



# 2023-2024 Calendar Planning Guide



Revised March 2023



# 2023-2024 Calendar Planning Guide

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# General Considerations

## VP: PROGRAMMING

- Distributes this resource to all chapter management team (CMT) officers.
- Distributes a copy of chapter goals to CMT officers.
- Leads the calendar planning meeting.
- Reviews all Anchorbase calendar entries and certifies that the calendar is complete and ready for Regional Collegiate Specialist (RCS), Council Appointed Coordinator (CAC) and/or New Chapter Coordinator (NCC) review.
- Notifies advisory team chairman (ATC) or programming adviser that the calendar is complete and ready for the ATC or programming adviser to review and certify.
  - RCS/CAC/NCC will not review the calendar until both vp: programming and the ATC or programming adviser have completed their respective certifications.

## ALL CMT OFFICERS

- Each CMT officer is responsible for providing suggested event dates during the calendar planning meeting.
- Each CMT officer is responsible for adding her respective events into Anchorbase.

## ATC/PROGRAMMING ADVISER

- Attends the calendar planning meeting.
- Reviews all Anchorbase calendar entries and certifies that the calendar is complete and ready for RCS/CAC/NCC review.

## PRE-PLANNING CONSIDERATIONS

- Consider writing the purpose or chapter goal next to each event on the calendar during the calendar planning process. **Use the space below to note your chapter's goals for the current year.**
  - This ensures events are aligned with the purpose and chapter goals can be achieved. Announce the purpose/goal to the chapter at the beginning of the event.
- Be mindful of holidays and special events for different religions and cultures. Do not schedule anchored events on these dates.
- Try to avoid scheduling anchored events on weekends to enable members to tend to family, academic or job-related responsibilities.
- Work to schedule no more than one anchored event per week, except during weeks with recruitment or Inspiration and Initiation.
- Try to schedule anchored events (programming or activity) on the same night as chapter meetings.
  - Some events, such as Founders Day or a required Panhellenic event are often moved to a different day from the regular meeting night to accommodate a program or allow more time for the event. Consult the Multi-Purpose Programming Resource for ideas on how to maximize members' time. Avoid scheduling events on weekends.
- If an event is moved to a day other than the normal day you meet for chapter meeting, then there is no need for a programming/activity event or business meeting on your normal meeting day.
  - Short announcements may be made before the weekly anchored event and information may be distributed electronically.

- DG Dialogues (available in the Delta Gamma library) or other programming events should take place during chapter meeting, not after.
  - When scheduling DG Dialogue events or other programming, schedule during chapter meeting. Keep announcements and officer updates to less than 15 minutes so the focus of the meeting is on the programming as opposed to chapter business. Chapter business and announcements should take place after the DG Dialogue or programming event.

## GOAL SETTING

Use this space to write down your chapter's current goals. Submit your chapter goals and action plans April 1 on Anchorbase for your RCS/CAC/NCC to review. Chapter goals, programming and events should always help us live out the purpose of Delta Gamma. This purpose is stated in

### **Article II of the Delta Gamma Constitution:**

*"The objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character."*

## CALENDAR DUE DATES

Fall semester/quarter calendars are due **April 1**.

Spring semester/winter quarter calendars are due **November 1**.

Spring quarter calendars are due **March 1**.

Quarter schools may choose to submit their winter quarter and spring quarter calendars together. If submitted together, both calendars are due November 1.

**All information must be submitted into Anchorbase, with the vp: programming and ATC certifications completed, on or before the date noted above.**

For fall term, if an event is required and is to be held in the winter/spring, you can (a) enter the winter/spring date if you already know it or (b) enter 1/1/2024 as a placeholder and update the date during calendar planning in the fall, prior to submission of your winter/spring calendar.

# Officer Events and Tasks

## PRESIDENT

**1. CMT Meetings:** Decide what day your CMT will meet. CMT should meet weekly to discuss chapter/campus trends. You will only need to enter the CMT meeting day and time.

CMT Meeting Day and Time: \_\_\_\_\_

This is for the academic year—if it changes (e.g., during the term or at the start of a new term), you will need to go back and update this recurring meeting. There may be circumstances where CMT is scheduled to meet on a holiday or other day where meeting is not feasible. Your Anchorbase calendar will not reflect this, but please communicate whether the meeting is canceled or rescheduled with your adviser.

*Note: CMT meetings may be held virtually.*

**2. Joint CMT/Director Meetings:** Joint CMT/Director meetings should occur monthly. This occurs in conjunction with the CMT Meetings, not in addition to the CMT meeting. Work with your ATC to coordinate advisory team meetings with Joint CMT meetings. Consider overlapping the meeting time with all officers and advisers.

