015 and initially served as a drive-in, daylong conference experience for any volunteer, five times annually. In August 2018 the program shifted from the drive-in model, to a one and a half day institute at our Carlson Leadership Academies each spring.

What are the objectives of the Philip A. Cox Volunteer Institute?

The program focus is volunteer skill development around mentoring and communicating with undergraduates today. This allows for both volunteers to be successful and confident in their roles mentoring undergraduates and understand how to approach the mentor/mentee relationship with their chapter officer.

What is the role of facilitators in the Cox Volunteer Institute?

Our facilitators are essential to the success of the Institute. They come from a wide range of professional backgrounds but all share a passion for SigEp as volunteers. They will serve as guides during discussions and also support your development as a volunteer long after the Institute is over.

As a participant, what should I expect from this program?

You will be asked, and ask, challenging questions about who you are as a mentor and what legacy you want to leave as a volunteer. Conversations will go far beyond policies and procedures as this Institute is focused upon how you can become the best mentor to undergraduate leaders.

Program Schedule

This is a general schedule for the Cox Volunteer Institute. Session locations will be listed in the program specific schedule available at check-in on-site.

Friday	
<i>Session</i>	<i>Time</i>
Registration	6:00 - 10:00 pm
Cox Volunteer Institute Kick-Off	7:30 - 8:50 pm
Volunteer Role Reflection & Priorities/Impact	9:00 - 10:00 pm
Wrap Up	10:00 - 10:15 pm

Saturday	
<i>Session</i>	<i>Time</i>
Chapter excellence breakfast	8:00 - 9:00 am
Building Relationships/Mentoring	9:00 - 10:15 am
Break	10:15 - 10:25 am
Communication	10:30 - 11:50 am
Awards luncheon and presentation	Noon - 1:45 pm
<i>Member safety presentation for chapter counselors</i>	2:00 - 3:15 pm
Creating the Premier Student Experience	2:00 - 3:00 pm

Building a Coalition	3:00 - 3:30 pm
Overcoming Obstacles	3:30 - 4:15 pm
Commitments & Wrap Up	4:15 - 4:45 pm
Volunteer Awards Ceremony	5:00 - 5:45 pm
Closing awards banquet	7:00 - 9:30 pm
Donor and volunteer reception	9:30 - 10:30 pm

Consider the vision that you have for the chapter and AVC. Then, consider the responsibility in your role description that the impact is matched with. Then, consider how you make it measurable, and what you will use to determine success.

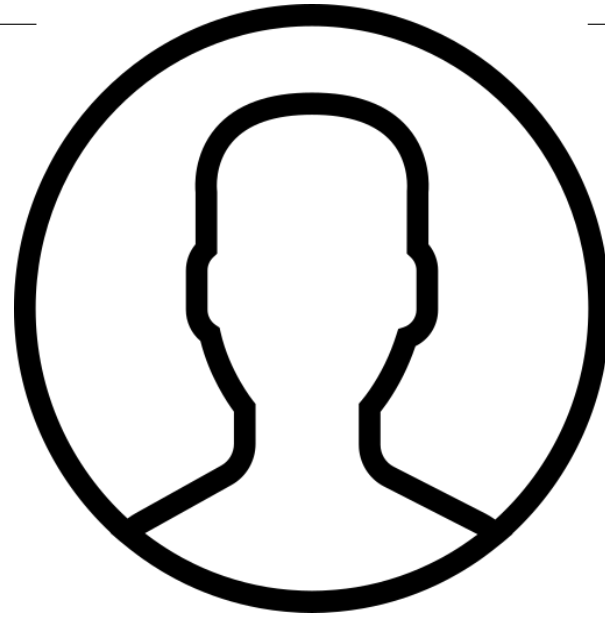
Volunteer Role:

Your Vision	Responsibility	How is it measurable?

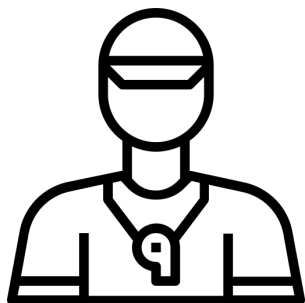
Role Reflection: Please take time to thoughtfully answer the questions below. These answers will be used to discuss your role and the impact you want to make as a volunteer on the first night of the Cox Institute program, in small groups.

