

CORNERSTONES

THE MEMBERSHIP DEVELOPMENT PROGRAM OF ACACIA FRATERNITY

CORNERSTONES CHAIRMAN GUIDE:
A CHAPTER-LEVEL OPERATIONAL MANUAL

Cornerstones
The Membership Development Program of Acacia Fraternity

Cornerstones Chairman Gold Book

Acacia Fraternity International Headquarters
8777 Purdue Rd., Suite 225
Indianapolis, IN 46268

tel (317)872-8210

fax (317)872-8213

email: pmcgovern@acacia.org

email: acacianat@acacia.org

www.acacia.org

www.gatesofsamos.org

(C) Acacia Fraternity 2009

All portions of this manual may be reproduced for use in member education, provided acknowledgement of the source and notification of such use is given to Acacia International Headquarters.



Table of Contents

About Acacia Fraternity	4
About This Book	4
Cornerstones Mission	5
Cornerstones Vision	5
Role & Responsibilities	6
Importance of the Calendar	7
Organizing a Calendar	8
Sample Calendar	9
Individual & Group Activities	10
Working with Fellow Chapter Officers	11
Working with a Cornerstones Committee	12
Working with the Alumni Level Advisors	13
What do I do when...	14
Appendix: Reporting to Acacia Headquarters	16
Cornerstones Curriculum	21



About Acacia Fraternity

Acacia Fraternity, founded in 1904 at the University of Michigan, is a non-profit organization headquartered in Indianapolis, Indiana, with chapters across North America. The headquarters staff serves as the pleasure of the International Council of Acacia Fraternity, which is elected by the International Conclave which meets every two years. Representatives from the local chapters of Acacia Fraternity constitute the International Conclave - each chapter represented by the undergraduate chapter president (Venerable Dean) and the alumni advisor (Chapter Advisor).

Acacia Fraternity has been the vehicle by which many young men have learned and improved their leadership skills, participated in human service activities, and prepared for a role of great importance in their communities.

The core values of Acacia Fraternity are Virtue, Knowledge, and Truth.

The mission of Acacia Fraternity is :

- A - Academic achievement and betterment of ourselves through participation in student activities
- C - Community service to better the lives of everyone who comes in contact with the Acacia Fraternity
- A - Acquire leadership skills to become more involved with and have a greater influence in society
- C - Character building experiences which bring about maturity, integrity, and a sense of responsibility
- I - Individual development which instills personal confidence in every social arena, and
- A - Ability to attract and retain people who represent and believe in these Acacian values

The vision of Acacia Fraternity is : “Preparing Tomorrow’s Leaders”

The motto of Acacia Fraternity is “Human Service”

About This Book

This book provides the guidelines that are necessary for an undergraduate Cornerstones Chairman to coordinate program activities at the local chapter level. This guide is a work in progress, so if there is anything that is not included herein that you need to achieve success with the program, please contact Patrick McGovern Director of Membership Development, at pmcgovern@acacia.org. Acacia Headquarters welcomes all comments or questions.



Cornerstones Mission

To provide a framework for continuous, out-of-the-classroom learning and personal development for our active members in the areas of Intellectual Growth, Social Awareness, and Physical Well-Being. Through effective deployment of human resources, technology, and positive reinforcement, Cornerstones benefits the individual, the chapter, the campus on which the chapter resides, and Acacia Fraternity.

Cornerstones Vision

Acacia Fraternity is dedicated to:

- empowering scholars to gain knowledge about a diversity of subjects,
- developing gentlemen who understand and demonstrate social responsibility, and
- encouraging athletes to always seek improvement in their physical fitness and personal wellness.

As such, the vision of the Cornerstones program is *a purposeful, transformational learning experience for each individual member.*

purposeful - having or showing determination or resolve; intentional, having a useful purpose

transformational - learning which empowers students to “learn to negotiate and act on their own purposes, values, feelings, and meanings rather than those they have uncritically assimilated from others” (Mezirow 2000, 8).

“Men with aspiration for a position in the foreground, whether it be athletic, political, literary or dramatic fields, are the men who will develop the organization into the most forceful group on campus.”

- Brother William G. Mann, Iowa State



Role & Responsibilities

Role Description: I have accepted the great responsibility of serving as my chapter's Cornerstones Chairman. If my chapter chooses to elect a Cornerstones Committee, I will coordinate activities of the committee and lead my fellow committee members in weekly meetings. I will assist Students and Student Mentors in establishing their relationships, meet monthly with Student Mentors to assess Students' progress, and give guidance to Student Mentors at all times. I will assist chapter members in establishing chapter-wide and level-specific programming. I will communicate frequently with Level Advisors and determine with them a Student's advancement or delay in advancing to the next level of the program. I will communicate with and report to the International Headquarters of Acacia Fraternity as necessary.