Joint CMT/Director Meeting #1: \_\_\_\_\_

Joint CMT/Director Meeting #2: \_\_\_\_\_

Joint CMT/Director Meeting #3: \_\_\_\_\_

Joint CMT/Director Meeting #4: \_\_\_\_\_

Joint CMT/Director Meeting #5: \_\_\_\_\_

Joint CMT/Director Meeting #6: \_\_\_\_\_

Joint CMT/Director Meeting #7: \_\_\_\_\_

Joint CMT/Director Meeting #8: \_\_\_\_\_

Joint CMT/Director Meeting #9: \_\_\_\_\_

Joint CMT/Director Meeting #10: \_\_\_\_\_

*Note: JCMT meetings may be held virtually.*

**3. Slating, Elections, and Transitions (SET):** Refer to the Changing of the Tides Handbook in the library for the required events and timeline for when they should occur. Please note many election events are done electronically. Some SET tasks will auto-populate.

*\*\*Before you begin entering SET dates, check your chapter Bylaws and Standing Rules (BLSR). What date does your BLSR designate for Elections? Work backwards from there.*

Date to Elect Sophomore and Junior Nominating Committee Members-at-large. (This should occur during a formal or business meeting.) \_\_\_\_\_

Date of Optional Leadership Skills and Responsibility Party for candidates or chapter: \_\_\_\_\_

Date of Nominating Committee to slate CMT: \_\_\_\_\_

Date of Elections (defined by your BLSR, and should occur at formal meeting):

---

Date Nominating Committee meets to appoint directors: \_\_\_\_\_

Date of Formal Transition Workshop (five hours minimum, excluding calendar planning):

---

Date of Officer Installation (should occur during a formal or business meeting):

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**4. Article II Assessment and Goals - Steps 3 and 4:** Refer to the Article II Chapter Goal Setting guide in the Delta Gamma library for more information.

Step 1: Optional

Step 2: Responsibility of the vp: programming

Step 3: CMT sets chapter goals and watchword for the year.

Date: \_\_\_\_\_

*Tip: Include this with Formal Officer Transition Workshop to achieve multi-purpose programming.*

Step 4: CMT shares chapter goals, watchword and action plan to meet goals with the chapter during a formal or business meeting.

Date: \_\_\_\_\_

*Tip: Schedule this at the first formal or business meeting after the Formal Officer Transition Workshop.*

## VP: SOCIAL STANDARDS

**1. Honor Board Meetings:** Decide what day your Honor Board will meet. Honor Board should meet weekly. You will only need to enter the Honor Board meeting day and time.

Day and Time: \_\_\_\_\_

This is for the academic year—If it changes (e.g., during the term or at the start of a new term), you will need to go back and update this recurring meeting. There may be circumstances where Honor Board is scheduled to meet on a holiday or other day where meeting is not feasible. Your Anchorbase calendar will not reflect this, but please communicate whether the meeting is canceled or rescheduled with your adviser.

*Note: Honor Board meetings may be held virtually.*

**2. Social Events with Alcohol:** Social events are to be planned according to the Social Event Planning Guide in the library. These are optional events and may not be required (anchored).

Social Events with Alcohol may not occur:

- 24 hours prior to Initiation and Inspiration (I&I), or 24 hours after the Inspiration and Initiation ceremonies and celebration.
- 24 hours prior to, or 24 hours after any fundraising or Foundation event.
- 24 hours after Big/Little Sister Reveal.

	<b>Term</b> (F/W/S)	<b>Date</b>	<b>Details</b> (e.g., time, name, location)	<b>Is I&amp;I or a Foundation fundraiser scheduled less than 24 hours before or after the social event?</b>
Social Event with Alcohol (1)				
Social Event with Alcohol (2)				
Social Event with Alcohol (3)				
Social Event with Alcohol (4)				
Social Event with Alcohol (5)				
Social Event with Alcohol (6)				
Social Event with Alcohol (7)				
Social Event with Alcohol (8)				
Social Event with Alcohol (9)				
Social Event with Alcohol (10)				

Social Event with Alcohol (11)				
Social Event with Alcohol (12)				
Social Event with Alcohol (13)				
Social Event with Alcohol (14)				
Social Event with Alcohol (15)				
Social Event with Alcohol (16)				
Social Event with Alcohol (17)				
Social Event with Alcohol (18)				
Social Event with Alcohol (19)				
Social Event with Alcohol (20)				

**4. Social Events without Alcohol:** Social events without alcohol are to be planned according to the Social Event Planning Guide in the library. An Event Guideline must be completed for social events without alcohol when applicable. Event Guidelines for events without alcohol are reviewed and approved by the ATC.

