



# New Chapter Support Handbook

Updated November 2024





**The purpose of the new chapter support handbook is to provide a guide for establishing or reestablishing a chapter of Delta Gamma. This handbook will serve as a resource for the Collegiate Development Consultants, New Chapter Support Team and Executive Offices staff. It will refer to other resources when necessary and should be used to guide your work.**



# Table of Contents

<b>Table of Contents.....</b>	<b>1</b>
<b>Section 1: Overview.....</b>	<b>3</b>
Abbreviation Key.....	3
New Chapter Support Team .....	3
Minimum Time as a New Chapter .....	3
New Chapter Benchmarking .....	3
Installation Requirements.....	4
<b>Section 2: Training and Alumnae Engagement Opportunities .....</b>	<b>5</b>
Training .....	5
Alumnae engagement opportunities .....	6
Bid Day Assistance.....	6
Aunt Hannah Program.....	7
Alumnae Newsletters.....	7
Service and Fundraising Opportunities.....	8
Founders Day Planning.....	9
<b>Section 3: New Member Pursuit and Programming .....</b>	<b>10</b>
Structure.....	10
Shortened/Modified New Member Period.....	10
Pi Alpha Ceremony.....	11
Learning Through Small Groups .....	11
When Do We Make Small Groups?.....	11
New Member Retreat .....	11
<b>Section 4: New Chapter Committees System and Elections .....</b>	<b>12</b>
Committee Structure Overview.....	12
Committee Heads.....	12
Committee Meetings Expectations.....	13
Anchorbase Tasks.....	13
Recommended Committees for all new chapters.....	14
Recommended Committees for CHAPTERS LARGER THAN 126+ .....	24
New Chapter Elections.....	27
<b>Section 5: New Chapter Honor Board .....</b>	<b>29</b>
What is Honor Board? .....	29
Who is on Honor Board before elections? .....	29
Pre-Installation Automatic Sanction Notice .....	29
Mock Honor Board.....	30

What should you do? .....	31
<b>Section 6: New Chapter Recruitment.....</b>	<b>33</b>
Recommendation Form Management at Establishments.....	33
New Chapter Recruitment Presentations.....	33
New Chapter Recruitment Workshops .....	33
<b>Section 7: New Chapter Consultant Responsibilities.....</b>	<b>34</b>
New Chapter Responsibilities – Stationed Consultants (Establishment; Semesters 1-2) .....	34
Projects.....	34
Meetings.....	35
Reporting .....	35
Additional Responsibilities.....	35
New Chapter Responsibilities – Supporting Consultants (Establishment) .....	37
New Chapter Responsibilities – Stationed Consultants (Year Two).....	37
Projects.....	37
Meetings.....	38
Reporting .....	38
Additional Responsibilities.....	38
New Chapter Responsibilities – Supporting Consultants (Year Two) .....	39
<b>Section 8: Meeting Agendas and Outlines.....</b>	<b>40</b>
New Chapter Meeting with FSA .....	40
Establishment Weekly Call Agenda with growth and development specialist .....	41
Post-Establishment Weekly Call Agenda with growth and development specialist .....	42
Monthly Call Agenda with growth and development specialist.....	43

# Section 1: Overview

## ABBREVIATION KEY

- **Year One** refers to the term of the establishment (“first term”) plus one semester (“second semester”)/two quarters (“second and third quarters”).
- **Year Two** refers to the third and fourth semesters for a new chapter on campus, or the fourth, fifth and sixth quarters for a new chapter on campus.
- **Year Three** refers to the fifth and sixth semesters for a new chapter on a campus, or the seventh, eighth and ninth quarters for a new chapter on campus.

## NEW CHAPTER SUPPORT TEAM

- **Director: Collegiate Budgeting** guides and directs the new chapter in budgeting and finance matter until transition off Advancement-Good Standing status.
- **Regional Director** serves as the leader of the regional team and facilitates the collection and review process for Collegiate Chapter Evaluations and reviews advisory team training and development as necessary.
- **New Chapter Coordinator (NCC)** guides and directs the new chapter from installation until transition off Advancement-Good Standing status.
- **New Chapter Recruitment Coordinator (NCRC)** guides and directs the new chapter in recruitment and public relations matters.
- **Panhellenic Support Specialist, Regional Foundation Coordinator** and **Regional Housing Specialist** also provide support for the chapter as needed. For additional information on these positions, please refer to the Volunteer Position Description Handbook in the library.

## MINIMUM TIME AS A NEW CHAPTER

New chapters should remain on Advancement-Good Standing status and receive support from the RD, NCC, NCRC, Fraternity Director: Collegiate Budgeting and growth and development specialist for three years.

The RD, NCC and NCRC will have the ability to determine if the chapter should move off Advancement-Good Standing before or after three years.

- Six semesters – including the semester of the establishment.
- Nine quarters – including the quarter of the establishment.

## NEW CHAPTER BENCHMARKING

Each new chapter should reach and demonstrate the ability to sustain the Fraternity Standards for Collegiate Chapters of Delta Gamma. New chapters will be provided with support and mentorship to reach this accomplishment. Chapters will be evaluated using their submitted Patricia Peterson Danielson (PPD) Award application, the New Chapter Benchmark and Support Guide, the visiting Collegiate Development Consultant (CDC) annual report and feedback from the regional team. Failure to meet the benchmarks could result in a chapter continuing to remain on Advancement-Good Standing.

- Year One: Basic understanding of the Fraternity Standards and how to operate with them as our expectations of governance.
- Year Two: Meet or exceed expectations in **4 of the 7** Fraternity Standards.
- Year Three: Meet or exceed expectations in **5 of the 7** Fraternity Standards.

While chapters remain on Advancement-Good Standing, chapters will receive an annual report, referred to as the chapter progress report, to assist in tracking their progress towards meeting the Fraternity Standards. The chapter will complete the PPD application as a tool to help self-evaluate, when requested, and the stationed CDCs will guide the chapter management team (CMT) officers and ensure self-evaluation occurs during years one and two. The chapter progress report will be sent at the same time established chapters receive their status letters following Collegiate Chapter Evaluation (CCE), by March 31 each year.

- The RD, NCC, NCRC, Director: Collegiate Budgeting, collegiate success team (CST) member and growth and development specialist will convene to discuss the chapter's strengths and weaknesses.
- The growth and development specialist will draft the progress report for the chapter.
  - The growth and development specialist will send the report to the director of member services, RD and NCC for edits, additions and approval.
- The final report will be sent to the chapter by the RD.

Here's an example timeline for the annual chapter progress reports:

- Fall 2024 Establishment
  - Progress Reports Sent: Spring 2026 and Spring 2027
- Spring 2025 Establishment
  - Progress Reports Sent: Spring 2027 and Spring 2028

Beginning in the second semester (or third quarter), one CDC visit per academic term (from a non-new chapter consultant) will be dedicated to assessing chapter progress on meeting Fraternity Standards. A call with the regional support team and the stationed CDCs will occur prior to the visiting CDC arriving. The visiting CDC will complete the annual visit report at the end of each visit and will be sent to the new chapter distribution list along with chapter leadership.

## **INSTALLATION REQUIREMENTS**

The following must be completed for Installation to occur:

- New chapter must be financially stable (approved by Director: Collegiate Budgeting).
- New chapter operations must be in order, including an approved calendar for the following term.
- New chapter members must meet the requirements for Initiation.