Areas of Responsibility	Actions in this Area
1. Monitor program progress via www.gatesofsamos.org	Use online administrator access to monitor progress of all Students
	Maintain list of brothers who are not fulfilling program expectations in timely manner
	Set individual meetings with brothers not fulfilling program expectations in timely manner to determine a course of action
2. Communicate with Level Advisors	Determine Students' advancement or delay in reaching the next level of the program
	Complete documentation for level advancement, if applicable
3. Lead the Cornerstones Committee	Lead weekly meetings
	Coordinate committee members to get Cornerstones activities scheduled
	Fulfill duties of Cornerstones Committee members as outlined
4. Communicate with Acacia HQ	Complete and submit a monthly report of Cornerstones activity, outlining chapter activities and individual activities
	Supply feedback from the local chapter to Acacia HQ



Importance of the Calendar

One of the most important aspects of Cornerstones program success is time management, at the chapter level and the individual level. This is not a recommendation to necessarily have a separate calendar from the primary chapter calendar, but it is a recommendation that the following practices become a part of the chapter culture.

1. The Cornerstones Chairman posts a calendar of potential development activities that are offered by various groups at the university, also including any group activities that are scheduled at the chapter house. These activities should be updated weekly so that members can, at any time, find reasonable activities that would qualify for program progress.
2. Every member of the chapter brings their own personal calendar (or dayplanner or iCalendar) to every chapter meeting, in order to write down important dates so that they can manage their time well, and plan for any chapter activities that will take a significant amount of time.
3. Every member of the chapter checks the calendar of potential development activities once per week and plans to complete one development activity and one reflection online (www.gatesofsamos.org) per week.



Organizing a Calendar

As Cornerstones Chairman, one of the most important aspects is organizing activities, or notifying brothers of opportunities to complete program requirements. It is recommended that you take the following steps every two weeks:

1) Contact each of the following groups to find out what events or activities they already have on their calendar, and if they would be willing to allow some Acacia brothers to attend:

- the campus office responsible for coordinating programming for all students
- every other fraternity and sorority on campus
- the local chamber of commerce
- the local Masonic Lodge
- local churches
- the campus office responsible for professional development
- local alumni
- anyone else you can think of

2) Based on your research, update the chapter calendar (print and online) with any opportunities that you find for brothers to proactively participate.

3) Each week at chapter meeting:

- ask that members submit an activity report to you if they have participated in some educational activity
- make announcements of available opportunities for the upcoming week
- provide an encouraging or thought-provoking quote to focus on for the week

• Extra mile - Perhaps you could start a facebook group of all of the member development chairs of all of the fraternities and sororities to keep each other informed about any opportunities.



Sample Calendar

Date	Activity/ Deadline
August 15th	First day of classes
August 20th	Every member of the chapter must have three written goals that follow the guidelines provided in the Individual Guide
August 21st	First chapter meeting of the year: Discussion Topic: How the Ritual of Acacia affects our daily decision-making by Senior Dean
August 25th	Chapter hosts speaker on topic of: Time Management
August 28th	Pledge meeting - Senior Member Johnny Acacian provides a historical lecture about the history of the chapter, followed by a discussion about the future of the chapter
August 28th	Second chapter meeting of the year: Presentation: Emergency Procedures by Risk Manager
September 3rd	15 members of the chapter attend a presentation on Risk Management on campus
September 5th	5 members of the chapter visit with a Catholic priest to discuss how a spiritual mindset affects our daily decisions
September 8th	Pledge meeting - Junior Member Phil Phratman provides a presentation about proper social etiquette
September 10th	Every member of the chapter is required to have an updated resume on file with the Cornerstones Chairman and Lead Level Advisor
September 15th	Pledge meeting - Junior Member Pete Mahoney leads a discussion about proper physical health and achieving balance in college
September 18th	5 sophomore members attend a presentation at the business school about international internship opportunities
September 20th	All senior members attend a happy hour reception with local alumni members to discuss transitioning into the professional world
And on...	And on...

Individual & Group Activities

An individual activity would be defined as “any educational or experiential activity that involves one member of Acacia”.

A group activity would be defined as “any educational, social/interactive, or experiential activity that involves more than one member of Acacia, and any number of others”.

Both types of activities are important to program success. As the Cornerstones Chairman, and with the help of the Cornerstones Committee, it is your responsibility to schedule as many opportunities as possible for as many members as possible to complete program activities, and to notify the members in advance of those opportunities. The opportunities may be educational activities at the chapter house, a speaker on campus, an event in the community, a group of brothers sitting down for a discussion about the Ritual of Acacia, or anything that you can think of that would create an educational experience.

Again, your responsibility is to identify and/or schedule activities that will help the brothers make progress in their own development. Anytime a group of brothers participates in an activity, be sure to remind them to take a few minutes to answer the reflection questions online at www.gatesofsamos.org.



Working with Fellow Chapter Officers

Now that you have been elected or appointed as the Cornerstones Chairman, it is important for you to know how you fit into the officer organizational structure. Being a new position, you will most likely help to define the exact guidelines that are used at your chapter, but here are a few ideas about how to create success in your position.

