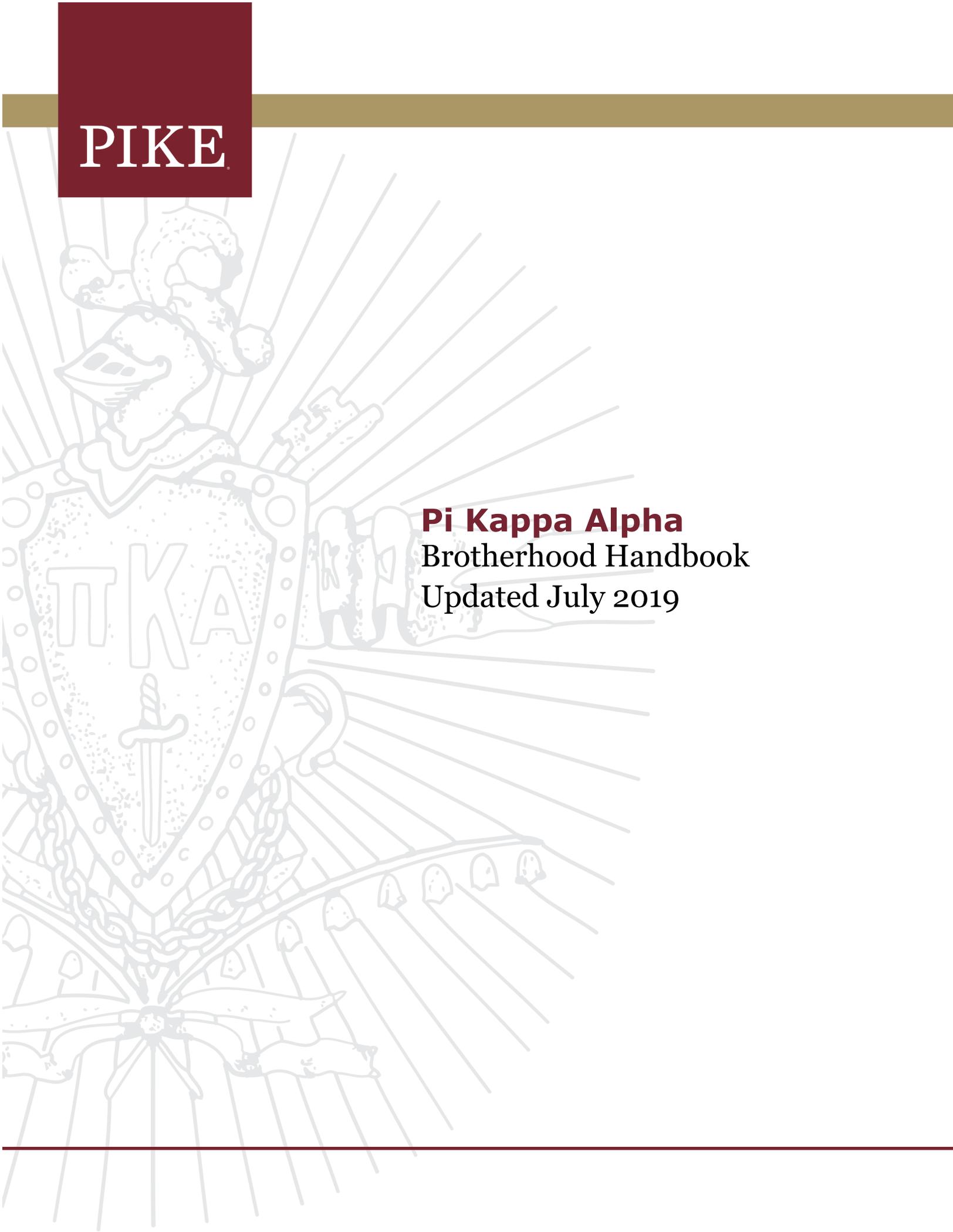


PIKE



Pi Kappa Alpha
Brotherhood Handbook
Updated July 2019

FOREWORD

The contents of this handbook are the result of a compilation of information from various chapters and various brothers affiliated with the Pi Kappa Alpha Fraternity for the use by any chapter which is interested in establishing or improving its programming.

It should be understood that each chapter is self-governing and solely responsible for its day-to-day, week-to-week and month-to-month operation and nothing herein is intended as or should be deemed as supervision, direction, monitoring, oversight or as an effort to control the local chapter by the Pi Kappa Alpha Fraternity, which is a fraternal affiliation of over 220 chapters, over 15,000 active undergraduate members and over 300,000 alumni and several nonprofit corporations, including, but not limited to Oak Service Corporation, a Tennessee nonprofit corporation which serves as a clearinghouse and an administrator for purposes of organizing meetings and conventions, publishing fraternal publications and performing other functions for the entire Fraternity.