The RD will make the official recommendation to the Council Trustee: Membership for the vote of approval for Installation at least two weeks prior to the scheduled date of Installation.

## Section 2: Training and Alumnae Engagement Opportunities

### TRAINING

New Chapter Coordinator training will take place in two segments and in conjunction with the NCRC training:

1. New Chapter Support: Introduction and Pre-Officers
  - a. Training conducted by the growth and development specialist
  - b. Training can take place on Zoom or over the phone
  - c. Topics Covered: New Chapter Support Structure and Team, Extension Process, NCC Role, Responsibilities and Expectations, Establishment to Installation, Committees, New Chapter Programming, New Chapter Operations (Election Procedures for New Chapters, Honor Board for New Chapters, BLSR for New Chapters,) New Chapter Benchmarking
2. New Chapter Support: With Officers in Place
  - a. Training conducted by the growth and development specialist
  - b. Training can take place on Zoom or over the phone
  - c. Topics Covered: Programming, SET, BLSR, CCOM, Honor Board, Officer Handbooks, Foundation, Initiation Authorizations

New Chapter Recruitment Coordinator training will take place over the phone and will be conducted by recruitment subject matter experts. The following topics will be covered:

1. New Chapter Support Structure and Team
2. Extension Process
3. NCRC Role Overview, Responsibilities and Expectations
4. New Chapter vs. Established Chapter
  - a. Including: Retention, Continuous Open Bidding (COB), Image and Branding, Sisterhood, Leadership
5. Membership Basics: Terminology, EVC (Pre-Officers and With Officers), Primary Recruitment Overview, Policies and Procedures, Recruitment Reporting (Statistics), Membership Selection Criteria, Recruitment Preparation Workshops (RPWs) and Prep Week
6. Voting: Membership Selection, MyVote, Preference Voting
7. ICS/Campus Director
8. Panhellenic
9. Role of membership adviser

New chapter advisory team training should take place in three segments:

1. New Chapter Support: Virtual (Introduction)
  - a. Training conducted by growth and development specialist
  - b. Training can take place over the phone or Zoom, with a PowerPoint emailed out to the advisory team in advance.
  - c. Attendees: NCC, NCRC growth and development specialist, advisory team
  - d. Topics Covered: New Chapter Support Structure and Team, Extension Process, Advisory Role Overview, Establishment to Installation
2. New Chapter Support: In-Person or Virtual ("Pre-Officers")
  - a. Training conducted by NCC and growth and development specialist during establishment
  - b. Training to be held in-person
  - c. Attendees: New chapter consultants, advisory team

- d. Topics Covered: Committees, New Chapter Programming, New Chapter Operations (SET Process for New Chapters, Honor Board for New Chapters, BLSR for New Chapters, Budgeting/Finances), New Chapter Benchmarking, Advisory Team Expectations
- e. Specialized Training: advisory team chairman (New Chapter Coordinator), Honor Board adviser (New Chapter Coordinator), Membership adviser (New Chapter Recruitment Coordinator)
- 3. New Chapter Support: In-Person (With Officers in Place)
  - a. Training conducted by NCC
  - b. Training to be held in-person
  - c. Attendees: NCC, new chapter consultants, advisory team
  - d. Topics Covered: Programming, SET, BLSR, Budgeting/Finance, CCOM, Honor Board, Officer Handbooks, Foundation

## **ALUMNAE ENGAGEMENT OPPORTUNITIES**

### **Bid Day Assistance**

Bid Day is a celebration inviting the new members of a new chapter into the Delta Gamma sisterhood. The growth and development specialist and consultants works with the campus and Panhellenic community to plan an event that is comparable to other Bid Days on campus. Bid Day for a new chapter usually includes bid invitations, a celebration, addresses from Fraternity leadership and the Pi Alpha ceremony.

To prepare for Bid Day assistance from alumnae, the following process will be followed:

- Executive Office staff meets with Team DG (a team of community members who share insight and assist the establishment process) to gather campus trends, norms and outlines for Bid Day.
  - Ask about activities done, popular locations, note any conflicting dates.
- Executive Office staff organizes Bid Day along with communicating with local vendors.
- EO staff sends materials to consultants for anchor signs and Bid Day bag stuffing.
- Set up transport of materials to Bid Day location.
- Bid Day set up (need people to assist setting up Pi Alpha Ceremony, food/drink tables, Bid Day bag distribution, Hannah's Closet).
- Alumnae members to distribute Bid Day bags.

### **Timeline**

- One Month Prior to Bid Day
  - Local alumnae are sent materials to make anchor signs they will be asked to cut and tape anchors for the founding members.
- Week Prior to Bid Day
  - All Bid Day gifts will be available for local alumnae to start putting together bags.
- Bid Day
  - Assist in the set-up of any food/beverage table, Pi Alpha ceremony and set-up of the Bid Day bag distribution.
  - Assist in distributing Bid Day bags (if needed).
  - Assist in breaking down event.



## **Aunt Hannah Program**

The Aunt Hannah program will be implemented on an as-needed basis when there are enough alumnae in the area (or those who express interest at a distance) to support the program successfully. The program is a pen pal program, designed to engage the members in a supportive and encouraging environment.

Once the NCC, NCRC and advisory team have been appointed, the growth and development specialist will send an interest survey to the alumnae not appointed to a supporting role to gauge the interest in participating in the Aunt Hannah program.

If there is enough interest (determined by new chapter support team and Director: Alumnae Development), alumnae will be assigned to a new member on Bid Day. If it is deemed manageable, some alumnae may be assigned to more than one new member.

Aunt Hannahs will send a semi-frequent letter (topics and templates are provided) to the new member via email. If local, the Aunt Hannahs will be invited to attend Initiation for the new chapter and can give the new member their badge. Following Initiation, Aunt Hannahs will send periodic letters of support/encouragement to their “Little Hannahs.”

## **Alumnae Newsletters**

### **Timeline**

#### *Pre-Establishment*

There will be a total of five newsletters sent out from the time the invitation to establish is extended to the establishment process itself beginning.

- Newsletter 1: Road to XX campus, estimated timeline, anticipated alumnae support projects
  - Note on anticipated alumnae support projects: These will be determined by the new chapter support team, Regional Alumnae Specialist (RAS) working with the supporting alumnae group and Director: Alumnae Development. The RAS should determine what the alumnae chapter can manage based on alumnae membership and involvement.
- Newsletter 2: Overview of support roles, advisory team position details, DG terminology
- Newsletter 3: Establishment process details
- Newsletter 4: New chapter experience overview and details
- Newsletter 5: Upcoming events, new chapter support team introductions, advisory team introductions
  - All newsletters will include information regarding Recommendation Forms, links to social media for the new chapter, links to sign up for alumnae involvement opportunities and local alumnae group contact information

#### *Post-Bid Day*

Two newsletters will be distributed between Bid Day and Inspiration and Initiation (I&I).

- Newsletter 1 (sent within two weeks of Bid Day): Post-Bid Day statistics and highlights, photos, how to sign up for the alumnae Anchorline monthly newsletter from consultants and communications committee
- Newsletter 2 (sent about one month prior to I&I): I&I Save the Date and details, chapter updates, photos

## Service and Fundraising Opportunities

Local alumnae can engage with and support the new chapter establishment through service and fundraising opportunities. One alumna will be identified as the Foundation point person. This could be the chapter's Foundation adviser, local alumnae group vp: Foundation, or another local alumna member who hopes to get involved with the chapter.