- 1) Make sure that the chapter has a current organizational chart that outlines your exact relationship to each of the other officers. If the Venerable Dean does not have such a chart, please notify Patrick McGovern, at Acacia Headquarters, to help coordinate this process.
- 2) The success of the program at your chapter will depend largely on two skills - organization and communication. As you approach this role, make sure that you have these things in place.
 - Officer Binder (including all documents listed in Officer Transition Gold Book)
 - Access to chapter calendar - if online, you need administrator access
 - Copies of Individual Guides for members to work through the program
 - Copies of Program Overview
 - Copies of marketing brochures
- 3) Working with individual officers - try these ideas to get you started
 - Venerable Dean - meet with him to discuss how the program activities fit into the overall direction of the chapter
 - Senior Dean - meet with him to discuss how the new program materials and guidelines will be integrated into existing chapter culture, new member education, and on-going member development
 - Junior Dean - work with him to create a robust schedule of activities that would qualify for program requirements, including in-house activities and on-campus or in-the-community activities
 - Treasurer - work with him to identify funding that would provide educational opportunities, speakers, workshops, etc.; work with him to place Cornerstones activities as a line-item on the chapter budget
 - Secretary - work with him to collect and archive the personal goals of all members; work with him to create a monthly newsletter summarizing all Cornerstones activities
 - Recruitment Chairman - collaborate on a recruitment seminar to present to the chapter (or new members) in an effort to build skills, especially “how to talk about the benefits of Cornerstones with prospective members”
 - Human Service Chairman - collaborate with him to schedule service projects that would qualify for program activity requirements
 - Alumni Relations Chairman - collaborate with him to create a newsletter to inform alumni members about Cornerstones activities of the chapter and individual members
 - Intramural Chairman - work with him to ensure that every brother of the chapter participates in at least one intramural sport each academic year.

Working with a Cornerstones Committee

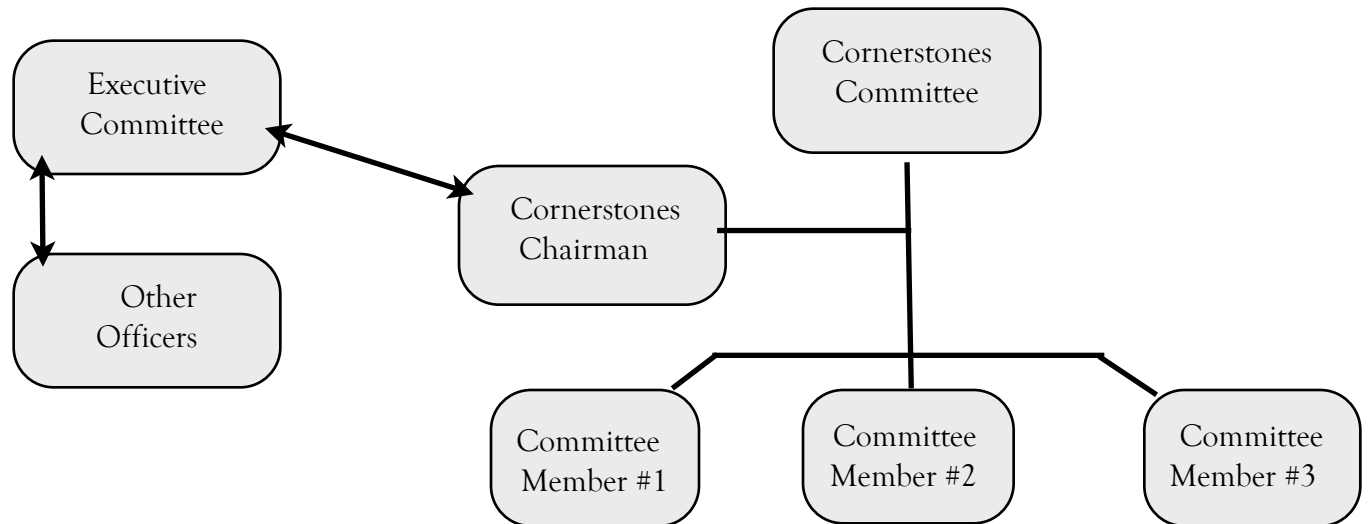
“Many hands make light work.” - John Heywood

As our Fraternity has seen over the years, the more Acacians we can get working cooperatively, the more progress we can make toward our motto, “Human Service.” This program is no different. One of the major reasons why Acacia Fraternity chose to implement this program is to engage a larger number of brothers in the process of personal development. You might be thinking, “My position is already a new one, and I’m having trouble coming up with stuff to do. Why would I need a committee?”

A committee can positively impact program execution in a few ways:

- Bringing more brothers into the planning process will make the program more successful because the members will feel a level of ownership and connection to program activities.
- Being so early in the historical lifetime of the program, we need to get as much input from as broad of an array of brothers as possible.
- Getting more members involved and engaged in creating a culture of personal development will elevate the entire chapter.

A Cornerstones Committee could be set up as follows:



Committee Member Responsibilities: (these are provided as guidelines, not as a policy)

#1 - Responsible for making sure that every brother and new member has all necessary program materials, website login info

#2 - Responsible for staying informed about any on-campus or in-the-community activities that would qualify for the program, and in turn informing the chapter by way of announcements and updates to the chapter calendar

#3 - Responsible for recording all group Cornerstones activities into a report to be sent monthly, and annually, to Acacia Headquarters

Working with the Alumni Level Advisors

Given that this is a new programming effort for Acacia Fraternity, we are involving our alumni members in new roles. The most significant role is that of a Level Advisor.

