



Facilitator Prep

Dec. 1, 2025



Agenda

- Schedules for reference
- Logistics: Curriculum
- Logistics: Tech
- Zoom tech and support
 - Basics & License emails
 - Tips and tricks
- Questions?



Schedule

- **Session 1**
 - PRIME: Mon. Dec. 15 – 1-5 pm ET
 - Academy: Tue. Dec. 16 – 1-5 pm ET
- **Session 2**
 - PRIME: Sun. Jan. 4 – 1-5 pm ET
 - Academy: Mon. Jan. 5 – 1-5 pm ET
- **Session 3**
 - PRIME: Wed. Jan. 7 – 4-8 pm ET
 - Academy: Thu. Jan. 8 – 4-8 pm ET



Schedules

PRIME Schedule

- 1:00-1:15: Welcome / Orientation
- 1:15-1:50: SG – Leading through Complexity
- 1:55-2:35: SG – Reviewing IFC SOPs
- 2:45-3:10: Key Practices for IFC Pres.
- 3:10-3:55: SG: Key Practices cont.
- 4:00-4:40: SG: Supporting Your Team
- 4:45-5:00 - Closing

Academy Schedule

- 1:00-1:25: Welcome / Framing our Perspective
- 1:30-2:15: *Content Track, Part 1*
- 2:20-2:35: IFC Peer Governance
- 2:40-3:25: *Content Track, Part 2*
- 3:30-3:50: IFC SOPs
- 3:55-4:45: *Content Track, Part 3*
- 4:50-5:00: Closing and Action Steps





THE SUMMIT OF IFC PRESIDENTS

SESSION 1: DECEMBER 13

TIME	PROGRAMMING	ZOOM LINK
1:00-1:15 p.m. ET / 10:00-10:15 a.m. PT	GENERAL SESSION/LARGE GROUP: Orientation and Welcome	Join Zoom
1:20-1:50 p.m. ET / 10:20-10:50 a.m. PT	SMALL GROUP: Leading Through Complexity	Group A: Join Zoom Group B: Join Zoom
1:50-2:00 p.m. ET / 10:50-11:00 a.m. PT	Break	
2:00-2:30 p.m. ET / 11:00-11:30 a.m. PT	SMALL GROUP: Reviewing IFC SOPs	Group A: Join Zoom Group B: Join Zoom
2:30-2:55 p.m. ET / 11:30-11:55 a.m. PT	GENERAL SESSION/LARGE GROUP: Key Practices for IFC Presidents	Join Zoom
2:55-3:00 p.m. ET / 11:55 a.m.-12:00 p.m. PT	Break	
3:00-3:45 p.m. ET / 12:00-12:45 p.m. PT	SMALL GROUP: Reflecting on the Key Practices for IFC Presidents	Group A: Join Zoom Group B: Join Zoom
3:45-3:50 p.m. ET / 12:45-12:50 p.m. PT	Break	
3:50-4:40 p.m. ET / 12:50-1:40 p.m. PT	SMALL GROUP: Supporting Your Team	Group A: Join Zoom Group B: Join Zoom
4:45-5:00 p.m. ET / 1:45-2:00 p.m. PT	GENERAL SESSION/LARGE GROUP: Closing and Wrap Up	Join Zoom





SESSION 1: DECEMBER 14

TIME	PROGRAMMING	ZOOM LINK
1:00-1:25 p.m. ET / 10:00-10:25 a.m. PT	LARGE GROUP: Welcome to IFC Academy, Framing our Perspective	Join Zoom
1:30-2:15 p.m. ET / 10:30-11:15 a.m. PT	OFFICER TRACK PART 1	
Accountability/Conduct - A: Join Zoom	Health/Safety/Wellness - A: Join Zoom	
Accountability/Conduct - B: Join Zoom	Health/Safety/Wellness - B: Join Zoom	
Advisor: Join Zoom	IFC President - A: Join Zoom	
Belonging & Inclusion: Join Zoom	IFC President - B: Join Zoom	
Finance: Join Zoom	Marketing & PR: Join Zoom	
	Recruitment/Growth: Join Zoom	
2:15-2:20 p.m. ET / 11:15-11:20 a.m. PT	Break	
2:20-2:40 p.m. ET / 11:20-11:40 a.m. PT	LARGE GROUP: IFC Peer Governance	Join Zoom
2:45-3:30 p.m. ET / 11:45 a.m. -12:30 p.m. PT	OFFICER TRACK PART 2	
Accountability/Conduct - A: Join Zoom	Health/Safety/Wellness - A: Join Zoom	
Accountability/Conduct - B: Join Zoom	Health/Safety/Wellness - B: Join Zoom	
Advisor: Join Zoom	IFC President - A: Join Zoom	
Belonging & Inclusion: Join Zoom	IFC President - B: Join Zoom	
Finance: Join Zoom	Marketing & PR: Join Zoom	
	Recruitment/Growth: Join Zoom	