The Foundation point person will:

- Coordinate logistics for one service opportunity during the first semester of establishment in which both alumnae and new chapter members can participate (also known as a collumnae event).
- Collaborate with the new chapter Foundation sub-committee/committee to co-host a second service event to occur during the second semester of establishment. This event will be open to both collegiate and alumnae attendees.
- Work with the Foundation sub-committee/committee to co-host fundraising event(s) on campus as deemed appropriate in comparison to Panhellenic norms on campus.

## Timeline

### *Prior to establishment*

- Identify alumna to be Foundation point person.
- Foundation point person and CDCs research local volunteer opportunities.
- Growth and development specialist provides Foundation point person and CDCs information gathered on other Panhellenic service/fundraising endeavors.
- Foundation point person and CDCs contacts local volunteer opportunities to set up first service event.

### *Post-establishment, first semester*

- First service event occurs as a collumnae event.
- New chapter members are placed into committees and the Foundation committee is established.
- Foundation point person works with Foundation committee to co-plan a service event to occur the next semester.

### *Post-establishment, second semester*

- Second service event occurs as a collumnae event.
- Foundation point person is introduced to collegiate vp: Foundation or Foundation subcommittee chair if officer is not elected.

### *Post-establishment, ongoing*

- Foundation point person assists in gathering alumnae to attend and support new chapter service and fundraising events.

## FOUNDERS DAY PLANNING

Local alumnae are an ideal point of contact to assist the new chapter with planning their first Founders Day. An alumna member will be identified as the point person for Founders Day if this is not already an established position within the local alumnae chapter. This alumna will:

- Research a location for a co-hosted Founders Day with the new chapter collegians.
- Coordinate plans for the Founders Day and invite the chapter to participate and attend if space is available to host an event with the full chapter and alumnae group.
- Coordinate plans for a few alumnae members to attend the collegiate chapter's Founder's Day and facilitate the programming if chapter size is too large/community space could not fit both the chapter and alumnae group.

### **Timeline**

#### *Prior to establishment*

- Identify Founders Day point person.
- Founders Day point person determines location availability for Founders Day event.

#### *Post-establishment*

- Founders Day point person invites new chapter collegians to Founders Day or ensures local alumnae are available to attend and provide programming for Founders Day with the new chapter.

## Section 3: New Member Pursuit and Programming

### STRUCTURE

Consultants will be responsible for facilitating the New Member Pursuit until officers have been elected for the chapter. New member education includes nine to 10 new member meetings. This includes Week Zero as “Introduction Week,” plus eight weeks of education and connection before Initiation, and at least one meeting after Initiation.

Article II of Delta Gamma Fraternity is the framework for the new member program and is incorporated through weekly recitation and an intentional focus on each of the values. We hope that rooting our New Member Pursuit to our core values will build a stronger foundation for sisters to connect with Delta Gamma.

- Week Zero - Introduction Week
- Week One - Doing Good in Delta Gamma
- Week Two - Responsibility Begins with Me
- Week Three – Creating Inclusive Spaces
- Week Four - The Ruth Billow Story
- Week Five - Foundations of Friendships
- Week Six - Be Her Champion
- Week Seven - Character Counts
- Week Eight - Reflections of Sisterhood
- Week Nine - Badge of Honor

### SHORTENED/MODIFIED NEW MEMBER PERIOD

Due to the timing of establishment week, the new member period might have to be shortened. This will be determined by the growth and development specialist and NCC. There may also be special circumstances, such as COB later in the term that result in a need for a shortened New Member Pursuit. CDCs should complete the identified weeks prior to Initiation and then continue the new member education post-Initiation.

For a three-week new member period, chapters should complete the curriculum for:

- Week One - Doing Good in Delta Gamma
- Week Two - Responsibility Begins with Me
- Week Five - Foundations of Friendships
- Following Initiation, the remaining weeks should be completed as a new member class.

For a four-week new member period, chapters should complete the curriculum for:

- Week One - Doing Good in Delta Gamma
- Week Two - Responsibility Begins with Me
- Week Three – Creating Inclusive Spaces
- Week Five - Foundations of Friendships
- Following Initiation, the remaining weeks should be completed as a new member class.

Weeks should be added in this order for scenarios of five-, six- and seven-week new member periods:

- Week Seven - Character Counts
- Week Four - The Ruth Billow Story
- Week Six - Be Her Champion

## **PI ALPHA CEREMONY**

The Pi Alpha ceremony should be conducted on Bid Day or within seven days of Bid Day. The CDCs oversees the Pi Alpha ceremony with assistance from the establishment team, advisory team or local alumnae. The ceremony can be conducted at a chapter meeting with the entire chapter present or at a new member meeting. If occurring on Bid Day, formal attire is not required. The Pi Alpha ceremony is the new members' first introduction to the ritual of Delta Gamma and helps set the tone for their respect and understanding of rituals.

Following Pi Alpha, the CDCs should hold the Post-Pi Alpha Ceremony explanation to review what new members learned either at a subsequent new member meeting or at the New Member Retreat. The explanation can be found in the back of the Pi Alpha Ceremony book.

## **LEARNING THROUGH SMALL GROUPS**

Small groups are a cornerstone of the New Member Pursuit to help facilitate learning and foster connection. If the class is larger than 15-20 new members, you must use small groups of 6-10 (15-20 for larger new member classes). Each small group will be led by stationed or visiting CDCs or members of the advisory team. This will allow more chapter members to be involved in the new member program and a way to help new members get to know their new member class better. The small groups should remain together with the same Small Group Leader throughout the new member period.

The curriculum for each week indicates when members should break into small groups and lists suggested questions for the CDCs to ask the small group. Facilitation can be tricky and requires preparation, awareness and flexibility. While CDCs facilitate the discussion when new members are in the small groups, remember that they will stay more engaged the more they talk. New members should talk for 70% of the lesson, while facilitators talk for 30%.

## **WHEN DO WE MAKE SMALL GROUPS?**

The groups can be formed on Bid Day to help your new members feel connected immediately instead of being overwhelmed by meeting the entire chapter. The small groups can also be used to connect the new members outside of the meeting by going to dinner, studying or watching a movie together.

To allow for more intimate conversations and dialogue, every week of the New Member Pursuit includes time and activities to be completed in small groups. Small groups should help new members get to know new people. Make sure to consider the best way to split up small groups - mix up women from different geographical areas, majors, etc. Small groups should remain the same throughout the new member period to develop deeper relationships with group members, establish trust amongst group members and allow Small Group Leaders to identify if individual new members may be having challenges and inform the new member team.

## **NEW MEMBER RETREAT**

A new member retreat is part of the new chapter's New Member Pursuit. New member retreats are not mandatory for new members. Retreats should be held during Week 4 or 5 of the New Member Pursuit. It may be just a few hours or overnight if budget and timing allow. CDCs must submit Event Guidelines paperwork for an event without alcohol along with the retreat agenda to the member education adviser or ATC for approval. The new member retreat will be facilitated by the CDCs with assistance from the programming committee. A sample retreat agenda can be found in Appendix C (pages 80-86) of the New Member Pursuit Facilitators Guide found in the library.