Role & Responsibilities of a Level Advisor

- Serve as a coach, a mentor, and a guide to one or a more Acacia undergraduates
- Encourage the undergraduate members to advance through the 4 levels of *Cornerstones*
- Monitor the progress of one or more Acacia undergraduates via the *Cornerstones* website at www.gatesofsamos.org.
- Provide feedback to the members that they advise, based on their progress
- Approve a member's advancement to higher levels
- Communicate program feedback to HQ Staff via the local Lead Level Advisor

Lead Level Advisor

Each chapter is required to have a Lead Level Advisor, who will be your primary partner and point of contact to the alumni. Together, you will ensure that the members of the chapter have every opportunity to fulfill their program activity requirements. You may want to take the time to read through the Level Advisors Gold Book to familiarize yourself with the guidelines put forth by Acacia Headquarters.

Reporting & Tracking

Together, it is the responsibility of the *Cornerstones* Chairman and the Lead Level Advisor to complete a monthly report and an annual report of *Cornerstones* activity at the chapter, as well as maintain a full calendar of activities and opportunities for chapter members to fulfill their program requirements. For guidance on how to compile these reports, contact Patrick McGovern. A template for this report is supplied in the appendix of this document.



What do I do when...

Undoubtedly you will come upon some questions that you will be unsure about. This section is devoted to answering those questions. This part of the Gold Book will continue to evolve as more questions are uncovered, so don't hesitate to ask a new question as that will actually be helpful to Cornerstones Chairmen after you.

- “We just started the program, but I don't know what level everyone should start at...”
 - 1) Make a spreadsheet on your computer with every active and pledge members first, middle, and last names; email address; and a column to record which level he will start at.
 - 2) Send an email out to the entire chapter asking them to review the program activities at each level. They should consider what activities, if any, they have completed at each level, then consider when they are planning to graduate; and based on those two considerations, they should reply to your email with a “level recommendation”.
 - 3) Once you receive each “level recommendation”, or once a week at the Cornerstones Committee meeting, make some time to review the recommendation and decide if you agree. If you are unsure, ask around the chapter to see if this brother really has been as active as he says he is.
 - 4) Make a final decision on what level each member will start at, record that level on the spreadsheet.
 - 5) Once you have every brother accounted for, email the spreadsheet to Acacia HQ (pmcgovern@acacia.org) for uploading to www.gatesofsamos.org.

- “Most of the chapter has remained active in their progress toward completing Cornerstones activities, but we've got a few brothers that just won't do a thing - is there any way to motivate them?”
 - 1) First, you should understand that it is not the expectation that every single brother will complete every single Cornerstones activity. There may even be a few brothers that speak out about their opposition to the program. It is important to communicate to those brothers how much you want to see them get value out of their Acacia experience, and prepare for life after college; but it is not your job to constantly try to motivate them if they refuse to participate. Those brothers that recognize the inherent value of participating in the program activities will be those brothers that will enjoy the most success in the future.
 - 2) A more direct approach would be to sit down with a non-participating brother and ask him how his fraternity experience is going. “Are you enjoying yourself?” “Do you feel that you are growing as an individual?” “Since the chapter has been unsuccessful thus far at motivating you to participate, what are some things that motivate you? What do you get excited about?”
 - 3) Finally, if you have tried on a few occasions to motivate a brother to participate, and he is totally unresponsive, then it is time to have a discussion with your Venerable Dean and Chapter Advisor about this member. You need to express concern that this brother is not participating, and allow the Venerable Dean and Chapter Advisor to take a closer look at

the brothers overall participation in the chapter, and perhaps warn the brother that his non-participation could lead to disciplinary action in the future.

• “One of the Level Advisors has not been responsive to emails, and hasn’t been active on the website. I feel that the students assigned to him are not getting the full Cornerstones experience.”

1) Call that Level Advisor and simply ask him how things are going, and if there is any way to improve his experience.

2) Ask him if he knows his username and password for the website - and if he doesn’t know it, email Acacia HQ to have the password reset.

3) You can then share with him the opinion that his “advisees” feel that he is not interested in participating in the program, and ask him if there is anything holding him back.

4) Then, listen. He may have any number of reasons that he has not been active. The most important thing is to reiterate to him how important it is for his “advisees” to receive feedback and encouragement from him.

5) Finally, ask him if it would be alright if you sent him a reminder email each Monday to remind him to login to the site, send an email to his advisees, or call them for a conversation.

6) If the problem persists, then you should speak with the Lead Level Advisor and, between the two of you, decide if this Level Advisor should still have students assigned to him. Then, discuss this issue with Acacia HQ and determine how to proceed.



Appendix: Reporting to Acacia Headquarters

Each month and each year, you are responsible for submitting a report to Acacia Headquarters that summarizes the Cornerstones activities of the chapter, including any individual activities that you can identify. The purpose of this report is threefold:

- 1) so that you will be able to demonstrate the positive growth of your chapters members,
- 2) so that Acacia Headquarters is informed about how efficiently the Cornerstones program is operating at your chapter
- 3) so that together with Acacia Headquarters, your chapter can make plans to provide the best possible membership experience for our members

A template for this report is on the following pages. You may request a digital version from Acacia Headquarters.



