Chi Sigma Iota
Semester Tips for Chapter Development
# Table of Contents

(click on the items below to go directly to a semester tip)

**Summer**

- Summer Newsletter Example .......................................................................................................................... 3
- Maintain CSI Alumni Involvement .................................................................................................................... 4
- Collaborate .................................................................................................................................................. 5
- Run an Effective Meeting ............................................................................................................................... 6
- Keep Focused on CSI Goals ............................................................................................................................ 7

**Fall**

- Chapter Newsletters ........................................................................................................................................ 8
- Fall / Welcome Back Newsletter Example ........................................................................................................ 9
- Create a Member Run Organization ............................................................................................................... 10
- Get Off Campus Members Involved ............................................................................................................. 11
- Increase Membership ................................................................................................................................... 12

**Winter**

- Winter Newsletter Example ........................................................................................................................... 13
- Planning Initiations ....................................................................................................................................... 15
- Increase Student Involvement ....................................................................................................................... 16
- How to Raise Funds ..................................................................................................................................... 17

**Spring**

- Spring Newsletter Example ............................................................................................................................ 18
- Reasons to Join CSI ....................................................................................................................................... 19
- Pass Down Chapter Legacy ............................................................................................................................ 20
- Getting Members Involved ............................................................................................................................. 21
The end of the academic school year is upon us. As you reflect on this past semester and begin to plan for future semesters, I would like for you to consider your goals for the future. I would also like to take a few moments to remind you of the importance of membership in Chi Sigma Iota. Whether you are considering pursuing a doctoral degree or anticipate that you will work as a school or community counselor, membership in Chi Sigma Iota provides valuable experience and exposure to the profession of counseling.

Often, students ask why they should consider CSI membership. After all, the life of a graduate student is often hectic. Graduate students have many responsibilities above and beyond school and taking on another responsibility is a decision that must be made with great caution. However, there are some commitments that aid and encourage your growth as a student. These commitments afford a graduate student an opportunity for growth that he or she may not have otherwise experienced. For example, as a member of Chi Sigma Iota International, you have the opportunity to be nominated for awards, fellowships, and grants and to attend CSI-related leadership development functions at the American Counseling Association conference each year. You will receive the Exemplar, CSI’s publication addressing member and chapter interests. All CSI functions provide the opportunity for students to meet and interact with experienced clinicians and great scholars and leaders within the counseling profession. In keeping with CSI efforts, Our Chapter of Chi Sigma Iota is involved in many activities that advocate for the counseling profession as well as activities which help our community.

In closing, I’d like to congratulate you on the completion of a successful semester and encourage you to reward yourself for a job well done. I would also like to invite you to consider joining CSI for the 2006-2007 academic year when you receive your letter of invitation based upon your 3.5 grade point average and promise of a commitment to personal and professional excellence. For more information on our chapter of Chi Sigma Iota, please feel free to contact me, Chapter Faculty Advisor, Dr. Great Advisor or Wonderful Officer, President or visit our website at: www.csi-net.org/ourchapter.

Sincerely,

Chapter Faculty Advisor
Maintain CSI Alumni Involvement

How To Maintain Chi Sigma Iota Alumni Involvement

- Send out periodic email/letters sharing activities in which you are engaged
- Provide workshops, training, and other CEU opportunities at a reduced cost
- Send out a letter inviting people to re-join when memberships lapse
- Host regular activities: monthly meetings at various times on and off campus
- Hold events of interest to students and professionals in the community
- Invite alumni to socials
- Develop a mentorship program where alumni can feel connected
- Have a quarterly newsletter
- Keep in touch with chapter members who are in the community
- Ask alumni to serve as guest speakers at functions and events
Collaborate

How to Collaborate with Other Chi Sigma Iota Chapters

Discuss shared goals and objectives, strengths, successes, and resources that could be shared or combined.

Fundraise together

Make contact with local advisors/chapter presidents.

Two Heads are Better than One!

Develop workshops together

Greater opportunities for members

NETWORK!

Share the work, reap the benefits!
Run an Effective Meeting

How to Effectively Run a Chi Sigma Iota Meeting

**Logistics:**
- Meeting Chairs should follow up on agreed upon actions from committees.
- The decision making process used should be appropriate for the size of the group.

**Where:**
Meeting facilities should be comfortable and adequate for the number of attendees.

**When:**
- Provide an advanced notice of the meeting time and place so attendees can make arrangements.
- Have a structured meeting with set beginning (e.g., 4:00 pm) and end times (e.g., 5:00 pm).
- Begin and end on time.
- Monitor time throughout the meeting to ensure time table is kept.
- Have the meetings scheduled at the same time and day every month, every two weeks, etc. or...
- Host regular activities: monthly meetings at various times on and off campus.