*Tip: Try to schedule social events at a 1:1 ratio. Also have as many, if not more, social events without alcohol as with alcohol for a balanced calendar. Consider scheduling some of these as virtual events.*

	Term (F/W/S)	Date	Details (e.g., time, name, location)
Social Event without Alcohol (1)			
Social Event without Alcohol (2)			
Social Event without Alcohol (3)			
Social Event without Alcohol (4)			
Social Event without Alcohol (5)			
Social Event without Alcohol (6)			



Social Event without Alcohol (7)			
Social Event without Alcohol (8)			
Social Event without Alcohol (9)			
Social Event without Alcohol (10)			
Social Event without Alcohol (11)			
Social Event without Alcohol (12)			
Social Event without Alcohol (13)			
Social Event without Alcohol (14)			
Social Event without Alcohol (15)			
Social Event without Alcohol (16)			
Social Event without Alcohol (17)			
Social Event without Alcohol (18)			
Social Event without Alcohol (19)			
Social Event without Alcohol (20)			

**For ALL Social Events (with or without alcohol):**

- Social event dates, times, and details may change. Please be sure to update your calendar in Anchorbase with all changes. You **do not** need approval by your RCS/CAC/NCC for these changes.
- Social events must comply with any applicable local, university, and Fraternity guidelines.

## VP: FINANCE

### 1. Vote to Approve Budget

Date of Vote to Approve the Budget: \_\_\_\_\_

This item should be scheduled during a **business meeting** toward the end of spring term. The Vote to Approve the Budget should not occur until the Regional Finance Specialist (RFS) approves the budget. The Vote to Approve Budget should occur within two weeks of receiving RFS approval, and budget materials must be presented and shared with the chapter prior to the vote occurring (minimum of seven days between presentation of the budget and the budget vote). Consider scheduling with other votes (e.g., BLSRs and Calendar) to achieve multi-purpose programming.

### 2. Annual House Corporation Meeting

Do you have a chapter facility run by a local house corporation? ☐ Yes ☐ No

If you are a chapter with a chapter facility managed by a local house corporation, called Fraternity Housing Corporation (FHC), the Annual House Corporation Meeting should be scheduled in conjunction with another event such as Founders Day, anniversary celebration or collumnae event. Consult with your house corporation board president to obtain/confirm date.

Date of Annual House Corporation Meeting: \_\_\_\_\_

*Note: Fraternity Management Corporation (FMC) and Limited Liability Corporation (LLC) Chapters do not have a house corporation; therefore, an annual meeting is not required.*

## **VP: COMMUNICATIONS**

### **1. Vote to Approve Bylaws & Standing Rules (BLSRs)**

Date of Vote to Approve BLSR: [type here] \_\_\_\_\_

This item should be scheduled during a business meeting toward the end of spring term. The vote to approve the BLSR should not occur until the RCS/CAC/NCC approves the BLSR. To avoid re-scheduling, consider scheduling during the last meeting of Spring term. Consider scheduling with other votes (e.g., Budget and Calendar) to achieve multi-purpose programming.

## VP: PROGRAMMING

Note: Some programming tasks may need to be or optionally can be held virtually. Review the Virtual Programming Guide in the library.

**1. Academic Calendar Dates & Key University Events:** These dates should be kept in mind when planning your chapter calendar. They will also be utilized to assist with Collegiate Development Consultant (CDC) scheduling.

Classes Begin (Fall): \_\_\_\_\_

Classes Begin (Spring): \_\_\_\_\_

Final Exams Start Date (Fall): \_\_\_\_\_

Final Exams End Date (Fall): \_\_\_\_\_

Final Exam Start Date (Winter): \_\_\_\_\_

Final Exam End Date (Winter): \_\_\_\_\_

Final Exam Start Date (Spring): \_\_\_\_\_

Final Exam End Date (Spring): \_\_\_\_\_

Return to Campus (Fall): \_\_\_\_\_

Return to Campus (Winter): \_\_\_\_\_

Return to Campus (Spring): \_\_\_\_\_

Fall Break Begins: \_\_\_\_\_

Fall Break Ends: \_\_\_\_\_

Thanksgiving Break Begins: \_\_\_\_\_

Thanksgiving Break Ends: \_\_\_\_\_

Winter/Holiday Break Begins: \_\_\_\_\_

Winter/Holiday Break Ends: \_\_\_\_\_

Spring Break Begins: \_\_\_\_\_

Spring Break Ends: \_\_\_\_\_

Holiday – No Classes: \_\_\_\_\_

Holiday – No Classes: \_\_\_\_\_

Holiday – No Classes: \_\_\_\_\_

Holiday – No Classes: \_\_\_\_\_

Holiday – No Classes: \_\_\_\_\_

Holiday – No Classes: \_\_\_\_\_

Important Campus Event: \_\_\_\_\_

Important Campus Event: \_\_\_\_\_

Important Campus Event: \_\_\_\_\_

Important Campus Event: \_\_\_\_\_

Important Campus Event: \_\_\_\_\_

Conflict for CDC Visit Start: \_\_\_\_\_

Conflict for CDC Visit End: \_\_\_\_\_

Conflict for CDC Visit Start: \_\_\_\_\_

Conflict for CDC Visit End: \_\_\_\_\_

There are several spaces for the entry of “additional items.” Use those spaces only if you have additional items that do not fit in the provided forms. Consult all other tasks to ensure there is not a space for this calendar item before adding events to this section.