This handbook is an educational guideline only which contains suggestions and recommendations developed by various chapters which were able to develop successful programs. It is published and available to any chapter through the clearinghouse in Memphis as a form of brotherly advice for whatever use one wants to make of it.

All ideas herein are optional, and nothing is mandatory. Participation is by the voluntary choice of each chapter and each member with the understanding that one generally gets out of something what one is willing to put into it. Thus, any language contained herein which could possibly be construed as “mandatory” such as “do this” or “do that” is only in the form of a recommendation that if one wishes to get the most benefit out of using the suggestions in the handbook, then the suggestions can be utilized with the understanding that any handbook is, at most, a guide and that the users should substitute their own experience and judgment to use, adapt or modify the suggestions and recommendations contained herein. In other words, the handbook is a guide from which the users can use to establish, improve or build their own programs, using their own knowledge, common sense, ideas and experience and to assist the users from time to time as a reference for ideas and suggestions. In turn, each chapter is encouraged to share good ideas with other chapters by advising the administrative clearinghouse for possible inclusion in future publications.

TABLE OF CONTENTS

Overview of Handbook.....	4
Understand Your Position	5
Create the Plan for Your Position.....	6
Organize the Committee	6
Event Captain.....	8
Sample Weekly Committee Member Report	9
Set the Goals for your Position	10
Set the Budget for your Position	10
Sample Committee Request Form	12
Plan the Event Schedule for the Year	13
Identify and Plan Brotherhood Events.....	13
Execute the Plan for Your Position.....	15
Organize and Hold Brotherhood Events.....	15
Enhance the Plan for Your Position	16
Review of the Program	16
Ensure a Successful Transition for your Successor.....	16
Event Summary.....	17
Contacts	18
Notes to Successor.....	19
Frequently Asked Questions	20

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Overview of Handbook

It is important to follow a few recommendations when reading through this handbook. The first recommendation is to think of this handbook as a guide while you are brotherhood chairman. This handbook is laid out in a fashion so that as you progress through the year, you will then advance to the next segment of the handbook. However, you do not have to read this handbook sequentially just because of that. If you only want a certain aspect of the handbook for reference, simply skip ahead to that part of the book. Also, you do not have to do everything exactly as this handbook states, but this handbook outlines some of the best practices being used today. Again, this handbook is simply a reference tool, so use it as such. If anything in this handbook does not sound familiar to you, some reevaluation and changing of processes may be in order, which leads to the next recommendation.

Do not let unfamiliarity or tradition keep you from implementing the ideas in this handbook. It is very easy to go through and simply read this handbook for general knowledge and understanding of the position. Unfortunately, things will not change or get better in your chapter unless you take action. In order to get the most out of this handbook and to make the greatest impact on your chapter, it is recommended to take the ideas in this handbook and put them into action. By taking action, you will get the most out of your position, which leads to the final recommendation.

Enjoy your position! No matter what reason you had for taking this position, make sure you fulfill your duties to the best of your ability. Much like the undergraduate fraternal experience, your tenure in this position will be very brief so do your best to make a positive impact and better the overall chapter. If you work your hardest to ensure this happens, you will truly have a rewarding undergraduate fraternal experience. Good luck!

Understand your Position

Purpose of Brotherhood

The purpose of brotherhood is to build camaraderie and social interaction amongst chapter members to develop lifelong friendships.

Job Description

As the brotherhood chairman, you are the primary coordinator of events that are meant to build camaraderie and social interaction amongst chapter members.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Goals

- ◆ Ensure that every chapter member is eager and able to participate in events in order to build camaraderie and social interaction within the chapter.

