



**Chi Sigma Iota**

*Member, Association of College Honor Societies*

*Counseling Academic & Professional Honor Society International*

# **Initiations and Ceremonies: Responsibilities & Resources for Chapters**

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# Definitions *(Dictionary.com)*

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- **Initiation**

- formal admission or acceptance into an organization...

- **Ceremony**

- the formal activities conducted on some solemn or important ...occasion...



# Purpose of Initiation

- Welcome new members.
- Promote professional counselor identity.
  - Promote pride in professional identity.
- Promote continued commitment to excellence.



# Purpose of Initiation Ceremony

- **Provide public recognition of achievements.**
- **Help new members understand CSIs mission, vision, and goals.**
- **Provide opportunity for public commitment to excellence in counseling training and practice.**



# CSI Bylaws:

## Article 6. Initiation

- **6.1 Notice of selection for membership shall be made in writing by the chapter President to each candidate.**
- **6.2 Candidates for membership shall be initiated by their respective chapters at least annually, using procedures established by the Executive Council.**



# What the Bylaws Mean

- **All new members of CSI must be formally initiated.**
  - **Chapters that do not initiate members at least annually may be declared inactive**
    - **Unable to initiate members**
    - **Ineligible for membership rebates**
- **Active membership does not begin until new members are initiated.**



# CSI is...

- **Not just a line on your vita!**
- **Not just another membership organization.**
- **CSI is an international honor and professional society that:**
  - **Was created by and for professional counselors.**
  - **Initiates *only* professional counselors as members.**
    - **See [csi-net.org](http://csi-net.org) > What is CSI? > What is a Professional Counselor?**



# Planning Chapter Initiation Ceremonies

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- **Things to consider in planning your initiation ceremony**
    - **Day, Date, Time**
    - **Location, Location, Location**
    - **Invitations & E-vitations**
    - **Speakers & Program Considerations**
    - **Receptions & Refreshments**
    - **CSI Support, CSI logo**
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# Day, Date, Time Considerations

- **When are all “constituents” likely to be available?**

Initiates	Family Members & Friends
Chapter Officers	Faculty
Chapter Members	Speakers
Alumni	Professional Members



# Additional Time Issues

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- **Avoid times students are in classes.**
  - **Avoid Religious and spiritual holidays.**
    - **Sabbath days (e.g., Friday nights, Sunday mornings)**
  - **Consider needs of commuting students.**
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# Location, Location, Location

- **Consider “spaces” that contribute to the initiation purpose?**
  - **University function rooms**
  - **Art galleries**
  - **Auditoriums**
- **Avoid spaces that may detract from the purpose, e.g.,**
  - **Parks & picnic areas**
  - **Busy restaurants or bars**



# Invitations & E-vitations

- **Who should be invited?**
  - **Initiates...Chapter Officers and Members**
  - **Family Members & Friends**
  - **Faculty...University Administrators**
  
- **How can invitations be sent?**
  - **Formal letters to initiates**
  - **Formal letters to speakers**
  - **E-vites to faculty**
  - **E-vites to family members**



# Inviting Initiates

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- **A written invitation is required**
    - **csi-net.org > Chapters > Initiations and Ceremonies > Written Invitation to CSI Membership**
  - **On-line applications only are accepted**
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# Speakers & Program Considerations

- **Who welcomes the initiates?**
  - **Faculty Advisor**
  - **Department Chair**
  - **Dean**
  - **Chancellor or President**
- **Why invite administrators?**
  - **Increase visibility of counseling program**
  - **Increase perceived importance of event to initiates and family members**



# Choosing Your Speaker

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- **Speakers should be CSI members**
    - Professional Counselors
    - Role Models for initiates
    - CSI International Officers & Committee Chairs
    - CSI Academy of Leaders
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# Orienting your speakers

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- **Resource document:**
    - [csi-net.org](http://csi-net.org) > Chapters > Initiations and Ceremonies > Guest Speaker Orientation
  - **Speakers should explain the mission and goals of CSI.**
  - **Speakers should provide current and accurate information about CSI.**
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# Gifts for Speakers

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- A thank you is always appropriate.
  - CSI logo memorabilia may be a good “match” for the event.
    - [csi-net.org](http://csi-net.org) > CSI Store > Logo Merchandise
  - Set a budget and stay within your limits.
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# CSI Support for Speakers

- **Submit written request for help**
  - [csi-net.org](http://csi-net.org) > Chapters > Initiations and Ceremonies > Assistance with CSI Speakers
- **Possible speakers include**
  - **Academy of Leaders for Excellence**
  - **CSI international Officers & Committee Chairs**
  - **Chapter Faculty Advisors**
  - **Counseling Faculty Members**