*If your chapter has a Values and Ethics Lectureship, please add that as an Important Campus Event or an Additional Item.*

## 2. Calendar Planning Meetings

Date of Fall Calendar Planning Meeting: \_\_\_\_\_

Date of Winter Calendar Planning Meeting: \_\_\_\_\_

Date of Spring Calendar Planning Meeting: \_\_\_\_\_

## 3. Vote to Approve Calendar

Date of Vote to Approve Fall Calendar: \_\_\_\_\_

Date of Vote to Approve Winter Calendar: \_\_\_\_\_

Date of Vote to Approve Spring Calendar: \_\_\_\_\_

This item should be scheduled during a business meeting toward the end of each term. The vote to approve the calendar should not occur until the RCS/CAC/NCC approves the calendar. To avoid re-scheduling, consider scheduling during the last meeting of each term. To achieve multi-purpose programming, consider scheduling with other votes (e.g., budget, BLSR, etc.).

**4. DG Dialogues:** Schedule one of each DG Dialogue Program type per year. For each, choose one program from the DG Dialogues Program Guide. This program should occur **during a programming/activity meeting**. If you need to conduct chapter business or make announcements, conduct it after the DG Dialogue.

Small Group Facilitator Training should occur prior to first DG Dialogue Program, preferably before return to campus or during first few weeks of school.

Please refer to the DG Dialogues Program Guide in the library for more information. DG Dialogues can be done virtually or in a hybrid format.

	Date	Time	Description
Small Group Facilitator Training			
DG Dialogues: Friendship			
DG Dialogues: Friendship			
DG Dialogues: Educational & Cultural Interests			
DG Dialogues: Educational & Cultural Interests			
DG Dialogues: Social Responsibility			
DG Dialogues: Social Responsibility			
DG Dialogues: Character			
DG Dialogues: Character			

*Tip: Consult with vp: Panhellenic to determine whether any events required by Panhellenic can be used for one or more of the DG Dialogues.*

*Note: We have added additional input for each type of DG Dialogue. Only one program is required for each type of DG Dialogue, but if your chapter offers multiple DG Dialogues, please document them here.*

**5. Article II Assessment & Goals – Step 2:** Refer to Article II Chapter Goal Setting for timing and how to introduce the Article II Confidential Personal Assessment and conduct Chapter Assessment.

Step 1: Optional

Step 2: Responsibility of the vp: programming

Step 3 & 4: Responsibility of the president

Date of Article II Assessment & Goals Step 2: \_\_\_\_\_

**6. Founders Day:** Founders Day should occur during the spring, as close to March 15 as possible. Work with the local alumnae group(s) for an enriching Founders Day experience. If alumnae are involved, this counts as the chapters collumnae event requirement. Review the Founders Day: Planning Guide for more information. Founders Day may be held virtually.

*Note: Reach out to local alumnae chapter(s) in the summer prior to Founders Day to secure a date that works for all participants.*

Date of Founders Day Celebration: \_\_\_\_\_

*Tip: Consider including scholarship recognition, senior recommitment or adviser appreciation at Founders Day to achieve multi-purpose programming.*

**7. Senior Recommitment Ceremonies:** Schedule Senior Recommitment every term if members are graduating. Consider scheduling at the last chapter meeting of term. Senior Recommitment does not need to be held at a formal chapter meeting. Senior Recommitment can be done virtually if needed. Pay attention to the Connected for Good calendar to join a Fraternity hosted virtual Senior Recommitment ceremony, if applicable.

Date of Fall Senior Recommitment: \_\_\_\_\_

Date of Winter Senior Recommitment: \_\_\_\_\_

Date of Spring Senior Recommitment: \_\_\_\_\_

**8. Adviser Recognition or Appreciation:** Utilize the Adviser Recognition Ideas document for suggestions. This can be done virtually or intermittently if needed.

Date of Adviser Recognitions or Appreciation: \_\_\_\_\_

*Tip: Schedule in conjunction with a formal chapter, activity/programming meeting, collumnae event, Founders Day or other times advisers are present.*

**9. Chapter Retreat (optional)**

Date of Chapter Retreat \_\_\_\_\_

Details of Chapter Retreat: \_\_\_\_\_

Plan a chapter retreat that includes a sisterhood event and one or more other required events (e.g., from the Anchor list), such as a DG Dialogue, a recruitment preparation workshop, Foundation awareness event, service project or the like to achieve multi-purpose programming objectives. Chapter retreat can be done virtually. All events need to comply with local/university guidelines.

**10. Sisterhood Events (optional):**

	Term (F/W/S)	Date	Details (e.g., time, name, location)
Sisterhood Event (1)			
Sisterhood Event (2)			
Sisterhood Event (3)			
Sisterhood Event (4)			
Sisterhood Event (5)			
Sisterhood Event (6)			
Sisterhood Event (7)			
Sisterhood Event (8)			
Sisterhood Event (9)			
Sisterhood Event (10)			

Consider the following:

- Planning at least one sisterhood event per month.
- Creating a variety of opportunities that have different focuses and occur at different times to appeal to a wide variety of the membership. If your event is reoccurring, you can indicate the reference in Anchorbase. Please note a description next to each event.
- Planning sisterhood events during meetings when sisters have time reserved on their calendars.