CORNERSTONES

Beginning of Semester Reporting Form
Submit to Acacia HQ by first week of classes

Chapter: _____
 Cornerstones Chairman: _____

 Date Today: _____
 Semester: _____

Next Actions:

1) Email a spreadsheet document (“Individual Cornerstones Status”) to Acacia Headquarters (pmcgovern@acacia.org) listing every brother returning to school and his current level progress in the program (format: first, middle, last names, email address, current level)

2) Provide a calendar of the major Cornerstones activities already planned for this semester

Date	Activity	# Expected Attendees

** Note: Please attach an additional digital file to your report submission if necessary.*

3) What goals has the chapter established, as related to the Cornerstones program?

Goal	Next Actions	Responsibility	Deadline
Goal #1	NA #1		
	NA #2		
	NA #3		
Goal #2	NA #1		
	NA #2		
	NA #3		

CORNERSTONES

End of Month Reporting Form
Submit to Acacia HQ by the last day of each month

Chapter: _____
 Cornerstones Chairman: _____

 Date Today: _____
 Semester: _____

Next Actions:

1) List all chapter (or “group”) activities completed in the last month

Date	Activity	# attendees	grade (1-10)

** Note: Please attach an additional digital file to your report submission if necessary.*

2) What chapter (or “group”) activities are planned for next month?

Date	Activity	# expected attendees

3) To what extent are the assigned Level Advisors meeting expectations? (1- 10) _____

CORNERSTONES

End of Semester Reporting Form
Submit to Acacia HQ within one week of the end of

Chapter: _____
 Cornerstones Chairman: _____
 Date Today: _____
 Semester: _____

Next Actions:

1) Update the “Individual Cornerstones Status” spreadsheet, and make special note of those brothers that have progressed to the next level during this time period. Submit to Acacia HQ (pmcgovern@acacia.org) within one week of the end of finals.

2) How many brothers at each level completed the following percentage of Cornerstones activities? Work with your Lead Level Advisor to get these numbers correct.

Level	90% - 100% complete	70% - 89% complete	50% - 69% complete	less than 50%	0% participation
1					
2					
3					
4					

3) Provide a one-page summary report of the semester’s Cornerstones progress. Write it in a manner suitable for Acacia publication. Include the following topics:

- Student-to-Level Advisor relationships
- Student-to-Student Mentor relationships
- Program successes, program challenges
- A preview of what to expect from the chapter in the future

CORNERSTONES

Non-performance Report
To be filled out for each member of the chapter that is not meeting the chapters Development Standards

Chapter _____
Student _____
Student Level 1 2 3 4
Cornerstones Chairman

Date

This is not a disciplinary measure, but a means to start a dialogue to discover why the member has not lived up to the expectations agreed upon by the chapter. The desired outcome of that dialogue is for the “non-performing member” to know that his brothers care about his development, and to agree upon a strategy for him to become more active with his own development.

Questions:

- 1) What is the explanation that the brother offers for not having met the chapters standards?
- 2) What is the brothers general attitude toward this meeting?
- 3) What is the brothers general attitude regarding membership in this chapter?
- 4) Does the brother understand the philosophy behind the Cornerstones program?
- 5) Does the brother fundamentally disagree with the philosophy?
- 6) What ideas does the brother have regarding his performance going forward?
- 7) Is he willing to work together with the Cornerstones Committee to develop an action plan to “get back on track.”

Outline of Action Plan:

Date of Follow Up Meeting:

Cornerstones Curriculum

“The world makes way for the man who knows where he is going.”
-Ralph Waldo Emerson

The following pages illustrate the current Cornerstones program curriculum at each of the four levels. You will see that the same categories overlap into each level, and that the activities at higher levels increase in complexity.

The column on the right hand side states who is responsible for scheduling and completing these activities. In that column, you will either see that the responsibility is “personal”, a “module”, or a particular chapter officer is to do a presentation.

- *Personal* - meaning that the individual member completes this activity on his own;
- *Module* - meaning that the chapter should utilize a specific module, created by Acacia HQ, to facilitate this learning activity
- *Particular Officer* - meaning that the chapter officer that is listed should create a presentation or learning activity to complete this requirement