## Section 4: New Chapter Committees System and Elections

### COMMITTEE STRUCTURE OVERVIEW

This committee system will be in place for the first academic term of establishment. The exact date of officer elections will be determined by the chapter's NCC and will occur no later than one week after the chapter's Installation. The system is designed for flexibility and responsiveness to chapter needs. After the chapter hosts officer elections, they will follow the recommended committee structure outlined in the Collegiate Chapter Officer Manual (CCOM). The CDCs will add all officers onto Anchorbase once they are elected and train officers on how to navigate the system and complete their corresponding tasks.

- Fall Establishment, 2024: First elections will be held after Installation in fall term, 2024
- Spring Establishment, 2025: First elections will be held after Installation in spring term, 2025

All new members will be assigned to a committee of their choosing by stationed CDCs and ATC. We are employing this strategy as an effort to keep new members engaged in the operations of the chapter without overwhelming them with all the responsibilities of a CMT or JCMT position. This will provide members the opportunity to lead the chapter utilizing collaborative efforts and will delegate responsibilities to all members.

New chapter consultants will play an important role in determining the chapter's committee structure. At the first chapter meeting after Bid Day, the committee system will be explained to the chapter. Consultants will give a brief overview of each committee's responsibilities so that new members have an idea of which one they would most like to serve on. Consultants will include a Google Form in Anchorline, where new members will be given the opportunity to choose five committees that they would most like to serve on. All new members will be required to complete this form. Consultants will then sort through the Google Form responses and create the committee structure based on the individual desires of each new member. Giving new members the option of which committee they want to serve on is designed to keep the women engaged because, ideally, the committee they are placed on will be one in which they are passionate about.

New chapter consultants should utilize the [Committee Roster Template](#) to track which members are on which committee and sub-committee. This roster also includes contact information of all committee heads as well as the new chapter and advisory teams. This will allow everyone to know who the points of contact are for each committee and will give members easy access to the contact information for their advisers. You can refer to the Collegiate Chapter Offices Manual (pages 126-130) for more information about committees.

### COMMITTEE HEADS

There will be one designated member who serves as the head of each committee. The committee heads will be determined by the CDCs and ATC. During university breaks, the committee heads will still be responsible for their given tasks. They should keep in contact with the advisory and new chapter team to ensure that any necessary tasks are still being completed in a timely manner.

## COMMITTEE MEETINGS EXPECTATIONS

Committees will meet weekly, and it is encouraged that committee meetings are held after/before chapter or new member meetings so that most of the chapter is in attendance. Attendance at committee meetings and meetings will be required (unless excused by the consultants). At least one consultant will attend every committee meeting. Additionally, if the committee has an adviser, it will be encouraged that they also attend the meeting.

Committee members should be utilizing the [New Chapter Task Tracker](#) throughout the semester to track their progress on given tasks. Committee meetings will be a good opportunity for members to discuss their progress and the tracker will allow the new chapter team to keep up to date on chapter operations.

During these meetings, a designee will be responsible for taking minutes on their discussion. It is important that the designee take proper minutes so that the new chapter and advisory teams have a solid understanding of what the committees are doing. Committee heads should utilize the given [Committee Minutes Form](#) in either a Word Document or Google Doc. The communications committee head will be responsible for compiling the minutes from each committee head and sending it to the NCC, NCRC, ATC, CDCs and advisers no later than 24 hours after the meeting.

A Committee Minutes Form shall be completed by an appointed recorder at each committee meeting, listing what was accomplished at the meeting, who was present, etc. The CDC should ensure this form submitted by the committee head to the NCC, NCRC and ATC so that they may monitor what each committee is doing and suggest interaction for multipurpose programming.

## ANCHORBASE TASKS

Prior to Installation, CDCs will be on Anchorbase as designated officers. They will be responsible for completion of all Anchorbase tasks and must have committee heads help in completing them. After Installation and officer elections, CDCs will add all officers onto Anchorbase and train the officers on how to navigate the system and complete their corresponding tasks.

## RECOMMENDED COMMITTEES FOR ALL NEW CHAPTERS

### Chapter Operations Committee

Purpose: To promote a positive group experience in Delta Gamma housing and assist with budgeting and chapter finances.

#### General Responsibilities

- Help plan non-anchored programming for members in the chapter facility if applicable (e.g., fun activities, recognition)
- Assist house corporation in maintaining/updating chapter inventory and educate chapter members/new members about house rules and behavior each term.
- Assist CDCs as needed with any daily financial tasks (e.g., collection of receipts for chapter purchases, communication of budget questions/requests from other committees, etc.).
- Create chapter's BLSRs prior to Installation.
- Help maintain the chapter's budget and ensure committees are spending within their given budgets.
- Act as the liaison with the Office of Housing and the campus for chapter housing, if applicable.

#### Action Items

- Bylaws and Standing Rules (BLSR)
  - Create BLSR and work with New Chapter Coordinator (NCC) to approve BLSR at least one week prior to Installation.
    - Review Model BLSR with the ATC to have a better understanding of what is included.
    - Send BLSR to NCC for revisions and approval before being presented to the chapter.
    - Create a PowerPoint with CDCs to go over Model BLSR with the chapter and emphasize areas that can be altered. Present proposed BLSR to chapter at least two weeks before Installation.
    - Collect chapter input to create chapter specific BLSR with ATC and CDCs. Allow chapter members to give feedback on the proposed BLSR and make any necessary changes and send to NCC for approval.
- Budget
  - Assist CDCs with collecting reimbursement forms and passing out checks.
  - Create a reimbursement tracker that committees and CDCs can use to ensure that checks are written, and women are receiving them.
  - Create a survey for chapter members to complete to give their input for what they would like to see incorporated into the budget (i.e. number of social events, t-shirts, sisterhood events, etc.).
  - Maintain chapter budget and ensure committees are spending within their assigned budget.
  - Work in conjunction with CDCs to track committee spending.
  - Update committee heads about where their budget stands during weekly meetings.
  - Remind chapter members of greekbill due dates during chapter meetings.
- Facility/Housing (if applicable)
  - Act as chapter liaisons to the Office of Housing and campus officials about chapter housing.
  - Create chapter housing standing rules and include in the BLSR.



- Create a housing points system to determine who will be living in the chapter house.

#### Library Resources

- Collegiate Finance Handbook
- Greekbill Quick Reference Guide
- Model BLSR

### **Communications Committee**

Purpose: To promote ongoing communication among all collegiate/alumnae members and the Fraternity.

#### General Responsibilities

- Assist with official chapter correspondence.
- Produce and distribute a chapter Anchorline after chapter meetings including meeting minutes, importance announcements, and dates for upcoming events. with assistance from CDCs.
- Create a plan for complete communication with chapter members (e.g., phone tree, email listserv, bulletins, “sunshine” notes).
- Create the chapter’s point system and implement a tracking system.
- Maintain positive relations with other organizations on campus and build a positive brand for Delta Gamma.
- Share correspondence received by the chapter.
- Recognize member/new member/adviser birthdays.
- Track attendance

#### Action Items

- Meeting Minutes
  - Take minutes at chapter meeting and send to NCC, NCRC, CDCs, ATC and advisory team.
  - Collect and compile committee meeting minutes
    - Each committee head should be taking minutes at committee meetings and sending them to the Meeting Minutes sub-committee.
- Anchorline
  - Distribute Anchorline no later than 24 hours after each chapter meeting. (CDCs will send out the first Anchorline).
  - Include chapter meeting minutes each week.
- Attendance
  - Use an approved system (i.e. Flare, OmegaOne, etc.) to track attendance at chapter meetings and events.
  - Track excuses sent in by chapter members.
  - Maintain a roster of current members including names and year in school.
    - Ensure that all members are included in Facebook groups and GroupMe messages and remove members who have resigned, graduated or transferred.
- Points System
  - During the creation of the chapter’s BLSR, create a points system that is unique to the chapter and reflects chapter needs and goals.