Logistics: Curriculum

- All facilitators will be sent links to curriculum prior to your session
- PRIME has a workbook for attendees, which will be a fillable PDF – participants will need to download the file to their desktop/laptop, or they could go real old school and print it out
- IFC Academy has handouts which will be linked in a Google drive. These are also fillable PDFs – participants will need to download the files associated with their track
- If you find a mistake, it's ok, we're all human(ish). We ask that you notify NIC staff and we can help troubleshoot any files or issues





Evaluate your IFC's performance to establish a baseline so you fully understand the status of your Council. Follow the instructions provided by the facilitator and below to determine if your IFC is in alignment with the Standard Operating Procedures (SOPs).

LEVEL 1

Yes / No / Unsure

☐ ☐ ☐

IFC has in its bylaws criteria that only allows full membership to single-sex men's organizations that align with NIC Standards. (Governance)

☐ ☐ ☐

IFC has policies and practices aligned with the NIC's Responsible Growth and Interest Group Protocols that guarantee all students a path to IFC membership. (Membership Access)

☐ ☐ ☐

IFC pays its annual NIC dues. (Finance)

LEVEL 2

Yes / No / Unsure

☐ ☐ ☐

IFC has proper insurance coverage for its officers, advisors and volunteers. (Finance)

☐ ☐ ☐

IFC has a constitution and bylaws that is reviewed annually. (Governance)

☐ ☐ ☐

IFC adopts an open bidding policy that allows member fraternities to extend bids to interested men at any time. (Recruitment)

IFC SOP ALIGNMENT



CURRICULUM MAP

This map summarizes the IFC Academy experience. Add your notes here and use these pages as a guide to take home your most important lessons.

State of Fraternities

How is what you learned about the state of fraternities reflected on your campus?

IFC SOP Alignment

What are your five to seven stretch goals to improve performance?

1.

2.

3.



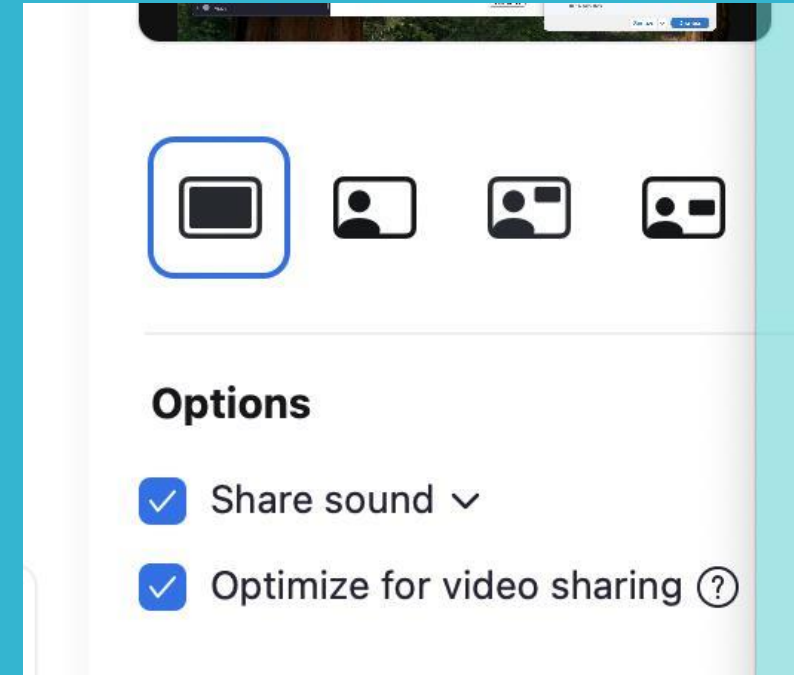
Logistics: Tech

- NIC will create Zoom rooms and be your IT support
- Please put your personal email (like Gmail) in the chat or Q&A - this is due to MFA licensing via Zoom (*if you're watching this later, please email todd.sullivan@nicfraternity.org*)
- Update your Zoom app at least two days before your session
- Your specific Zoom license will be sent approximately 24-48 hrs prior to your session
- Log in about 10 minutes prior to start of session to do any troubleshooting or ask any questions
- Zoom guide will be distributed for all attendees



Zoom Tech – Basics

- Camera and microphones on throughout
- Breakout rooms (size dependent)
- Polling (NIC will add, if applicable)
- Reactions in Zoom
- Sharing screen with video *and* sound
(*gotta click that box*)



Tips & Tricks from our Returners

- Facilitation tips (silence can be golden)
- Curriculum (keep everyone engaged)
- Tech (Zoom, screen sharing, etc.)



*Thank You &
Any Questions?*