Level 1		
Category	Activity	Responsibility
Goals	Develop three written goals according to the guidelines in the Individual Guide, and email a copy to your Level Advisor	Personal
Mentor	Recruit a Mentor from within chapter	Senior Dean
Acacia Chapter Operations	Read your chapters bylaws	Senior Dean to provide copies; personal responsibility to read
	Meet with Chapter Advisor & House Corporation Board President; listen as they explain their roles and responsibilities	Senior Dean to coordinate
	Meet the Venerable Dean; listen as he explains his position, and other Chapter Council positions	Senior Dean to coordinate
	Understand chapter crisis management procedures and the university's policy on social functions (risk management)	Senior Dean to coordinate
Academic Achievement (complete two by initiation)	Attend a time management seminar	Module - Junior member (Level Two or Three) to present
	Attend a study skills seminar	Module - Scholarship Chair to present
	Visit your academic advisor	Personal
Spirituality (complete one by initiation)	Learn the faith-based practices of your fellow new members	Module - Senior Dean to facilitate
	Attend a facilitator or panel discussion on religion or spirituality	Senior Dean to coordinate
Appreciation of the Arts	Learn the musical and art interests of your fellow new members	Module - Senior Dean to facilitate
Fraternal Heritage	Understand the history of your local chapter	Senior Dean to coordinate
	Understand the history of Acacia Fraternity	Module - Senior Dean to facilitate
	Review and understand the symbols of Acacia Fraternity	Module - Ritual Chairman to facilitate
	Learn the Acacia songs (We're All Good Brothers, Bless Now Acacia, other songs that your chapter may select)	Senior Dean to coordinate
	Visit the Acacia website at www.acacia.org and register as a pledge with the help of your pledge educator	Senior Dean to coordinate

Level 1		
Category	Activity	Responsibility
Fraternal Heritage (continued)	Understand the International structure of Acacia Fraternity	Module - Junior member to present
	Recruitment Skills Workshop	Module - Recruitment Chairman to facilitate
Personal & Professional Development	Respond to the question: What are your professional aspirations upon graduation?	Personal
	Draft your resume; have it reviewed by a local alumnus or campus career center	Personal
	Work with a local alumnus to create a personal budget	Personal, work with Level Advisor
Campus & Community Involvement (complete two by initiation)	Learn about your local chapter's philanthropy and/or service project	Human Service Chairman to facilitate
	Participate in a local service project not organized by the chapter	"Pledge Human Service Project"
	Identify and join one student organization that is relevant to your life	Personal
	Register to vote if 18 years old and not already registered	Personal
	Understand the difference between "philanthropy" and "community service"	Senior Dean to present
Social Attitude (complete two by initiation)	Host a social behavior forum with a sorority or women's group	Junior Dean to coordinate & facilitate
	Host a campus or community dignitary at an Acacia event	Senior Dean to coordinate & facilitate
	Identify potential new members to join Acacia and provide contact info to Recruitment Chairman	Personal
	Read chapters 1 through 5 of The Power of Approachability by Scott Ginsberg	Personal
	Learn proper dining etiquette	Module - Junior Dean to coordinate & facilitate
Personal Wellness (complete one by initiation)	Take a tour of the campus health and recreation facilities	Personal
	Participate in at least one intramural sport if physically able	Personal
	Become First Aid and CPR certified	Personal

Level 1		
Category	Activity	Responsibility
Experiential Learning (complete one by initiation)	Participate in an overnight retreat with your fellow new members; invite Senior-level Mentors and Level Advisors to facilitate	Senior Dean to coordinate & facilitate
	Participate in an experiential learning activity developed by Level Four brothers	Senior Dean to coordinate

Level 2		
Category	Activity	Responsibility
Goals	Develop three written goals according to the guidelines in the Individual Guide, and email a copy to your Level Advisor	Personal
Recruit a Level Two Mentor	This should be a brother in Level 3 or 4 who is ideally in the same academic college as you.	Personal
Mentor a Level One Student	Your student should ideally be in the same academic college as you	Personal
Academic Achievement	Learn about an academic study abroad experience	Personal
	Learn about internship or co-op experiences within your college	Personal
	Attend a study skills seminar	Personal; or Scholarship Chair coordinate
	Visit your academic advisor	Personal
Spirituality	Attend a religious service of a faith or denomination other than one you currently practice	Personal
Appreciation of the Arts	Attend a musical performance on campus or in the community that differs from your usual preference	Personal
	Visit an art exhibit on campus or in the community	Personal
	Attend a campus cultural club's meeting or event	Personal
	Invite a campus cultural club to speak to the chapter	Personal
	View an independent or foreign film with a sorority followed by a discussion	Junior Dean to coordinate & facilitate
Fraternal Heritage	Borrow the Ritual and study the 2nd Degree of Initiation and Pledge Induction	Module Reflection
	Host the campus Greek advisor or a Mason at your chapter to discuss the importance of Ritual in everyday life	Junior Dean to coordinate & facilitate
	View the NIC (North-American Interfraternity Conference) video, Live Your Ritual, with a sorority followed by a discussion	Senior Dean to coordinate & facilitate
	Research Masonic history, traditions, and symbols, and lead a discussion with fellow members in Level Two	Personal
	Host the Alumni and Corporation Board Presidents to discuss their continued involvement with the Fraternity	Senior Dean to coordinate & facilitate
	Attend an Interfraternity Council or similar Greek governing association meeting	Venerable Dean to coordinate