- Utilize CDCs to bring in ideas from other chapters to help decide what is going to work best.
- Track points for all chapter members.

#### Library Resources

- Communications Handbook
- Guidelines for Taking Effective Minutes

### **Community Engagement Committee**

Purpose: To serve as the representatives for DG at Panhellenic meetings and required trainings. Support chapter participation in a specific major campus event.

#### General Responsibilities

- Attend Panhellenic meetings as needed and university trainings and meetings.
- Assist in organizing Delta Gamma participation in any major campus events (e.g., Greek Week or Homecoming).

#### Action Items

- Chapter Representatives
  - Act as liaisons between the chapter and the university, Panhellenic Council, Greek life offices, etc.
  - Attend all university required training to ensure the chapter becomes a recognized organization on campus.
- Panhellenic
  - Attend weekly Panhellenic meetings (at least two members).
  - Take notes at Panhellenic meetings and report back to the chapter any important information.
  - Ensure that the recruitment committees are informed about recruitment rules, scheduling etc.
  - Maintain positive relationships with other Panhellenic delegates and the Fraternity and Sorority Adviser (FSA).
  - Work with the PR committee to encourage positive relations between Panhellenic groups.
- Act as liaisons between chapter and Executive Offices
  - Ensure that a member from the chapter attends all Delta Gamma obligations such as leadership academies or training.
  - Work in conjunction with CDCs to collect applications for leadership events (i.e. Convention, Anchor Academy, Lewis Institute, etc.) and help choose members who would represent the chapter well.
- Campus Events
  - Assist in the planning and participation of any campus events, including attending mandatory meetings and events to participate.
  - Organize intramural teams for members to participate in.

#### Library Resources

- Anchored in Panhellenic Guide

## **Diversity, Equity and Inclusion (DEI) Committee**

Purpose: To explore diversity, equity and inclusion through the lens of the chapter and campus community.

### General Responsibilities

- Explore diversity, equity, and inclusion through the lens of your chapter and campus community.
- Determine specific goals related to DEI.
- Provide education to the chapter around DEI topics.

### Action Items

- Education
  - Provide education to the chapter around DEI topics. Here are some concepts and topics that are a good place to start (make sure that you are pulling from reputable, scholarly sources):
    - Racism and race in North America; anti-racism
    - Cultural appropriation
    - Implicit bias
    - Intersectionality
    - Performative allyship vs. authentic allyship
    - Microaggressions
    - Restorative justice
    - Whiteness; white fragility
  - Work with the member education committee to facilitate a DG Dialogue program on DEI.
    - Social Identities 10
    - The Importance of Language
    - Social Justice Issues: Race and Ethnicity
  - Watch one of Delta Gamma's webinars and facilitate a discussion with the chapter:
    - Sisters, Let's Discuss White Privilege
    - The Impact of Microaggressions
    - Exploring Implicit Bias
    - Social Class

### Library Resources:

- BEID Resources
- BEID Initiatives
- BEID Toolkit
- DG Dialogues
- Inclusion Webpage (Resources by Topic)

## **Foundation Committee**

- Purpose: To increase awareness/knowledge of the Delta Gamma Foundation.
- Responsibilities: Help plan/present Foundation awareness/educational program called "Anchors Away" held during Recruitment Preparation Week, help make members aware of the scholarships and fellowships and respective application deadlines available through the Foundation; provide members with opportunities for philanthropic work in the community related to Service for Sight; and recognize individuals who contribute to the community through Service for Sight.

### General Responsibilities

- Look for opportunities to provide service to the local community and organize chapter service opportunities.
- Create a community contact list and act as liaisons to these organizations to plan service opportunities.
- Bring awareness to the chapter, campus and community about the Delta Gamma Foundation.

### Action Items

- Service Opportunities
  - Look for opportunities to provide service to the local community.
    - Work with the partnerships sub-committee to plan service events with local organizations.
  - Organize service opportunities each term for members to gain service hours.
    - Foundation Focus
  - Track members service hours and complete Do Good Hours Anchorbase task by the given due dates. (Prior to Installation completion of service hours is highly encouraged but a set amount will not be required. After Installation, members will be held accountable for completing the required amount of study hours outlined in the BLSR)
- Partnerships
  - Create a community contact list for future Foundation teams to use.
    - Reach out to local organizations that also work with the visually impaired community.
  - Act as liaisons to these organizations and work with them to plan service opportunities throughout the academic year.
- Awareness
  - Plan awareness events/tabling to spread awareness of the Foundation to the campus community.
  - Educate the chapter about the Foundation scholarships, fellowship and loans offered to Delta Gamma members.

## **Member Education Committee**

Purpose: To focus on membership retention, Fraternity education, sisterhood, relationships to each other and Delta Gamma.

### General Responsibilities

- Help develop programming that focuses on member engagement and retention this can include, but is not limited to, member recognition programs or events.
- Plan DG Dialogues that are relevant to the chapter and campus and facilitate at chapter meetings and provide Fraternity education to new members.
- Educate the chapter about all councils in FSL on campus.
- Incorporate Fraternity Education into weekly programming.

### Action Items

- Fraternity/Sorority Life Education (all Councils)
  - Provide education to the chapter including information about NPC, NPHC, NIC and MGC.
  - Invite members from all Councils to chapter meetings to explain their organization and its values.
    - Incorporate education about other organizations each week at chapter meetings

- DG Dialogues
  - Plan out which DG Dialogue program will be covered in the academic year.
    - Choose four programs (one from each category) that most fit the chapter's needs.
    - Map out when the programs will take place each term.
    - Place women in small groups with the help of consultants.
    - Facilitate programs in the small groups.
  - Fill out the Campus Resource Worksheet and ensure that the information is available to the chapter via the weekly Anchorline.
  - Incorporate Fraternity Education into weekly programming.
  - Educate the chapter on the Fraternity Standards

#### Library Resources

- Campus Resource Worksheet
- DG Dialogues Program Guide
- Fraternity Standards for Collegiate Chapters
- The Shield

### **Programming Committee**

Purpose: To provide balanced programming which is both informative and enjoyable for the chapter.

#### General Responsibilities

- Assist with programs and events such as: senior programming, sisterhood events and chapter retreat.
- Prepare the chapter calendar for the following term and make reservations for the events planned.
- Design sisterhood events throughout the term that are fun and engaging for all members.