Sisterhood events may be virtual. Check out the Virtual Programming Guide in the library for more guidance on virtual programming. If you have planned more sisterhood events than there is space, use the “Additional Items” section to document.

## 11. Chapter Meetings Per Term

Input the date and time of each chapter meeting and select whether you are having a formal meeting, a business meeting or planning another activity. Consider creative ways to share important chapter information. For example, consider a newsletter or video for sharing updates. That way, when you meet, you can handle business and/or use the time to foster connection.

Complete the table below to ease entry into Anchorbase.

	Date	Selection (see below for selections)
Fall Chapter Meeting (1)		
Fall Chapter Meeting (2)		
Fall Chapter Meeting (3)		
Fall Chapter Meeting (4)		
Fall Chapter Meeting (5)		
Fall Chapter Meeting (6)		
Fall Chapter Meeting (7)		
Fall Chapter Meeting (8)		
Fall Chapter Meeting (9)		
Fall Chapter Meeting (10)		



	<b>Date</b>	<b>Selection</b> (see below for selections)
Winter/Spring Chapter Meeting (1)		
Winter/Spring Chapter Meeting (2)		
Winter/Spring Chapter Meeting (3)		
Winter/Spring Chapter Meeting (4)		
Winter/Spring Chapter Meeting (5)		
Winter/Spring Chapter Meeting (6)		
Winter/Spring Chapter Meeting (7)		
Winter/Spring Chapter Meeting (8)		
Winter/Spring Chapter Meeting (9)		
Winter/Spring Chapter Meeting (10)		
Winter/Spring Chapter Meeting (11)		
Winter/Spring Chapter Meeting (12)		
Winter/Spring Chapter Meeting (13)		
Winter/Spring Chapter Meeting (14)		
Winter/Spring Chapter Meeting (15)		
Winter/Spring Chapter Meeting (16)		
Winter/Spring Chapter Meeting (17)		
Winter/Spring Chapter Meeting (18)		
Winter/Spring Chapter Meeting (19)		

Selections of Chapter Meetings:

- Formal (used for rituals)
- Business (used for elections or other votes)
- Adviser recognition
- Article II – Step 2
- Article II – Step 4
- Collumnae Event
- DG Dialogue Program
- Foundation Education
- Member Education
- Recruitment Preparation Workshop
- Panhellenic/Interfraternal sponsored/organization program
- Scholarship Recognition
- Senior Programming Event
- Sisterhood Event
- Social Event without Alcohol

## VP: MEMBER EDUCATION

### 1. New Member Events

- **New Member Pursuit:** Refer to the New Member Pursuit Facilitator's Guide in the library for guidelines to assist with combining weeks for shortened New Member Pursuit for chapters that are required by campus rules to have a shortened new member pursuit experience.
- **Small Group Facilitator Training:** This is required for all small group facilitators. should be held prior to the start of Bid Day for women selected as small group leaders for the New Member Pursuit.
- **New Member Retreat:** This is an optional activity that occurs during week four or five of the New Member Pursuit. Check with your chapter's member education adviser or ATC for approval.
- **Big Sister Training:** Training should be held in week four (and not later than Big/Little Reveal) for all potential big sisters. Big sisters should sign the Big/Little Promise Form in the library and review all expectations of the big/little relationship.
- **Big/Little Reveal:** Big/Little Reveal should occur during week six of the new member period. It should not be a surprise to the new members nor labeled as a different event on the calendar. All big sisters are required to attend a training that is to be scheduled prior to big/little matching.
- **Vote to Initiate:** The Vote to Initiate occurs during week six of the new member period. The vote should occur during a formal or business meeting.

Small Group Leader Training Date: \_\_\_\_\_

New Member Meeting – Intro 1: \_\_\_\_\_

New Member Meeting – Intro 2: \_\_\_\_\_

New Member Meeting – Intro 3: \_\_\_\_\_

New Member Meeting – Intro 4: \_\_\_\_\_

New Member Meeting – Week 1: \_\_\_\_\_

New Member Meeting – Week 2: \_\_\_\_\_

New Member Meeting – Week 3: \_\_\_\_\_

New Member Meeting – Week 4: \_\_\_\_\_

New Member Meeting – Week 5: \_\_\_\_\_

New Member Meeting – Week 6: \_\_\_\_\_

Big/Little Reveal Date: \_\_\_\_\_

Date of Vote to Initiate: \_\_\_\_\_

New Member Meeting – Week 7: \_\_\_\_\_

New Member Meeting – Week 8: \_\_\_\_\_

New Member Meeting – Week 9: \_\_\_\_\_

New members recruited through Continuous Open Bidding (COB) can join up to week three of an existing new member period. Since new members are attending both new member meetings and chapter meetings, new members can choose two chapter meetings to miss. Excused absence reasons from BLSRs do not apply to these absences.