Weekly Tasks

- ◆ Hold weekly brotherhood committee meetings
- ◆ Attend and give a report at weekly committee chair and chapter meetings
- ◆ Work to fulfill goals related to brotherhood
- ◆ Manage the brotherhood budget

Monthly Tasks

- ◆ Organize and hold brotherhood events at least once per month
- ◆ Continually document attendance at each brotherhood event

Semester Tasks

- ◆ Structure and organize a brotherhood committee
- ◆ Set goals related to brotherhood
- ◆ Set the brotherhood budget
- ◆ Create and maintain a uniform brotherhood handbook including guidelines, ideas, and suggestions for future brotherhood chairman
- ◆ Assist in the completion and submission of a Year End Summary

Completion of Position

- ◆ Review position with the new brotherhood chairman and provide a written note to successor and any other materials that were developed during your tenure as brotherhood chairman including a uniform brotherhood handbook with guidelines, ideas, and suggestions for future brotherhood chairman

Create the Plan for Your Position

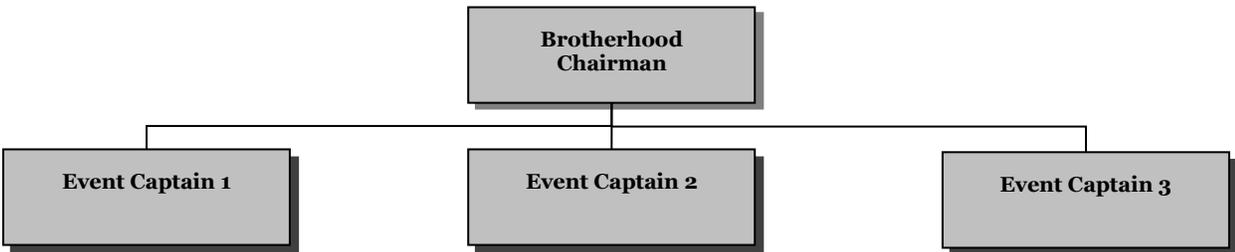
Organize the Committee

In order to more effectively accomplish your duties as the brotherhood chairman, it is important to form a brotherhood committee. The steps involved with forming your committee are: (1) determining who is interested in being involved with the committee and (2) which positions each person should hold in the committee.

Depending on your chapter's size, you may or may not decide to implement a committee structure. If you want to implement a committee system, it is important that you recruit and appoint the best members for the positions. You can begin by asking the membership during a chapter meeting who is interested in serving on the brotherhood committee, and then taking down the names of those members. You could also send a message via email, Facebook, GroupMe, etc. to the membership soliciting interest in joining the committee.

The first step to forming the brotherhood committee is determining who wants to be involved with the committee. In order to get the best response for involvement, you want to engage the chapter membership through numerous avenues, typically via electronic communication such as e-mail or Facebook as well as in person during the chapter meeting or a separate meeting. Prior to sending out communication asking for help from chapter members, you want to make sure you have a way to meet with all of those interested and delegate responsibilities, typically through a meeting on campus or in the chapter house (if applicable). Once the meeting location is finalized, you simply want to engage the chapter by telling those who are interested about the meeting time and location. Ask for chapter members to hold up their hands if interested when in chapter and to respond if sent out over e-mail. This is to ensure you have interest from the members since otherwise you will have to appoint and ask certain members to help with the committee. Once you have verified involvement from chapter members and informed them of the meeting, you may now determine the best method to delegate responsibility within the committee.

The purpose of the meeting with the chapter members who will be involved is to give each person a role, a goal, and a title since this will be the best way to engage each person. Prior to holding the meeting, you want to ensure you have a good understanding of the way you will delegate responsibilities. After receiving initial interest responses from or identifying certain chapter members, you will now have a good idea of how many people will be involved with the committee. Depending on the number of people involved, the brotherhood committee is typically composed of many undergraduate members.



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The number of undergraduate members will vary depending on the number of brotherhood events you choose to have. A brief job description for these positions is listed below along with a full-page overview for these positions which can be given to each member of the committee and can be found starting on the next page in this handbook.

Event Captain(s) – the primary organizers of the various brotherhood events. There should be an event captain for each brotherhood event.

These are typically the positions involved with the brotherhood committee. However, if you are unable to identify enough chapter members to be involved with the committee and oversee each event, it is recommended to work to combine the outlined positions so that every event will have oversight and be successful. For example, if you only have five chapter members involved for ten events, you can then combine the responsibilities of two events to each individual in the committee. Also, if you can identify more than enough chapter members to be involved with the committee, you may work to add positions so that you are not turning away help. For example, if you have twelve chapter members involved, you can give each person oversight of an event and add more positions such as another event captain for each big event you have to ensure these bigger events are successful. As you can see, the committee structure is very flexible and primarily used to ensure all the responsibilities associated with the brotherhood program are completed. If you ensure that all responsibilities are accomplished and you are effectively engaging more chapter members, the brotherhood committee and program will be successful.