#### Action Items

- Master Calendar and Reservations
  - Plan the following term's calendar with the assistance of the advisers and consultants.
    - Have each committee create SMART goals for the term.
    - Allow chapter members to give their ideas about what types of programming they would like to see next term.
    - With the guidance of consultants, create a calendar that aligns with chapter goals, needs and values.
    - Utilize the following resource to ensure that all required programming is on the calendar.
    - Ensure that the calendar is approved by the NCC before presenting to the chapter.
    - Present the calendar to the chapter and initiate a vote to approve.
  - Work with the campus to obtain spaces for chapter to gather for meetings, trainings and other events.
- Chapter Sisterhood Events
  - Use creativity to plan sisterhood events within the assigned budget.
    - Plan two sisterhood events each month.
    - Ensure that events are planned for different days of the week so that all members have the opportunity to attend.
- Positive Programming

- Facilitate weekly sisterhood awards during chapter meetings.
- Pulse of the Chapter
  - Recommend programming to the programming committee based on chapter needs.
    - Create and send out a Google Form where members can give feedback (anonymously or not) about chapter operations, chapter wellness, and ideas they have for the future.
    - Go through feedback and decide how to work through the issue or improve chapter operations.

#### Library Resources

- Calendar Planning Guide

## **Recruitment Committee**

Purpose: To provide for the future of the chapter through a well-planned/executed recruitment and COB.

### General Responsibilities

- Help plan and implement recruitment presentations and all details of recruitment and continuous open bidding
- Recognize members who have gone “above and beyond” as well as plan stress relievers, chapter bonding, etc.
- Assist consultants with recruitment presentations and workshops
- Organize Recommendation Forms and become familiar with recruitment technology.
- Plan and execute all COB events.
- Maintain confidentiality.
- Review requests for excuses from recruitment workdays and events and forwarding any conflicts regarding recruitment fines to Honor Board.
- Facilitate relationship building among members to support rotation group creation, increase engagement and build a sense of belonging within the chapter.
- Review and comply with the daily Release Figure Method carry figures and flex list numbers during primary recruitment period.

### Action Items

- Recommendations
  - Organize Recommendation Forms.
    - Recommendation Forms are not required but may still be submitted.
    - Destroy any remaining Recommendation Forms at the end of the academic year.
- Recruitment Technology
  - Become familiar with Campus Director/ICS.
    - Attend any campus-led trainings on Campus Director/ICS
  - Become familiar with MyVote and its' features.
    - Educate chapter on Article II based voting
- Educate the chapter on Delta Gamma and Panhellenic policies and ensure they are being followed during recruitment.
- Continuous Open Bidding (COB)
  - Use creativity to build an idea bank for future COB strategy.
    - Brainstorm which events would be the best fit to the campus/community.
  - Collect names and contact information for PNMs to build chapter's Names List for COB opportunities.
  - Complete COB Action Plan on Anchorbase with assistance from consultants.
  - Plan and execute COB events within the given budget.

### Library Resources

- Collegiate Recruitment Policy
- Recommendation Form Policy
- Membership Selection Policy
- MyVote Resources

## **Rituals Committee**

Purpose: To develop a sense of sisterhood and plan Delta Gamma ritual activities that demonstrate dignity, respect and honor.

### General Responsibilities

- Assist with informal and formal rituals.
- Assist with formal ritual at chapter meetings by doing the grip and password.
- Help develop general activities that develop sisterhood.
- Recognize members demonstrating high levels of commitment to Delta Gamma ideals and those who contribute to a strong sense of sisterhood.
- Educate the chapter on Delta Gamma policies and procedures related to risk management.

### Action Items

- Rituals
  - Plan informal rituals to facilitate at chapter meetings and events.
    - Read through the Rituals Handbook to decide which ones would work well for the chapter.
    - Educate the chapter on the difference between formal and informal rituals with the help of the consultants.
  - Complete formal meeting ritual (post-Installation).
  - Help plan Inspiration and Initiation (post-Installation).
    - Work with consultants to complete the I&I Outline on Anchorbase.
    - Book a space to host I&I on campus if unhoused.
  - Assist in the set-up of badge orders for the new member class
- Policies and Procedures
  - Become knowledgeable of risk management policies and procedures and assist sub-committees who are planning events with and without alcohol to follow these procedures.
  - Educate the chapter on the above policies and procedures.
    - Present alcohol and crisis management policies at the beginning of each term (post-Installation).
    - Discuss risk management procedures before social events.
    - Discuss the policy on hazing before Bid Day.

### Library Resources

- Collegiate Alcohol Policy
- Policies and Positional Statements
- Risk Management Philosophy
- Rituals Handbook

## **Scholarship Committee**

Purpose: To support the scholarship goals set by the director: scholarship, to develop a general scholarship theme for the year, and to educate the chapter about job skills/networking.

### General Responsibilities

- Help plan a minimum of one scholarship recognition event per academic term
- Promote scholastic excellence through recognition programs.
- Provide educational programming around campus resources, networking and job skills.



#### Action Items

- Promote scholastic excellence within the chapter by recognizing members regularly through positive programming. Ideas can be found in the Scholarship Handbook.
  - Develop a scholarship plan specific to the chapter and campus.
    - Gain insight from membership as to what kinds of programming would encourage their scholastic excellence.
    - Work with consultants who will be able to provide insight from other chapters.
- Educate members on the academic resources available on campus.
  - Create a document outlining these resources and include in the Anchorline each week.
  - Create small study groups based off majors and professional tracks to encourage women to study together.
  - Create a form where members can self-report their grades at the end of each term. (If FSL Office does not provide individual grade reports)
    - Upload chapter grades and rankings each term on Anchorbase.

#### Library Resources

- Scholarship Handbook

### **Social Events Committee**

Purpose: To promote social awareness and responsibility and maintain an enjoyable atmosphere for all chapter members and new members. All committee members must clearly understand Fraternity risk management and alcohol policies.

#### General Responsibilities

- Help plan and implement chapter social events with and without alcohol.
- Conduct social event evaluations and share with chapter.
- Assist with crisis management and alcohol policy presentation.

#### Action Items

- Events with alcohol
  - Work with Executive Offices and consultants to complete Event Guidelines for Events with Alcohol on Anchorbase.
  - Work with other organizations on campus to host social events.
  - Plan theme, venue, transportation, food and decorations for social events within the provided social budget and include consultants, ATC and chapter wellness and responsibility adviser when planning.
  - Utilize the Social Event Planning Guide and the Collegiate Checklist to ensure that events are planned according to Delta Gamma policies and procedures.
- Events without Alcohol
  - Work with Executive Offices and consultants to complete Event Guidelines for Events without Alcohol on Anchorbase.
  - Work with other organizations on campus to host social events.
  - Plan theme, venue, transportation, food and decorations for social events within the provided social budget and include consultants and ATC when planning.
  - Utilize resources in the Collegiate Chapter Offices Manual (pages 100-102) to ensure that events are planned according to Delta Gamma policies and procedures.

#### Library Resources

- Collegiate Chapter Officers Manual (CCOM)
- DG Driver Agreement in the library
- Event Guidelines
- Event Guidelines: Collegiate Checklist
- Social Event Planning Guide

### **RECOMMENDED COMMITTEES FOR CHAPTERS LARGER THAN 126+**

#### **Alumnae Relations Committee**

Purpose: To promote lifetime commitment to Delta Gamma through events and programming that includes both collegians and alumnae.

#### General Responsibilities

- Coordinate communication with area alumnae through invitations, recognition, etc.
- Attend local alumnae meetings to report on chapter activities
- Act as hosts for alumnae visitors to the chapter (coordinate with social awareness committee)
- Help plan and implement an “Aunt Hannah” or “Secret Sis” month with local alumnae once per year
- Coordinate efforts to recognize seniors and involve alumnae/graduating seniors in the senior programming committee
- Assist with Alumnae Initiate process and gathering candidates for Alumnae Initiation.