There are several “introductory week” meetings. One of these is required. The others can be used for chapters that start COB early/prior to primary recruitment.

**2. Pi Alpha Ceremony:** Pi Alpha must occur within seven days of Bid Day.

Date of Bid Day: \_\_\_\_\_

Date of Pi Alpha Ceremony: \_\_\_\_\_

*Note: Consider scheduling Pi Alpha on Bid Day.*

### 3. Inspiration & Initiation

- **Initiation Rehearsal/Practice:** This practice is held prior to Initiation and is required for big sisters/sponsors and any officer or member with a speaking part.
- **Inspiration:** Inspiration is held the day before Initiation. The event must occur between 9 a.m. and 10 p.m. and within seven days of the week eight new member meeting.
- **Initiation:** The event must occur between 9 a.m. and 10 p.m. and within seven days of the week eight new member meeting.
- **Initiation Celebration:** This celebration is held immediately following Initiation. No events with alcohol may be scheduled 24 hours prior to the Initiation Celebration or 24 hours after.

Initiation Rehearsal/Practice Date & Time: \_\_\_\_\_

Inspiration Date & Time: \_\_\_\_\_

Initiation Date & Time: \_\_\_\_\_

Initiation Celebration Date & Time: \_\_\_\_\_

No events with alcohol may be scheduled 24 hours prior to Inspiration/Initiation or 24 hours after.

If you have multiple new members classes per term or during the year, print/complete multiple copies of the sections 1-3.

**4. Scholarship Recognition:** Recognize your members and new members each term for their academic performance. See the Scholarship Handbook in the library for ideas.

Scholarship Recognition Date (Fall): \_\_\_\_\_

Scholarship Recognition Date (Winter): \_\_\_\_\_

Scholarship Recognition Date (Spring): \_\_\_\_\_

## VP: MEMBERSHIP

**1. Primary Recruitment Events:** Consult campus Panhellenic for recruitment schedule. If the recruitment round begins and ends on the same day, put the same date for the begin and end date.

Primary Recruitment Round 1 – Start: \_\_\_\_\_

Primary Recruitment Round 1 – End: \_\_\_\_\_

Primary Recruitment Round 2 – Start: \_\_\_\_\_

Primary Recruitment Round 2 – End: \_\_\_\_\_

Primary Recruitment Round 3 – Start: \_\_\_\_\_

Primary Recruitment Round 3 – End: \_\_\_\_\_

Primary Recruitment Round 4 – Start: \_\_\_\_\_

Primary Recruitment Round 4 – End: \_\_\_\_\_

Primary Recruitment Preference – Start: \_\_\_\_\_

Primary Recruitment Preference – End: \_\_\_\_\_

Primary Recruitment Bid Day: \_\_\_\_\_

**2. Recruitment Preparation Workshops (RPW):** Refer to the Recruitment Confidential in the library for additional details associated with each of the RPWs below.

### RPW #1 – Continuous Recruitment and Retention

Date of RPW #1: \_\_\_\_\_

- This workshop is created to educate chapter members on the purpose of continuous recruitment and assist members in identifying women on campus who demonstrate Delta Gamma's values. Members will be able to identify actions that they can begin doing to increase member retention.
- The director of continuous recruitment or the vp: membership is responsible for the facilitation of this workshop.
- This RPW should be the first recruitment-related workshop held following your primary recruitment period.
- This workshop was created in two smaller workshops. You have the option to complete both together for a total of 90 minutes or present them separately. If you choose to present them together, please be mindful to give a break in between the workshops and allow new members to leave during the Retention workshop.
- Consider hosting the workshops during activity chapter meetings.

### RPW #2 – Purpose and Strategy

Date of RPW #2: \_\_\_\_\_

- This workshop is designed to help members identify and communicate the purpose of recruitment. Chapter members will better understand the strengths and opportunities that their chapter has in recruitment. Members will identify ways to improve as a chapter and as an individual.

- The vp: membership is responsible for the facilitation of this workshop.
- This workshop was created in two smaller workshops. You have the option to complete both together for a total of 90 minutes or present them separately. If you choose to present them together, please be mindful to give a break in between the workshops. The Purpose workshop is 45 minutes and the Strategy workshop is 55 minutes.
- Consider hosting the workshops during activity chapter meetings.

### **RPW #3 – Chapter Branding**

Date of RPW #3: \_\_\_\_\_

- This workshop is designed to help members identify and solidify their chapter's unique brand. Members will be able to articulate and reflect this brand throughout the year.
- The vp: membership and/or the director of public relations are responsible for the facilitation of this workshop.
- This workshop is 90 minutes.

### **RPW #4 – Storytelling**

Date of RPW #4: \_\_\_\_\_

- This workshop is designed to help members develop strong storytelling skills to better express their 'why Delta Gamma' stories.
- The vp: membership is responsible for the facilitation of this workshop.
- This workshop is 90 minutes.