**Agenda:**
- Work with the CSI chapter president to develop a meeting agenda prior to the meeting.
- Everyone should have an opportunity to add to the agenda.
- Meeting should typically end with a summary.
- Provide meeting minutes to participants at the end of the meeting.

**Etiquette:**
- The appropriate and necessary people should be counted on to attend each meeting.
- Everyone should have the opportunity to contribute to the meeting.
- Participants should listen intently to one another.
- No one person should dominate the meeting.

"I hope this bullhorn will make this meeting a little less boring."
Keep Chapter Focused on Chi Sigma Iota’s Goals

- Conduct spring needs assessment with members and faculty for what is desired
- Incorporate feedback into next year’s annual plan
- Have the board set a calendar addressing desired activities, e.g., awards program, theme meetings with professional speakers
- Experience a sense of community through social interest

♦ Keep plans simple!
♦ Send out goal reminders
♦ Stay in frequent contact with officers & committee chairs
♦ COMMUNICATE!
♦ Hold regular executive committee meetings
♦ e-mail
♦ Get all members involved

Keep Focused on CSI Goals

- Use CSI Mission Statement and Strategic Plan
- Set goals based on plan
- Focus on excellence, professional development and social activities.
- Use meeting agendas and follow them
Developing Interesting Chi Sigma Iota Chapter Newsletters

Create a Standard Format With Predetermined Spots
- spotlight on a professional member
- accomplishments of students publishing and presenting
  - "guess who" contest
  - letter from a program coordinator
- changes in the program
  - spotlight on faculty
  - calendar of events.

The content can professionally reflect a balance of both program and member interests.

- Use as an advertisement for your program.
- Send it to your alumni,
- Distribute copies to other departments

Widen Your Audience

Send to all of your alumni as an update of the program and what our students are doing.
Welcome from the CSI Faculty Advisor

As we transition into the new school year, I would like to formally welcome all returning and new counseling students! I would also like to take this opportunity to share information about Chi Sigma Iota (CSI), our profession’s international honor society.

CSI is the international honor society for students, professional counselors, and counselor educators. Being a member of CSI provides counselors-in-training and opportunity to identify with educators, and counselor practitioners, and gives students the opportunity to be involved with advocacy for professional counselors as well as their clients.

The mission of CSI is to promote scholarship, research, professionalism, leadership, and excellence in counseling, and to recognize high attainment in the pursuit of academic and clinical excellence in the profession of counseling. To be a member, students or graduates of counselor education programs must have completed at least one semester of full-time graduate coursework, have earned a grade point average of 3.5 or better (on a 4.0 scale), and be recommended for membership in CSI by the chapter. Individuals invited to membership by their chapter may complete the online membership application found at http://www.csi-net.org and notify the faculty advisor (Dr. Great Advisor; 330-999-3333; gadvisor@myu.edu), the chapter president (Wonderful Officer), or another officer when the application has been submitted.

The benefits of joining CSI include, but are not limited to, the following: developing a sense of professionalism, recognition as a member of an honor society, regular access to the CSI newsletter, an opportunity to be involved in leadership development within the counseling profession, an opportunity to attend annual conventions and workshops (sometimes at a reduced rate), a chance to build relationships with other members, an opportunity to win a variety of awards for research, service, and scholarship.

My University’s Your Chapter has also contributed to the community by providing workshops to the public, presentations, food drives for Sojourner House, donations to Catholic charities, and is genuinely making a difference in the lives of the populations we serve. In addition to striving for excellence in the counseling profession and fulfilling the role of an advocate, students ion CSI have the opportunity to network with other professionals, and develop collegial relationships that will last a lifetime. The memories and experiences of being a CSI member and officer will last forever.

At the time you should become eligible, I sincerely hope that you will consider becoming a member of CSI, your profession’s international honor society!
Create a Member Run Organization

Make your Chi Sigma Iota Chapter a Member Run Organization

Members can develop a annual plan that focuses on the needs of the members and creates opportunities to make meaningful contributions.

Develop a conference organized by state or area CSI chapters involving presentations from members only.

Have a social every term to increase membership and celebrate accomplishments.

Update web site information for easy access and to keep members informed.

Do service projects in the community.
Get Off Campus Members Involved

Get Members Who Are Off Campus Involved

ADVERTISE
in classes
during the
beginning
and ending
of each
term

Stress the
anticipated
level of
participation

Watch
CSI
GROW!

Make meetings fun and comfortable

Hold meetings on & off campus at various times so people can more easily attend.
Increase Membership

How to Increase Chi Sigma Iota Membership

- Promote benefits of joining via newsletters, invitations, and website.
- Use www.csi-net.org to explain what CSI is.
- Send invitations and applications to all students.
- Go to new student orientation and classes to promote CSI.
- Invite students to organized CSI events so they can experience the meaningfulness of the group.
- Have a welcome back party in the fall and invite new students.
- Members can visit each counseling class to discuss your chapter, benefits of membership, and projects during the year.
- Have a mentoring program where current members mentor newly admitted students in the program.
- Promote idea of time limited volunteerism, one event or service.