#### Action Items

- Alumnae Relations
  - Create an Alumnae Anchorline and distribute to local alumnae once a month.
    - Obtain a list of local alumnae by emailing [alumnaedep@deltagamma.org](mailto:alumnaedep@deltagamma.org)
    - Inform alumnae of chapter accomplishments, invite them to chapter activities and events, and update them on what committees are working on.
  - Create and implement an adviser recognition event/program each term..
  - Work with Rituals sub-committee to complete the Advisers Ceremony.
- Collumnae Events and Founders Day
  - Plan collumnae events and Founders Day
  - Organize one collumnae event (other than Founders Day) once a term.
  - Work with local alumnae group to plan Founders Day.

#### Library Resources

- Adviser Recognition Ideas
- Alumnae Initiate Handout
- Collumnae Event Planning Guide
- Founders Day Planning Guide
- Rituals Handbook

## Archives Committee

Purpose: To document the chapter's history and instill in membership a knowledge and appreciation of the past.

### General Responsibilities

- Maintain a visual and written chapter history through photos, video, mementos, programs, notes, etc. which is organized in a yearly scrapbook or on DVD/CD for perpetuity
- Recognize achievements of the chapter throughout the year (e.g., winning a Greek event, results of Anchor Splash® fundraising)
- Arrange to have photos taken at every event.
- Organize the annual chapter composite.
- Collect chapter artifacts.

### Action Items

- Composite and Chapter Archives
  - Coordinate and organize the chapter composite.
  - Maintain chapter history and update on Anchorbase each semester.
  - Create a timeline of important chapter events and milestones.
  - Create chapter history speech for Initiation and read during the ceremony.

### Library Resources

- Composite Guidelines

## Fundraising Committee

Purpose: To promote fundraising efforts for the Delta Gamma Foundation and the chapter.

### General Responsibilities

- Plan and execute philanthropy and fundraising events.
  - Help plan fundraising events to benefit the Delta Gamma Foundation
  - Help plan fundraising events to benefit the chapter
    - *Note: If fundraising events are meant to benefit the chapter, there can be no mention of the Delta Gamma Foundation in any advertising materials.*

### Action Items

- Fundraising and Event Participation
  - Plan and execute fundraising events at least once per term.
  - Ensure that chapter members are participating in chapter fundraising efforts.
  - Work with the Operations committee to complete the Fundraising Finance Report Form on Anchorbase after all fundraising events.
  - Ensure that funds are sent to the Delta Gamma Foundation in a timely fashion.
  - Create an online fundraising form through memberplanet for individuals to donate online.
- Anchor Games and Splash
  - Assess campus to determine which Anchor Game or philanthropy event will be the most successful.
  - Plan and execute philanthropy event.

### Library Resources

- Director of Anchor Splash Quick Guide
- Foundation Focus: Collegiate Edition

## **Public Relations Committee**

Purpose: To build/maintain positive relations with the public (e.g., the Fraternity, local alumnae chapter, regional team, community, campus).

### General Responsibilities

- Arrange for all local/campus newspaper ads, announcements and communications publicizing Delta Gamma events and endeavors.
- Promote Delta Gamma and the fraternity/sorority community through positive means (e.g., recognition of faculty members or creating appropriate posters).
- Develop a public relations campaign.
- Maintain all chapter social media accounts.
- Create chapter merchandise.
- Collaborate with the Communications Committee on creating a PR and communications plan.

### Action Items

- Social Media
  - Maintain chapter website through the OmegaOne and maintain all chapter social media accounts.
  - Educate the chapter on Social Media Policy
- Chapter Merchandise
  - Utilize Hannah's Closet or other licensed vendors to create chapter merchandise.
  - Design and coordinate bulk orders for apparel.
- Public Relations and Chapter Branding
  - Work closely with Community Engagement committee to maintain positive relations with other organizations by sending small notes or gifts around midterms, finals, recruitment, major campus events, etc.
  - Build a positive brand for Delta Gamma in the community.
    - Create a communication and PR plan.

### Library Resources

- Branding Guidelines
- Communications Handbook
- Social Media FAQ
- Social Media Policy
- Trademarks and Licensing

## **Social Awareness Committee**

Purpose: To instill a greater appreciation and knowledge of etiquette and hospitality.

### General Responsibilities

- Ensure all spaces reserved by Delta Gamma for events are left in a clean and professional manner.
- Plan and conduct educational programming surrounding social awareness such as including tips in a weekly chapter email or posted around the chapter house, etc.
- Conduct house tours as needed.
- Plan to welcome guests (including the annual CDC) in a warm manner.
- Recognize members for appropriate social behavior at Delta Gamma functions.

#### Action Items

- Communicate expectations to the chapter regarding clean up after events.
- Plan programming on topics around social etiquette, inclusivity and awareness.
- Share information about events around campus related to social awareness.
- Ensures that all visitors to the chapter feel welcome and that the chapter extends common courtesies to all guests including Collegiate Development Consultants, Council, Leadership and Executive Offices staff visiting the chapter.
- Assists the communications committee in writing invitations and thank you notes.

#### Library Resources

- Foundation: Disability Etiquette Guide

### **Song Committee**

Purpose: To lead/teach official Delta Gamma songs to members.

#### General Responsibilities

- Ensure chapter members know all songs for recruitment, ritual ceremonies and serenades
- Teach new members the chapter's songs
- Build the membership's repertoire with new songs
- Sing at least twice per month as a group.

#### Library Resources

- Search "Songs" in the library.

### **NEW CHAPTER ELECTIONS**

See the Elections Handbook in the library for more information on the new chapter elections process and procedures.

#### **Who will accept the chapter's president's badge at Installation? Who will accept the charter at Installation?**

The new members will nominate a member of the new chapter to receive the pin and charter at Installation.

#### **Who will attend leadership institutes?**

The chapter will nominate and vote on representatives to attend Institute (when applicable).

#### **Who will be the university's point of contact?**

The growth and development specialist will serve as the university's point of contact until support moves over to the region's assigned Collegiate Success Team (CST) member.

#### **How will we meet university requirements for officers (to be a registered student organization)?**

Representatives from necessary committees will be nominated to serve as the "required" points of contact (which will vary from campus to campus).

#### **What will the role of the advisers be in the absence of officers?**

Advisers will help oversee committee development. This will provide a better avenue of engagement than our current process and will allow for advisers to be more involved in the activities of the new chapter.

**Who will preside over meetings?**

Consultants will coordinate meeting logistics and agendas. Members of each committee and will help populate content.

**Who will represent DG as the voting delegate in Panhellenic meetings?**

A member of the community engagement committee will attend meetings.

**Who will sign contracts?**

A member of the chapter operations committee will be added to the account to sign checks and contracts (with continued support and oversight from advisers and consultants)

**Who will be responsible for officer/subject specific budgets to ensure spending is within budget?**

The consultants and chapter finance adviser will oversee specific budget management until elections.

**Will all members now sign the Officer Budget Contract, to ensure women are spending within the committee's budget?**

The consultants and chapter operations adviser will ensure all spending is within budget.