- 1. What are self-identified strengths as it relates to mentoring, or your volunteer role?** (Examples include but not limited to: mentoring experience, awareness of chapter initiatives and chapter culture)
- 2. What are self-identified gaps or challenges you're experiencing as it relates to mentoring and your volunteer role?** (Examples include but not limited to: gap of knowledge around SigEp organization and initiatives, the Balanced Man Program, college students today, mentoring effectively, etc.)
- 3. What are self-identified areas of opportunity for you personally in this volunteer role in your work to support the chapter?** (Examples include but not limited to: Helping the local chapter with an initiative, improve an area of operation, learn how to be stronger mentor, etc)
- 4. What are self-identified some challenges you foresee that you may personally face in this volunteer role?** (Examples include but not limited to: being a young volunteer working with your home chapter, not understanding how to work with college students today, not understanding the Balanced Man Program, etc)

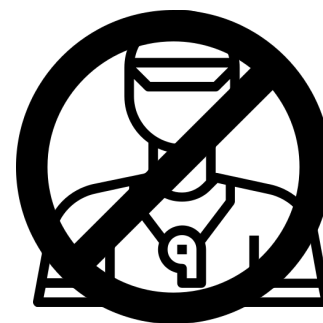
Generation Z



Good Coaches



Bad Coaches



SMART GOAL SETTING & ACTION PLAN RESOURCE

SMART GOALS

A SMART Goal is a convenient acronym for the set of criteria that a goal MUST include in order for it to be realized by the goal achiever. There are numerous variations on the SMART acronym, however, the one we will follow is:

Specific

Goals must be something that can be described and understood easily by others – finite conditions, not general feelings.

Bad example: Increase participation of members.

Good example: Increase attendance at chapter meetings.

Measurable

Whenever possible, use numbers or percentages to mark achievement of the goal. You can't rely on personal opinion.

Bad example: More members will attend...

Good example: 80 percent of members will attend chapter meetings.

Attainable

Is the goal realistic? Goals should be a stretch to obtain but not impossible to achieve. Members will work toward what they believe they can achieve and are not inspired by boring, easy goals.

Bad example: 100 percent of members will attend every meeting.

Good example: Increase attendance at chapter meetings by 10 percent from the prior semester.

Relevant

Your goals must accurately address the root issue you are facing. Remember, "An accurate description of the problem, is 90 percent of the solution."

Bad example: Have alcohol at recruitment events so chapter members will attend and have better conversations

Good example: Teach chapter members tangible recruitment skills and eliminate alcohol from recruitment.

Timely

Goals must have an end date when they are due. Creating a sense of urgency will push members to work harder. How else will you know when to check performance?

Bad example: Winter

Good example: January 1, 2016

Examples

Non-SMART Goal: *We need to improve recruitment.*

SMART Goal: *By December 15, 2015, the chapter will have recruited 20 new members who meet or exceed our minimum membership standards.*

ACTION PLANS

Every SMART goal must be complemented by a detailed action plan. A good action plan provides the framework for achieving the SMART goal. The action plan helps map out the necessary tasks with a detailed schedule of key milestones and a list of key people for those milestones.

Overview

Great action plans:

- Determine what you will need to hit the goal.
- Provide a timetable for activities.
- Identify people with whom you will need to coordinate and will rely on to contribute.
- Anticipate problems and outline contingency plans.

Implementation

Follow this step-by step process to ensure you have a comprehensive action plan:

1. Clarify your goal.
 - a. Ensure it is specific, measurable, attainable, relevant and timely.
2. Build a list of tasks
 - a. Write down all action steps that you may need to achieve the goal.
3. Organize your list into a plan.
 - a. Decide on the order of action steps.
 - b. Rearrange your actions and ideas into a sequential order.
 - c. Review this list and see if there are any ways to simplify it further.

Follow Up

1. Monitor the execution of your plan.
 - a. Constantly evaluate the progress of your plan.
 - b. Manage the key people and be mindful of deadlines.
 - c. Adjust and optimize your plan if necessary.
2. Measure your success.
 - a. Has your action plan achieved the outcomes of your SMART goal?

SMART GOAL SETTING & ACTION PLAN WORKSHEET

SMART Goal:

<u>Task</u>	<u>Owner</u>	<u>Deadline</u>	<u>Status</u>	<u>Notes</u>

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COX INSTITUTE CONTACT INFORMATION

Name: _____

Volunteer Role: _____

Contact Info: _____

Name: _____

Volunteer Role: _____

Contact Info: _____

Name: _____

Volunteer Role: _____

Contact Info: _____

Name: _____

Volunteer Role: _____

Contact Info: _____

Name: _____

Volunteer Role: _____

Contact Info: _____

Name: _____

Volunteer Role: _____

Contact Info: _____

DISTRICT GOVERNOR CONTACT INFORMATION

District governors are responsible for volunteer recruitment and training. They are solely responsible for appointing and, when necessary, replacing Chapter Counselors and Balanced Man Stewards for each chapter in their district. District governors are official representatives of Sigma Phi Epsilon appointed by the Fraternity's National Board of Directors.