- Offer workshops that are free for members and a nominal fee for non-members.
- Develop opportunities for CEU's (e.g., workshops, etc.)
- Develop mentorship programs which give students and alums a reason to maintain membership or to join CSI.
- Chi-Sigma leaders invite students who are ready to apply for practicum and internship placement to a social which is attended by students who have just finished practicum and internship, as well as recent graduates and clinical supervisors.
- Write a letter of recognition to new nominees, inviting them to membership and bringing to their attention that this organization is the only Honor Society for Professional Counselors and Counselors in training.

Evaluate your system for inviting members

- What could be done to target people who are not joining?
- Who is being missed by not being invited to join?
- Each year, target the students who did not choose to join the previous year by re-sending them invitation letters.

- Hold monthly meetings.
- Host regular activities: monthly meetings at various times on and off campus.
- Hold events of interest to students and professionals in the community.
- Have all faculty members present on the benefits of CSI membership.
- Personal contact between members / chapter faculty advisor and students is essential.
- Sponsor an open meeting at someone's home and serve food.
I hope each of you have had a good semester, and have an enjoyable holiday season. For those of you who have just joined Chi Sigma Iota (CSI), I would like to welcome you into the --- chapter. This professional counseling organization is an international honor society for students, professional counselors, and counselor educators.

The mission of CSI is to promote scholarship, research, service, leadership, and excellence in counseling.

Although our chapter is only a year old, we have already achieved many goals such as ________________ [Mentoring new students, Meeting monthly, Presenting information on Chi Sigma Iota at ______, Assisting with __________, Assisting with ______, etc…]

This next semester we are planning to ________________ [sponsor a workshop on ____, sponsor a ______, etc…..]

There are a number of benefits to joining CSI, and several of the resources you can procure through membership include access to:

**Publications**

The CSI Exemplar is published three times per year plus special topic issues every other year. This flagship publication includes articles on a variety of topics of interest to all counselors.

**Grants**

Excellence grants are available to support chapter activities that promote counseling excellence. The grants provide seed money for projects that are undertaken to enhance the counseling profession. The application deadline for this year has already passed, but it is time to start thinking of projects that can help our organization next year. Excellence Grants are available to those conducting research related to one of the CSI themes taken from the Counseling Leadership Conferences available online (www.csi-net.org). The theme chosen for each year is given preference but any of the themes may be proposed in an application. If you have a research project, funding may be obtained.
Leadership Information—information is available on the Chi Sigma Iota website that includes Principles and Practices of Leadership Excellence as well as occasional papers by our scholars and leaders.

**Advocacy Information**

Advocacy is a primary theme in the counseling profession. Additional information about advocacy and how you can advocate for yourself and your clients can be found on the CSI website.

**CSI Day Access**

Chi Sigma Iota sponsors an annual leadership workshop at the ACA conference.

**Fellowships, Internships, & Awards**

Each year 10 fellows are selected based on leadership within the CSI chapter. These fellows and two interns receive recognition, leadership training, and financial support to attend CSI activities held in conjunction with the American Counseling Association Conference. In addition, chapters may nominate members for entry level, doctoral level, research, practitioner, supervisor, and distinguished leadership awards each year.

**Shopping**

For those of you who love to shop, check out the CSI Store. In addition, you may want to start thinking about ordering your graduation cords, stole, and/or medallion designating your membership in CSI and this professional chapter.

You can read more about professional membership benefits at [http://www.csi-net.org](http://www.csi-net.org)

Additional Items to include in this newsletter include information related to:

- Additional Events
- Initiation Information
Planning Initiations

Planning and Implementing Chi Sigma Iota Initiations

- Publicize
- Plan Ahead
- Organize a decorating committee
- Send personal membership invitation
- Have initiations every term

Bright Ideas!

- Serve appetizers
- Serve Brunch
- Have a picnic!
- Reserve your university club and serve a formal dinner

Formal or Informal

Officers plan activities which usually include light refreshments, time for networking, discussion of chapter accomplishments, next year's goals, a guest speaker, honor regalia and induction into the Society.
Increase Student Involvement

How to Increase Student Involvement In Chi Sigma Iota

• Have students help lead the organization
• Increase types of positions for students to hold
• Have committees where people can sign up for a small task, i.e.: editor and editorial board of online journal, coordinator of mentoring program, bulletin board manager
• Have each member of the chapter council set a goal of talking to one new program student each week about CSI and CSI opportunities
• Have chapter council members speak in program classes about CSI and CSI leadership opportunities
• Have each member of the chapter council invite and bring a new person to each meeting.
• Develop a conceptual plan that focuses on the needs of the members and creates opportunities to make meaningful contributions.