Once you have created the brotherhood committee, you will want to be continually updated on progress with tasks that the committee members are charged with, so it is recommended to hold weekly brotherhood committee meetings. During these meetings it is important to allow every person in the committee (or at least those who are relevant to those events at that time of the year) to detail what it is they have done in the past week, what they failed to do in the past week, and anything that they plan to do or major events that are taking place in the near future. It may even be helpful to utilize and expect a report from each committee member, like the one outlined on page 9. These meetings should not take long but it is a simple way to help ensure all necessary work is completed while also effectively delegating responsibilities.

Event Captain

Job Description

As an event captain, you are the primary organizer of a specific brotherhood event. There should be an event captain for each brotherhood event.

***** The following lists are examples and are not intended to be exhaustive or exclude other responsibilities as determined by the chapter. *****

Responsibilities/Duties

- ◆ Scheduling and organizing brotherhood event
- ◆ Budgeting for the costs of event
- ◆ Notifying membership of event

Goals

- ◆ Complete scheduling and organizing of event at least two weeks prior to the event
- ◆ Notify membership of event at least one week prior to the event
- ◆ Document attendance at event

Weekly Tasks

- ◆ Continually maintain the budget for the event
- ◆ Continually evaluate options for holding the brotherhood event

Semester/Quarter Tasks

- ◆ Schedule and organize one brotherhood event
- ◆ Notify membership of event in order to increase attendance
- ◆ Document attendance at event

Completion of Position

- ◆ Review position with the brotherhood chairman and return at least a written note to successor and any other materials that were developed during your tenure as event captain for future use

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

Sample Weekly Committee Member Report

Please provide a 2-3 sentence answer for each question.

What have you done in the past week?

What have you failed to do in the past week?

What do you plan to do in the upcoming week?

What other events take place soon?

Do your events/activities cost any money?

(PLEASE REMOVE AND PROVIDE TO APPOINTED CHAPTER MEMBER)

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Set the Goals for Your Position

Once you have the committee formed, the next responsibility as the brotherhood chairman is to determine and set the goals for your position. When setting goals for any position, you should always determine the metric that you can use to appropriately determine success or failure with your work. Since the objective as brotherhood chairman is to ensure that every chapter member is eager and able to participate in events in order to build camaraderie and social interaction within the chapter, you must determine metrics that will allow you to determine success or failure when your position is complete in addition to giving status updates while performing the duties as brotherhood chairman. With that being said, you want to determine how you can best judge whether you are accomplishing this objective.

You can easily assume that providing at least one opportunity per month for most members to participate in brotherhood events is a good determinant of the status of accomplishing this objective. If you are able to identify different activities or events to organize the membership involvement around, you should be able to accomplish this task.

This leaves you with your goal for the brotherhood chairman position and allows you to easily get a weekly update on how the chapter is performing with the brotherhood program so that you may make changes or corrections if necessary. You should take note of this goal that you have now set and continually revisit it on a weekly basis. Again, the goal you have set is:

- ◆ Organize and hold at least one brotherhood event per month

Now that you have set the goals for your position, you can now set the overall financial goal so that you may successfully accomplish the goals for brotherhood.

Set the Budget for Your Position

When setting the budget for brotherhood, you must take into consideration all the possible expenses that may be incurred during the program and then work with the treasurer to allocate the correct amount of the budget to brotherhood. You can first begin to think of all the expenses that will be incurred during the program.

After reviewing the expenses of brotherhood, you can determine that most of the expenses will be incurred primarily if you need to purchase any materials for the event(s). However, there are quite a few brotherhood events that should give you the ability to pass on expenses to members or not incur any expenses. Nonetheless, depending on the number of brotherhood events you hold, the list of expenses can then look something like this:

- ◆ Paintball
- ◆ Super bowl
- ◆ Poker tournament
- ◆ River float trip

Once you have determined what the expenses will be, you can then begin to work with the treasurer to ensure the correct amount is allocated to the brotherhood budget. The best way to go about working with the treasurer is to submit this information with the approximate corresponding amounts into the treasurer on the committee budget request form. This form can be found online at www.pikes.org in the financial documents of the officer resources. It would be beneficial to practice working with this document to make sure you fully understand how it works before developing your brotherhood budget

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with the document. After entering this information, the document you submit to the treasurer should look something like the table listed below:

ΩΩ Chapter of The Pi Kappa Alpha International Fraternity		
Brotherhood		
Budget Request Form		
Event/Activity (see detail pages for more)	Amount	
Paintball	\$	500
Super Bowl	\$	200
Poker tournament	\$	100
River Float Trip	\$	1,000
Total Budget Request	\$	1,800

Once you have submitted this document, after approximately a week the treasurer should have a fully developed budget and the amount you requested should be fulfilled. If there are any discrepancies, make sure to work with the treasurer to resolve any issues. The budget is now set to enable you to accomplish the goals set for brotherhood. You are now able to move on to planning the tentative brotherhood schedule for the year.