### **RPW #5 – Logistics 1**

Date of RPW #5: \_\_\_\_\_

- This workshop is designed to educate members on recruitment rules and develop confidence in rotations.
- The vp: membership and director of primary recruitment are responsible for the facilitation of this workshop.
- This workshop is 90 minutes.
- It is recommended to host this workshop out of where your chapter recruits. If your chapter recruits in a university rented space, be sure to reserve your room early.

### **RPW #6 – Logistics 2**

Date of RPW #6: \_\_\_\_\_

- This workshop is designed to facilitate practice for the most important round of recruitment: preference.
- The vp: membership is responsible for the facilitation of this workshop.
- This workshop is 90 minutes.
- This workshop requires members to practice the preference round in full time. It is recommended to host this workshop out of where your chapter recruits. If your chapter recruits in a university rented space, be sure to reserve your room early.

**3. Recruitment Preparation Week:** Concentrated block of time in the one to two weeks leading up to primary recruitment. Should be 20+ hours total. Foundation Education for Recruitment (formerly titled Anchors Away) must be held during Prep Week. Consider scheduling one or more Recruitment Preparation Workshops during Recruitment Preparation Week (e.g., RPWs #4-6)

Recruitment Preparation Week – Start: \_\_\_\_\_

Recruitment Preparation Week – End: \_\_\_\_\_

Date of Foundation Education for Recruitment: \_\_\_\_\_

What RPWs do you plan to host during Recruitment Preparation Week?

**4. Continuous Open Bidding (COB):** All chapters must include at least one COB event on calendar, even if the event is not anticipated. Consult with your membership adviser and your RCRS/CRC/NCRC to determine how many COB events your chapter should schedule.

COB Event #1: \_\_\_\_\_

COB Event #2: \_\_\_\_\_

COB Event #3: \_\_\_\_\_

COB Event #4: \_\_\_\_\_

COB Event #5: \_\_\_\_\_

COB Event #6: \_\_\_\_\_

COB Event #7: \_\_\_\_\_

COB Event #8: \_\_\_\_\_

COB Bid Day: \_\_\_\_\_

**5. EVC Transition Workshop Part 1:** \_\_\_\_\_

EVC reflects on strengths and opportunities following the recruitment period they lead. For fall primary recruitments, held following bid day and before formal transition workshop. For deferred recruitments, held following bid day.

**6. EVC Transition Workshop Part 2:** \_\_\_\_\_

Incoming and outgoing EVC collaborate on chapter's recruitment efforts and goals. For fall primary recruitment, held following formal transition workshop. For deferred recruitment, held following part 1.

## VP: PANHELLENIC

**1. Panhellenic Meetings:** Please indicate the day of the week and time of Panhellenic meetings.

Day & Time of Panhellenic Meetings: \_\_\_\_\_

There may be circumstances where Panhellenic meetings are scheduled to meet on a holiday or other day where meeting is not feasible. Your Anchorbase calendar will not reflect this, but please communicate whether the meeting is canceled or rescheduled with your adviser.

**2. Panhellenic Programs or Events Required by Panhellenic:** Add in events that are required by Panhellenic.

Date of Panhellenic Event: \_\_\_\_\_

Date of Panhellenic Event: \_\_\_\_\_

Date of Panhellenic Event: \_\_\_\_\_

Date of Panhellenic Event: \_\_\_\_\_

Date of Panhellenic Event: \_\_\_\_\_

Date of Panhellenic Event: \_\_\_\_\_

Date of Panhellenic Event: \_\_\_\_\_

Date of Panhellenic Event: \_\_\_\_\_

Date of Panhellenic Event: \_\_\_\_\_

**3. Interfraternal Activities:** Add your campus' interfraternal activities to reflect a more accurate picture of the chapter's commitments. Keep in mind these activities when scheduling the chapter's events and invitations to other campus organizations.

Date of Interfraternal Activity: \_\_\_\_\_

Date of Interfraternal Activity: \_\_\_\_\_

Date of Interfraternal Activity: \_\_\_\_\_

Date of Interfraternal Activity: \_\_\_\_\_

Date of Interfraternal Activity: \_\_\_\_\_

Date of Interfraternal Activity: \_\_\_\_\_

Date of Interfraternal Activity: \_\_\_\_\_

Date of Interfraternal Activity: \_\_\_\_\_

Date of Interfraternal Activity: \_\_\_\_\_

## VP: FOUNDATION

**1. Foundation Education for Recruitment: Let's Talk Philanthropy (formerly titled Anchors Away):** Follow the Foundation Education for Recruitment: Let's Talk Philanthropy Guide in the library. This program should be held during Recruitment Preparation Week each year to assist the chapter in talking with the potential new members about the Foundation as well as educate the membership on the Foundation. This event may be held virtually.

Date of Foundation Education for Recruitment: \_\_\_\_\_

*Note: Consult with vp: membership for this date.*

**2. Signature Foundation Fundraiser:** Schedule a minimum of one Signature Fundraiser which is a large-scale fundraiser (i.e., Anchor Splash/Anchor Games) that involves all member participation and execution each academic year. These events may be held virtually.