• Students can receive internship credit in professional development
• Bring events to campus
• Promote activities that focus on students
• Have interesting presentations
• Host regular activities
  • Have monthly meetings at various times on and off campus
  • Hold events of interest to members in the community

• Visit to classrooms
• Look for talents within students and invite them to the organization.
• Leaders can attend an emerging leader training workshop offered by ASGW (Association for the Specialist in Group Work).
• Teach students to delegate work to others.
• Have CSI officers come to orientation for new students, where they not only talk about the Chapter but also other valuable information about the program.
• Let the officers know that the chapter is theirs to run with advisor as a consultant.
• Develop a conference that is organized by area CSI chapters and involves presentations from only students.
• Invite students who are about to graduate to join the leadership team.
How to Raise Funds for Chi Sigma Iota

Provide workshops and training. These are one of the most profitable ways and can be one of the least time consuming to raise funds. CEU opportunities are important to many alumni members and the trainings can be open to the entire mental health professional community. The workshops can be provided for less cost than many other workshops and the CSI chapter still makes money.

Organized other events with known counseling authorities some of whom may be willing to speak pro-bono because they enjoy the students willingness to learn.

MONEY MAKING IDEAS

- Bake Sales
- Go into classes and sell pizza
- Reverse raffles and silent auction at conferences and initiations
- Get local businesses to donate things to raffle
- There are a number of pre-organized fundraisers with chapter profits generally being about 50% - e.g., candy fund raisers, selling candles, etc.
- See csi-net.org for more ideas.

Contact campus career services and to hold a 'career fair'. They may "donate" money to your chapter based on hours covered and # of CSI members at the fair.
New Year’s Resolutions…Add CSI to Your List

Welcome back to a fresh new start in 2006. As we all know, with every New Year, arrives New Year's resolutions. What is yours? Is it the same old one as last year? Are you struggling to come up with an idea? Did you break it already? Here is an idea…Let Chi Sigma Iota (CSI) help you to decide! When you receive your invitation to membership, we suggest that you add joining CSI to your list of things to do in 2006. No, it won’t help you lose that 10 pounds you gained eating holiday cookies or start that new workout routine. But, it will help you become a more active member in your profession, and will contribute to your professional development.

How do you become accept the invitation to membership in CSI? It’s simple. Follow the letter of invitation instructions and go to the CSI webpage, www.csi-net.org, and complete an online application. It will take you about 5 minutes to complete, less time than it took to gobble up the last few cookies and milk! If you are a student enrolled in a counselor education program leading to a graduate degree or professional credentialing courses of study in counseling, have completed at least one full academic term of counseling courses and maintained an overall G.P.A. of 3.5 or better then you are eligible to apply. If you are already a member or are interested in becoming more involved, consider running for a position or joining a committee. Here are 10 reasons why you should join CSI today!

- Network with peers and professionals with similar interests.
- Demonstrate a commitment to excellence in counseling.
- Participate in a diverse array of interesting activities.
- Participate in your profession on a local and national level.
- Engage in an opportunity to make a meaningful contribution to the counseling community.
- Participate in professional development opportunities (community service projects, presentation opportunities, research, etc…).
- Become an emerging leader in counseling.
- Seek empowerment through a student and member led organization.
- Demonstrate commitment to personal and professional growth.
- Become part of a legacy in counseling excellence.
Reasons to Join CSI

Networking!

Interesting Chapter Activities

Talk with peers & “pros” with experience and get answers to your questions!

Workshops!

Awards, Grants, Fellowships

Leadership Opportunities

Have a bulletin board that outlines accomplishments achieved by CSI.
Pass Down Chapter Legacy

Pass Down Chi Sigma Iota Chapter Legacy

Set goals at the beginning of the year & periodically review them to stay on task

Encourage willing and capable members

Make CSI fun and exciting to participate

Develop a leadership program where officers can give the officers-elect hands on training

teamwork
Getting Members Involved

How to Maintain Chi Sigma Iota Membership

Keep in Touch with Community Members

Have students develop a conceptual plan that focuses on the needs of the members and creates opportunities to make meaningful contributions.

Have a Quarterly Newsletter

Inviting members to help with small to large responsibilities and feel ownership for the chapter’s success.

• When memberships lapse, send out letters inviting people to re-join.
• Ask them to serve as guest speakers at functions and events.
• Ask current members to join on State/National presentations.

Have a CSI Bulletin Board

• outlines accomplishments
• announce fun monthly events
• announce service projects
• have interesting presentations
• host activities on and off campus and at various times.