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Sample Committee Request Form

<Chapter Name> Chapter of The Pi Kappa Alpha International Fraternity

<Insert Committee Name>

Line Item Details with Monthly Breakdown

Event/Activity	Line Item Details	Total Cost	Jan	Feb	Mar	Apr	May	Jun
<Activity 1>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 2>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 3>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 4>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 5>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 6>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 7>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						
<Activity 8>		\$ -						
		\$ -						
		\$ -						
		\$ -						
		\$ -						
Event/Activity Totals		\$ -						

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Plan the Event Schedule for the Year

Planning the event schedule for your tenure as brotherhood chairman should be simple. There is a minimum of one brotherhood event per month that you should plan to fit into the chapter calendar. This means that one brotherhood event per month should be included on the chapter calendar, but all the other chapter events on the calendar take precedence over holding any more brotherhood events than one per month. The reason for this is that you want the men in the chapter to enjoy the other aspects of the fraternity to have a complete fraternal experience.

Since you only must plan for one brotherhood event per month, you should first work to identify the length of time that each event will last. Each brotherhood event can vary from a few hours for something such as watching a sport together to a day or more for something such as camping. It is important to research each event and develop a tentative timeframe for each event.

Once you have finalized how long each brotherhood event will last, you can then choose when each event will take place. This is a fairly simple process and it should be completed during the chapter goal-setting retreat and/or executive council retreat, well in advance of the actual event. If it has not already been planned, pick the appropriate dates and times when there are not many other events or commitments by chapter members. If the event has been identified far enough in advance, there should be plenty of time to properly plan and execute the event.

Again, it is not necessary to hold more brotherhood events after you have held one for the month. If you do choose to hold more brotherhood events though, you can go through a similar process when planning the other events.

Identify and Plan Brotherhood Events

In order to accommodate a chapter's brotherhood needs, you should identify what types of events would bring the membership closer, whether through teamwork, quality time, or good conversations. An effective way to accomplish this is creating a survey with 10-20 possible event ideas listed. Next to each event, there can be three columns – interested, somewhat interested, not interested. Sending out a survey like this at the beginning of every term will give you a better idea of what events the chapter would be receptive to. Please see below several brotherhood options that have been successful at other chapters:

Identify – Possibilities for Brotherhood events

- Brotherhood Weekend/Retreat
- Paintball
- Bowling
- Movie Night
- Laser Tag
- Sport Tailgates
- Game Console Competitions
- Fireside Chats
- Ropes Course
- Poker Tournament
- Euchre Tournament
- Serenade Sororities
- Chapter Dinners

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- Golf Outing
- Intramural Games
- Rent out campus Recreational Facility
- Camping Weekend

Okay, you now have the most popular brotherhood events picked out for the following term. The effectiveness of any successful event begins with the foundation; otherwise coined as planning. Now, much like the survey, you can create a document that will help you be consistent. Typically, the most successful practice is to construct an event checklist. A well thought out checklist will ensure that your fool-proof way to plan an event will be repeated for many years to come. This greatly increases the continuity of quality events and prevents your successor from reinventing the wheel.

Planning – Be Proactive

- Create an Event Checklist
 - Pre-Event
 - Scheduling / Agenda
 - Constructing Budget / Materials Needed / Transportation Needed
 - Send Invitations / Confirm Attendees
 - Secure Venue / Event Theme
 - During Event
 - Pick-Up Team for materials, food, beverages, etc.
 - Event Monitors
 - Post-Event
 - Clean-Up
 - Record Successes/Failures

Execute the Plan for Your Position

Organize and Hold Brotherhood Events

Having the occasional brotherhood event can dramatically increase the morale of any chapter, especially when it's a well-planned occasion. Please see below for a step-by-step process of how to successfully organize and hold a brotherhood event:

1. Select the type of event
 - a. Retreat, Tournament, Movie Night, etc.
2. Select a date for your event
3. Develop an event checklist
4. Recruit committee
 - a. Do you need a committee? If so, recruit members to be part of your committee.
5. Confirm budget
 - a. Meet with the treasurer and confirm the budget needed for the brotherhood event.
 - b. Some items you may be purchasing include: t-shirts, water, snacks, tickets, etc.
6. Encourage participation
 - a. Announce the event to all brothers at chapter meeting and at the chapter goal-setting retreat
 - b. Circulate a sign-up sheet
 - c. Speak with brothers one-on-one in person
7. Host successful event and have all pre-registered brothers in attendance
8. Clean-up event after it is complete
9. Complete event evaluation with committee, external cabinet, and chapter members.