Level 2		
Category	Activity	Responsibility
Personal & Professional Development	Update your resume, "professional aspirations" response, and personal budget from Level One	Personal
	Attend a self-improvement seminar for a skill or attitude you are trying to improve on	Personal
	Make a 5-7 minute presentation to the chapter	Venerable Dean to coordinate
	Visit the career center on campus to get career placement information	Attend an alumni or corporation board meeting
	Attend a "Dress for Success" seminar	Module - Senior Dean to coordinate & facilitate
	Personal finance seminar (incorporate material from Stephanie Rulli from ALA 09)	Module - Treasurer to coordinate & facilitate
Campus & Community Involvement (complete two)	Participate in a community service project	Personal
	Participate in a philanthropy project	Personal
	Actively participate in at least one student organization	Personal
	Plan a community service event with members of another student organization	Personal
Social Attitude (complete three)	Become TIPS certified (Training for Intervention Procedures - see your university, college, or www.gettips.com for more information)	Personal
	Plan and host a non-alcoholic theme party	Junior Dean to coordinate & facilitate
	Host a dining etiquette speaker	Senior Dean to coordinate & facilitate
	Research dating and relationship etiquette & lead a discussion amongst the brothers	Personal
	Hold a discussion on societal issues	Personal
	Read chapters 6 - 10 of the Power of Approachability by Scott Ginsberg	Personal
	Take a Myers/Briggs Personality Inventory test (available online) & have it analyzed by a professional	Personal
	Identify and recruit two or more potential men to join Acacia, provide contact info to Recruitment Chairman	Personal

Level 2		
Category	Activity	Responsibility
Personal Wellness (complete three)	Participate in at least one intramural sport if physically able	Personal
	Host a speaker from the athletic department to speak to the chapter about personal wellness, sportsmanship, teamwork, and leadership	Senior Dean to coordinate & facilitate
	Organize a chapter athletic or gaming event	Personal
	Visit a certified personal trainer or on-campus health professional to create a personalized wellness program	Personal
	Obtain a complete physical exam	Personal
	Track your eating habits for one month and discuss the results with a dietitian or personal trainer	Module
	Host a nutritionist to speak about healthy eating	Senior Dean to coordinate & facilitate
	Research substance abuse, sexually transmitted infections and diseases, and testicular cancer; present your findings to the chapter	Personal; Senior Dean to coordinate (Module)
Experiential Learning (complete one)	Participate in a high ropes course program	Senior Dean to coordinate & facilitate
	Attend a leadership workshop sponsored by the University/ College	Personal
	Attend an NIC-sponsored leadership program (UIFI, IMPACT, FuturesQuest; visit www.nicindy.org for more information)	Personal
	Serve on a chapter committee or hold chapter office	Personal

Level 3		
Category	Activity	Responsibility
Goals	Develop three written goals according to the guidelines in the Individual Guide, and email a copy to your Level Advisor	Personal
Level Three Mentor	This should be a brother in Level 4 who is ideally in the same academic college as you.	Personal
Mentor Level One or Two	Your student should ideally be in the same academic college as you	Personal
Academic Achievement	Work with a Level One member to develop his time management skills and system	Senior Dean coordinate
	Work with a Level One member to develop his study skills	Senior Dean coordinate
	Visit your academic advisor and make sure you are on track for graduation	Personal
Spirituality	Attend a lecture/presentation on campus or in the community about a faith-based topic	Personal
	Discuss with your student (Level One or Two member) the importance of faith and spirituality in the Ritual of Acacia	Personal; (Module)
Appreciation of the Arts (complete two)	Take a dance, music, or drama class	Personal
	Hold a themed social dance with a sorority or other women's organization and have an instructor give lessons prior to the event	Junior Dean coordinate
	Go to dinner with a professor of music, visual, or performing arts	Personal
	Attend a play, musical performance, or dance performance	Personal
	Create a chapter date function that incorporates the performing arts	Junior Dean coordinate
Fraternal Heritage (complete two)	Borrow the Ritual and study the 1st and 3rd Degrees of Initiation	Personal
	Lead a ritual exemplification activity with Level Two members, or serve on a ritual exemplification committee	Ritual Chairman to coordinate
	Research rites of passage rituals and write a one-page analysis of the article and present it to the chapter or alumni and corporation board	Personal
	Publish an article in the alumni newsletter or the Triad about Ritual (non-secretive) and how it relates to chapter life	Personal; Alumni Chairman coordinate
	Serve as an executive officer of the chapter	Personal

Level 3		
Category	Activity	Responsibility
Personal & Professional Development (complete three)	Update your resume and “professional aspirations” statement	Personal
	Explore internships in your field of study and earn an interview	Personal
	Invite area alumni to speak to the chapter about successful practices in their respective fields	Alumni Chairman coordinate
	Participate in a mock interview	Personal
	Participate in a “Dress for Success” seminar if you have not already	Personal
	Revise your personal budget and obtain a personal credit review to review with a professional	Personal
Campus & Community Involvement (complete two)	Attend a City Council meeting	Personal
	Invite a political candidate to the chapter	Senior Dean coordinate
	Volunteer with a local retirement center	Personal
	Serve as a leader in another campus organization	Personal
	Coordinate a community service or philanthropy project	Personal; Human Service Chair coordinate
Social Attitude (complete three)	Be the presenter for a dining etiquette dinner for Level One and Two members (& possibly some sorority members)	Personal; and Junior Dean coordinate
	Host a presentation by a local mental health professional on signs and ways to cope with depression	Senior Dean coordinate
	Plan and host a non-alcoholic social function	Junior Dean coordinate
	Attend a professional interview seminar focusing on interpersonal/social etiquette	Personal; or Senior Dean coordinate
	Identify and recruit two or more potential men to join Acacia	Personal
Personal Wellness (complete three)	Host the local YMCA or other athletic club to discuss involvement opportunities	Human Service Chair coordinate
	Participate in at least one intramural sport if physically able	Personal
	Obtain a complete physical exam	Personal
	Invite a panel of collegiate athletes to the chapter and hold a discussion about competition and sportsmanship	Junior Dean coordinate
	Research two of your university or college’s Hall of Fame recipients and invite them to your chapter for dinner	Personal; or Senior Dean coordinate