# Receptions & Refreshments

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- **Some chapters have formal banquets**
  - **Some chapters have receptions with punch, cake, etc.**
  - **Some chapters have hot and cold hors d'oeuvres**
  - **What would your members like?**
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# Using the CSI Trademarks

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- **CSI's colors are blue and white.**
  - **CSI is the sole official acronym of Chi Sigma Iota, International.**
  - **The CSI Logo is trademarked**
    - **CSI Chapters may use the logo with permission.**
    - **The permissions form is on our web page, [csi-net.org](http://csi-net.org).**
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# The Initiation Program: Key Elements

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- **Introductions and Welcomes**
    - **Department Chair, Dean**
  - **Introduction of Faculty**
  - **Recognition of Family & Friends**
  - **Introduction of Speaker**
    - **Initiation Speech**
  - **Initiation of Members**
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# Initiation of Members

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- **Use Official CSI Initiation Protocol**
    - **The official protocol is required.**
      - [ssi-net.org](http://ssi-net.org) > Chapters > Initiations and Ceremonies > Initiation of New Members
  - **Consider introducing each initiate**
    - e.g., “Susie Smith is a second semester student in the school counseling track. Her goal is to be an elementary school counselor.”
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# Initiation Follow-Ups

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- **Thank you notes to speakers.**
  - **Congratulations to initiates and invitation to join chapter leadership.**
  - **Notification to university of honors graduates for convocation program listing.**
  - **News releases to campus news office for local papers.**
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# Sample Initiation Timeline: 3-6 Months Prior

- **3-6 months prior**
  - **Set day, date, time**
  - **Confirm location**
  - **Confirm and invite speakers**
  - **Confirm and invite welcome/greeting bearers (e.g., Dean, Chancellor, president)**
    - **Send formal letters of request**
  - **Request CSI support**



# Sample Initiation Timeline: 10-12 Weeks Prior

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- **12 weeks prior**
    - **Send speaker confirmation letters**
    - **Obtain speaker bios and vita**
  - **Invite members to join**
    - **CFA identifies potential initiates**
      - **CFA or Membership Chair sends formal letter of invitation**
    - **Deadline for responding is specified**
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## Sample Initiation Timeline: 8-9 Weeks Prior

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- **Prepare list of initiates**
  - **Prepare/distribute invitations for**
    - **Faculty**
    - **Adjunct faculty**
    - **Alumni & Professional Members**
    - **Family & Friends**
    - ***Initiates!***
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# Sample Initiation Timeline: 6-7 Weeks Prior

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- **Draft initiation program**
    - **Sequence of events**
    - **Who is responsible for what**
    - **Draft congratulatory letters to initiates**
    - **Plan refreshments**
      - **Review budget, revise refreshment list of meet budget constraints**
    - **Order speaker gift**
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## Sample Initiation Timeline: 4-5 Weeks Prior

- **Send 2nd letter of invitation/e-vites**
- **Send reminders to invited guests**
- **Prepare 1<sup>st</sup> draft of program script**
  - **All speaker introductions are written**
- **Confirm speaker itinerary and responsibilities for transportation**
- **Send check to CSI for new initiates**



## **Sample Initiation Timeline: 2-3 Weeks Prior**

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- **Confirm all guests**
  - **Review draft program and script with Chapter officers and Faculty Advisor**
  - **Publicize initiation in classes and through listservs**
  - **Finalize reception plans & budget**
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## Sample Initiation Timeline: 1 Week Prior

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- **Print program**
  - **Print script for**
    - **Officers**
    - **Introducers of speakers**
    - **Chapter Faculty Advisor**
  - **Verify all certificates and pins received**
  - **Rehearse as needed**
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# Sample Initiation Timeline: 1-2 Weeks After

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- **Send thank you letters**
    - **Speaker**
    - **Welcome /Greeting Bearers**
    - **Faculty**
  - **Review process**
    - **Make notes on what went well**
    - **What will the chapter change next year?**
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# Creative Initiation Ideas

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- **Candlelight ceremonies.**
  - **Gifts to initiates**
    - **Inexpensive CSI memorabilia**
  - **Expanded programs with descriptions of initiates**
  - **Invite all faculty to join in receiving line to congratulate initiates**
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## **What to do if a new initiate missed the initiation?**

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- **Initiations are required for active membership status.**
  - **Those who miss can wait until the next chapter initiation.**
  - **The Chapter Faculty Advisor may individually administer the CSI Oath with officer/s present.**
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# For further information and support...

- **Please contact us if you have questions, suggestions, or just want to share your creative ideas!**

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