District	District Governor	District States	Email	Phone
1	Chris Lynch	MA, ME, NH, VT, RI, VT	chrisplaynch@gmail.com	617-967-0469
2	David Roman	Upstate NY	mdr4biz@aol.com	315-592-8599
3	Ryan Hayes	CT, NYC, NJ	ryan.hayes@sigep.net	917-297-6676
4	Matt Engelhardt	DE, MD, NJ	mattengelhardt1901@gmail.com	404-414-4749
5	Patrick Murphrey	VA, D.C.	patrick.murphrey@gmail.com	757-871-5376
6	Joseph Langella	East PA	jwlangella@logancapital.com	215-738-6596
7	VACANT	West PA, WV	VACANT	VACANT
8	Josh Hodnichak	NC, SC	jhodnichak@gmail.com	216-213-6563
9	Steve Daniels	AL, GA	sigepsdd@bellsouth.net	205-213-5935
10	Steven Chaneles	FL	chaneles@bellsouth.net	305-528-3400
11	VACANT	AR, LA, MS	VACANT	VACANT
12	Kelly Williams	KY, TN, WV	utk92@aol.com	865-548 4739
13	Scott Phillips Jr.	OH	scott@goldenheart.com	216-849-8333
14	Brian Tenclinger	MI	briantenclinger@gmail.com	317-590-4525
15	Brian Tenclinger	IN	briantenclinger@gmail.com	317-590-4525
16	Josh Lee	IL	jlee@rshc-law.com	312-497-3245
17	Matt Beck	IA, MN, ND, SD, WI	mattbeck@fico.com	651-428-5192
18	Matthew Finke	MO	matthew.finke@gmail.com	314-290-3365
19	Luke Luttrell	KS, NE	lluttrell@nextledsigns.com	316-207-3655
20	VACANT	OK, North TX	VACANT	VACANT
21	Justin Burnett	South TX	justin.burnett@sigep.net	281-770-6359
23	Joel Saslaw	CO, UT, WY	joelsaslaw@gmail.com	661-706-2980
24	Mike Johnson	AK, ID, MT, OR, WA	majohnson669@gmail.com	206-853-4494
25	Jim Amen	North CA, NV	jim@amenrealestate.com	916-718-8604
26	Renato Villacorte	South CA, AZ, NM	renato@fm3research.com	626-712-7658

HEADQUARTERS CONTACT INFORMATION

SigEp's Headquarters staff consists of over 50 full-time professionals. The majority of our staff is based out of Zollinger House in Richmond, Virginia, but many of our staff members travel full-time to support chapters across the country. For support about specific topics, contact the appropriate staff member below.

Topic	Staff Member	Email
Address Change	Debbie Hunt	debbie.hunt@sigep.net
Alumni and Volunteer Corporations (AVC)	Tim Laboy-Coparropa	tim.laboy-coparropa@sigep.net
Balanced Man Program (BMP)	Paul Andersen	paul.andersen@sigep.net
BMP App		
Balanced Man Scholarship (BMS)	Pat Githens	pat.githens@sigep.net
Board of Governors (BoG)	Korey Gardner	korey.gardner@sigep.net
Leadership Programs and Events	Stacy Nicodemus	stacy.nicodemus@sigep.net
Chapter Accounts & Billing	Donna Jarvis	donna.jarvis@sigep.net
Chapter Investment Fund	Jennifer Meals	jennifer.meals@sigep.net
Chapter Operations	Paul Andersen	paul.andersen@sigep.net
Chapter Scholarships	Korey Gardner	korey.gardner@sigep.net
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District Governors	Zac Gillman	zac.gillman@sigep.net
Equity Management Fund Balances	Cassandra Pierandri	cassandra.pierandri@sigep.net
Founders Day of Giving	Heather Kirk	heather.kirk@sigep.net
Member Safety Education & Resources	Kathy Johnston	kathy.johnston@sigep.net
SigEp National Housing	Ben Hutto	ben.hutto@sigep.net
Volunteering	Tim Laboy-Coparropa	tim.laboy-coparropa@sigep.net

SigEp

Sigma Phi Epsilon

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