Level 3		
Category	Activity	Responsibility
Personal Wellness (complete three) (continued)	Host a campus health center professional to discuss personal hygiene	Senior Dean coordinate
	Research the “Adonis Complex” and lead a discussion about men’s body image disorders	Personal; and Senior Dean coordinate
Experiential Learning (complete one)	Coordinate a high ropes course program for Level One or Level Two members	Senior Dean coordinate
	Attend a leadership conference or personal growth workshop approved by your Level Advisor	Personal
	Attend a regional or international Acacia Fraternity event such as Conclave or the Acacia Leadership Academy	Personal; Venerable Dean coordinate
Recruit a Level Four Mentor	Find a leader within your academic institution or community to serve as a Community Mentor upon your entry into Level Four	Personal

Level 4		
Category	Activity	Responsibility
Goals	Develop three written goals according to the guidelines in the Individual Guide, and email a copy to your Level Advisor	Personal
Meet with you Level Four Mentor	Make a schedule to meet with your Community Mentor as often as his or her schedule allows, ideally meeting face-to-face regularly; submit schedule to Level Advisor	Personal
Mentor a Level Two or Level Three Student	Your student should ideally be in the same academic college as you	Personal; Senior Dean coordinate
Academic Achievement (complete two of the following)	Visit your academic advisor, make sure that you are on track for graduation	Personal
	Conduct a mock interview with the campus career center, an Acacia alumnus, or graduate admission interview with an academic advisor	Personal; or Senior Dean coordinate
	Explore graduate school requirements and take one practice graduate entrance exam (GMAT, GRE, LSAT, etc.) for feedback on your areas of strength and needed improvement	Personal
Spirituality (complete one of the following)	Write a reflection on any spiritual growth you experienced during your Acacia experience	Personal
	Compose a short essay on how spirituality is related to the Ritual of Acacia Fraternity	Personal
Appreciation of the Arts (complete one of the following)	Write about how your appreciation of the arts has developed throughout your Cornerstones experience	Personal
	Recall an art-related experience from your years in Acacia and reflect upon its affect on you today	Personal
Fraternal Heritage (complete one of the following)	Create archives of Acacia materials you may have acquired during your time as an active member such as chapter meeting minutes, photographs, and brotherhood stories	Personal
	Serve as an executive officer of the chapter	Personal
	Write a short essay about how you have bettered your fraternity's record and how the fraternity has benefited you	Personal
Personal & Professional Development (complete two of the following)	Host an alumnus or financial planner to speak to all Level Four brothers about budgeting and long-term financial planning	Senior Dean coordinate

Level 4		
Category	Activity	Responsibility
Personal & Professional Development (complete two of the following) (continued)	Host a local doctor, human resources representative, or insurance agent to speak about health benefits in the professional world	Senior Dean coordinate
	Host a local realtor or knowledgeable alumnus or parent to speak about real estate, renting vs buying, building credit, etc.	Senior Dean coordinate
	Host a local jeweler to speak about the fine art of selecting a diamond engagement ring and knowing the right time to propose	Senior Dean coordinate
Campus & Community Involvement (complete one)	Join a service organization or professional association within your major or intended career field (e.g. Rotary International, Future Leaders of America, American Society of Mechanical Engineers, etc.)	Personal
	Serve on a planning or organizational committee for a community service project outside of the fraternity	Personal
	Host a panel discussion including chapter alumni and Community Mentors on the topic of the importance of community involvement/ civic engagement	Senior Dean coordinate
Social Attitude (complete one)	Host a knowledgeable alumnus, parent, or community leader to discuss alcohol consumption in the business environment	Senior Dean coordinate
	Participate in a wine appreciation, social etiquette, or similar class	Personal
	Lead a discussion about “The Power of Approachability”	Personal
Personal Wellness (complete two)	Participate in at least one intramural sport if physically able	Personal
	Visit a certified personal trainer or on-campus health professional to measure your vital health statistics	Personal
	Host a professional to speak on life and work balance and how to maintain a healthy level of both	Senior Dean coordinate
Experiential Learning (complete two)	Volunteer and actively participate with a local service organization outside of the college or university	Personal
	With your fellow Level Four brothers, develop and execute a new experiential learning activity for Level One members; have the activity reviewed and approved by the Acacia Fraternity International Headquarters Staff	All Level Four brothers collectively
	At graduation, participate in the Alumni Induction Ritual	Ritual Chairman coordinate