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Enhance the Plan for Your Position

Review of the Program

Once your tenure as brotherhood chairman has been completed for the year, it is important to get feedback from your committee and any other member of the chapter that may be able to help better the brotherhood programming. This may be accomplished by numerous different methods.

It is important to get input from the brotherhood committee since they were involved with the process. Hold a meeting with the committee like normal and ask for feedback from the men. Also, announce in chapter meeting and over e-mail to the general membership that you would like to receive feedback about the brotherhood programming. You can communicate to the chapter members that they may submit recommendations through e-mail or on paper in person.

It may be beneficial during all discussions with members to list out discussion points of the brotherhood programming such as specific events and any retreats held to ensure that feedback is constructive and on point. Make sure that all feedback is captured and documented so that it may be added to the brotherhood documentation and the programming may be improved in the future.

Ensure a Successful Transition for your Successor

It is vital to the performance of your chapter that there is some transfer of knowledge to the next brotherhood chairman when your tenure is complete. This knowledge should be communicated in person and in writing through physical documentation.

The purpose of the physical documentation is to ensure that information is available for the new brotherhood chairman to easily reference during his tenure in the position. Documentation to include would be anything that could help your successor including but not limited to the brotherhood chairman handbook, agendas for committee meetings, brotherhood event planning and execution materials, documentation of previous brotherhood issues, slideshows, e-mail correspondence, notes to successor, etc. Ensure that every event that is completed with the position has an accompanying event summary as well. This includes all committee meetings, any brotherhood documents, brotherhood event planning and execution materials, pictures of brotherhood activities, etc. Any activity that you organized and completed during your tenure as brotherhood chairman should have an accompanying event summary. A sample event summary can be found on page 18 of this handbook. A sample contact list can be found on page 19 of this handbook. A sample notes to successor can be found on page 20 of this handbook. Again, the physical documentation pertains to anything that would help your successor transition more easily into his new position, so please ensure the physical documentation is organized.

Once the physical documentation is compiled, then you will be able to sit down with your successor to have a transition meeting. During this meeting, you want to make sure to describe the overall position (including the purpose of the position, the goals, weekly tasks, semester/quarter tasks, successes and failures, recommendations) and detail the physical documentation. Communicate anything to your successor that will be helpful and may be difficult to understand in the physical documentation. It is beneficial to review the goals that you set as brotherhood chairman, to help the new brotherhood chairman set goals, and to discuss any points that may be of difficulty during his tenure or that affected you while holding the position. Taking notes during this meeting will ensure that everyone is aware of what was discussed on the development of brotherhood programming.

You will ensure a successful transition for your successor if you are able to transfer physical documentation and conduct an in-person transition meeting. By ensuring proper transfer of knowledge takes place, the chapter will be able to continually develop better performing brotherhood programming.

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Event Summary

Date _____

Event _____

Committee and Chairman _____

Date and Time of Event _____

Description _____

Steps in Planning _____

Needed Supplies, Cost, Attendance, etc., _____

Persons to Contact, Addresses, Phone Numbers _____

Suggestions for Improvement _____

Your Name _____

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Contacts

Phone _____

Name _____

Organization _____

Address _____

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Frequently Asked Questions

Can we have a brotherhood event without alcohol?

Yes, often the most memorable and enjoyable events do not contain alcohol. In fact, alcohol usually complicates the purpose of brotherhood events

Should the brotherhood event involve the whole chapter?

If possible, then yes. However, smaller and more spontaneous events can be very effective.

What is Brotherhood?

Brotherhood is generally associated with how strong friendships are between the active membership. Brotherhood events are intended to bring a chapter closer together.

How does a chapter improve brotherhood?

Brotherhood, in nature, is a very intangible concept and organizing events so that members can spend more time together doesn't always do the trick. It certainly helps, but everyone will have their differences. Best practices to recovering from conflicts or dichotomies include uniting everyone under the same vision and direction of the chapter.

Should there be a few large events or many smaller ones?

You can have both. The larger events may cost more money and therefore leave none left in the budget; but a small brotherhood event can include lock-ins, fireside chats, movie night, etc. – all of which virtually cost no money.