Date of Signature Foundation Fundraiser: \_\_\_\_\_

Date of Signature Foundation Fundraiser: \_\_\_\_\_

If the chapter wants to schedule small **lead-in fundraisers** (i.e., food sales, percentage nights at restaurants, penny wars) the week leading up to the chapter's Signature Fundraiser, input each event under Lead-In Event. These events may be held virtually.

Date of Lead-in Event: \_\_\_\_\_

Date of Lead-in Event: \_\_\_\_\_

Date of Lead-in Event: \_\_\_\_\_

Date of Lead-in Event: \_\_\_\_\_

Date of Lead-in Event: \_\_\_\_\_

Date of Lead-in Event: \_\_\_\_\_

Date of Lead-in Event: \_\_\_\_\_

Date of Lead-in Event: \_\_\_\_\_

*Note: No events with alcohol may be scheduled 24 hours prior to or 24 hours after Foundation fundraisers.*

**3. Non-Signature Foundation Fundraiser:** Schedule a minimum of one Non-Signature fundraiser which is a small-scale fundraiser that is planned and executed by a committee or group of Foundation officers/directors each academic year. These events may be virtual.

Date of Non-Signature Foundation Fundraiser: \_\_\_\_\_

Date of Non-Signature Foundation Fundraiser: \_\_\_\_\_

Date of Non-Signature Foundation Fundraiser: \_\_\_\_\_

Date of Non-Signature Foundation Fundraiser: \_\_\_\_\_

Date of Non-Signature Foundation Fundraiser: \_\_\_\_\_

*Note: No events with alcohol may be scheduled 24 hours prior to or 24 hours after Foundation fundraisers.*



**4. Optional Group Service Projects:** Schedule service opportunities to for chapter members to participate in as a group. These service opportunities can be related to sight preservation activities or activities that benefit the blind and visually impaired community OR other activities to which members feel connected.

Date of Group Service Project: \_\_\_\_\_

Date of Group Service Project: \_\_\_\_\_

Date of Group Service Project: \_\_\_\_\_

Date of Group Service Project: \_\_\_\_\_

Date of Group Service Project: \_\_\_\_\_

Date of Group Service Project: \_\_\_\_\_

Date of Group Service Project: \_\_\_\_\_

Date of Group Service Project: \_\_\_\_\_

Date of Group Service Project: \_\_\_\_\_

Date of Group Service Project: \_\_\_\_\_

**5. Values and Ethics Lectureship.** If your chapter has a Values and Ethics Lectureship, please have vp: programming add that as an Important Campus Event or an Additional Item.

# Certifications

**After each officer has entered their information into Anchorbase, the vp: programming and an adviser (ATC or programming adviser) is required to review the calendar and complete their respective certification tasks.** Your calendar will be submitted for RCS/CAC/NCC review when the necessary certification tasks are complete.

## **In Anchorbase, you will be asked to certify the following:**

- I certify that I have reviewed the calendar to ensure that all calendar entries meet our chapter goals. To review your chapter goals, look at your Chapter Watchword, Goals, and Plans task submission in Anchorbase.
- I certify that I have reviewed the calendar to ensure that all calendar entries align with Article II of the Delta Gamma Constitution. As a reminder, Article II states that “the objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character.”
- I certify that I have reviewed the calendar to ensure that all calendar entries comply with policy and procedure. In performing this review, consider the following:
  - Collegiate Alcohol Policy
    - Social events with alcohol (registered or unregistered) are not permitted 24 hours prior to a fundraising event hosted by a collegiate chapter or 24 hours after a fundraising event hosted by a collegiate chapter.
    - Social events with alcohol (registered or unregistered) hosted by a collegiate chapter are not permitted 24 hours prior to Inspiration/Initiation.
    - Alcohol may not be present at any post-ritual activities (registered or unregistered), whether for an individual pairing, “family” or larger group for 24 hours following the conclusion of Initiation/Celebration. The Celebration is to be an alcohol-free event.
    - No events with alcohol should occur between Inspiration and Initiation.
    - Post-ritual activities (whether for an individual pairing, “family,” or larger group) where alcoholic beverages are available are not permitted for 24 hours following Big/Little Sister Reveal.
  - Election Timeline: Remember, date of election is set by chapter BLSR and Changing of the Tides Handbook in the library sets out the rest.
  - New Member Pursuit: New Member Pursuit Facilitator's Guide in the library sets out the timeline for new member meetings.
- I certify that I have reviewed the calendar and that the calendar is balanced. In performing this review, consider:
  - Are we making good use of our chapter member's time during chapter meeting and using that time to complete required tasks and programs?
  - Are we asking our members to be at required events more than one time per week?
  - Are we planning too many mandatory events on weekends?
  - Can we combine two or more events into a single meeting or activity? Don't forget to consult the Multi-Purpose Programming Guide in the library.