## Section 5: New Chapter Honor Board

### WHAT IS HONOR BOARD?

Honor Board is a critical component of collegiate chapters and is responsible for chapter morale and motivation to individual and collective excellence.

Honor Board should assess chapter attitude and morale, consider members for recognition and evaluate means of motivating chapter members to participate and benefit more fully from their membership. Based on chapter feedback, Honor Board may make recommendations to the committees for administrative or programming areas that require attention. Honor Board may also develop its own programming.

Honor Board has the responsibility, authority and opportunity to:

- Be a vital and motivating force so the chapter may establish and live by high moral values.
- Be a guiding influence by promoting high ideals so members may appreciate and live by common values and contribute their maximum potential to the Fraternity and to society.
- Protect and support members who have demonstrated their willingness and ability to uphold the responsibilities of membership.
- Maintain the honor of the chapter and the individual by enforcing the Statement of Obligation.
- Be aware that their impact on the chapter will remain long after the members have completed their college educations.

The NCC is the regional-level volunteer who is responsible for guiding, supporting and arbitrating the collegiate Honor Board and is the liaison between Honor Board and the Director: Standards.

### WHO IS ON HONOR BOARD BEFORE ELECTIONS?

Prior to Installation, a CDC, Honor Board adviser, advisory team chair and the member education adviser will sit on Honor Board. Following Installation, members of Honor Board will be elected during officer elections.

### PRE-INSTALLATION AUTOMATIC SANCTION NOTICE

As a new chapter, Honor Board will function differently until the chapter is installed. The New Chapter Automatic Sanction Notification is used to assist Honor Board where it is undisputed that a specific violation has occurred and where the precise sanction for the violation is set forth in the chapter's bylaws and standing rules. This is to help with the management of new chapter accountability.

Because new members may not receive an APN, a substantial amount of Honor Board hearings are held for attendance, late payments, etc. The addition of the ASN for new chapters (until Initiation, at which point members can receive APNs) will allow for a more efficient accountability system.

This notice is sent via email with the member in question, the advisory team chair and Honor Board adviser will be copied.

Specific grounds for an automatic sanction notification (ASN) are:

- Debt over (10) days
- Failure to sign dues and fees contract by the due date
- Failure to pay fines by the due date
- Failure to meet the financial Initiation requirement
- Failure to meet scholastic good standing requirement per chapter bylaws and standing rules
- Failure to submit grades by deadline
- Failure to meet minimum scholastic Initiation requirement
- Failure to meet live-in requirements
- Failure to meet terms of Room Agreement
- Failure to sign Room Agreement
- Two unexcused absences from meetings and anchored events
- Two unexcused committee absences

Upon arrival of this notice, the member will be required to meet with the CDC who sits on Honor Board. The member will have 48 hours to reschedule the meeting if there is a conflict. Failure to meet with the CDC may result in a SOR and further sanctioning up to and including expulsion.

Until the meeting, a member's sanctions include:

- Loss of social privileges with the expectation of anchored (mandatory) events
- Mandatory attendance of all anchored events
- Forfeiture of vote in chapter meetings

Standard procedure is followed where the allegations are subjective in nature or there is a dispute as to whether a violation has occurred or where the sanction for the violation is discretionary in nature.

Any SOR submitted to the CDC or Honor Board adviser must be reviewed by Honor Board. They are reviewed weekly at Honor Board meetings during the allegation assessment portion. A majority vote is taken to determine if a formal hearing is required. A formal hearing is only scheduled if there is reasonable cause to believe an infraction may have occurred and gives a member/new member the opportunity to be heard. The sanction resulting from a formal hearing are a recommendation only and must be approved by the NCC.

Any member/new member can file an SOR and Honor Board will review the SOR. The Statement of Obligation Review form can be completed on the Delta Gamma members site for the violation that is set forth in the chapter's BLSR.

### **MOCK HONOR BOARD**

During training and transition, Honor Board members should complete several mock Honor Board situations that they are likely to encounter. These should include typical DG situations as well as issues that are common on that campus. Examples include:

- Inappropriate social media post
- Overly intoxicated at an event (over vs. under 21)
- Not fulfilling officer responsibilities
- APN appeal
- Not upholding Article II
- Drinking in letters, etc.

The steps for a formal hearing can be found in the Honor Board Handbook.



## What should you do?

### A Guide for New Chapter Officers

A woman snapchats a photo of them drinking out of a red solo cup, but they are only 19... What should you do?	Text them and ask them to take the picture down. If they comply, let it serve as a warning and kindly remind them why she should be cognizant of social media presence.
A member arrives to an event and is obviously intoxicated, however they turned 21 several months ago... What should you do?	Ask the member to leave. If they comply and re very respectful, you can consider letting it be. If not, write them an SOR. Since they are 21, be sure to be aware of this during the hearing and recognize that they did not break the law.
A woman has consistently posted inappropriate content to social media with subtly, yet sassy comments... What should you do?	Ask them to take down the post (ideally with the first post). After the second post, write them an SOR discussing the behavior and why it is misaligned with DG values and how it may hurt them. Honor Board sanctions should reflect the behavior and be focused on having them learn from their mistakes. If they persist in this behavior, sanctions should become increasingly strict because they are not learning and are not representative of DG values. The first posts can be considered an error in judgement while a pattern may reflect a character issue..
A chapter member has not been showing up to committee meetings or responding to the officer overseeing the committees... What should you do?	The committee head, director overseeing the committee or vp should discuss their concerns with the member. Feel free to reach out to the CDCs or advisers for support and tips having this difficult conversation. If this issue persists after the second or third conversation has been had, this may be an issue upholding the Statement of Obligation. Before this, it may be misaligned interest or miscommunications. These conversations foster leadership development for the officer as well as the member. (This is still true if they have expressed interest in switching committees.)
An officer has not been fulfilling their responsibilities outlined in the CCOM and spends a lot of time engaged in other activities... What should you do?	This should be handled similarly to a member not engaged in committee activities. The first step should be a respectful, confidential conversation between CMT member (the president if on CMT) and the officer in question. Often, there are other issues occurring concurrently that may not be immediately obvious yet affecting their work. These conversations should be had with the Culture of Care and our values in mind.

A member posts an Instagram photo of them with a bottle of champagne in her graduation stole... What should you do?	Nothing. The picture is within social media guidelines to post with alcohol if they are over 21. It is natural to celebrate and want to celebrate with your followers!
A member of EVC has been talking about PNMs with other CMT officers in down time between meetings which made other CMT members uncomfortable... What should you do?	Have a conversation with the "Culture of Care" mentality. Although they have broken the rules, they are not likely doing this with malintent and understanding the feelings of their sisters and the reasons behind confidentiality may be eye opening to her and prevent the behavior. However, if it persists, it should be brought to Honor Board.
A chapter member is 18 and is very drunk during check in to a date event... What should you do?	You should write an SOR on this woman because they are under 21. This issue is more black and white than a member who is over 21 and should be addressed in Honor Board. While every instance is different, it is important to prevent underage drinking as a persistent issue in the chapter. Also, the Fraternity does not endorse underage drinking yet recognizes it occurs. Therefore, not every member who is drinking responsibly underage needs to be brought into Honor Board.
A member of CMT has been called "rude" and "condescending" to the chapter in conversations between chapter members and other officers... What should you do?	The member should be addressed by someone who feels affected by their comments but understands the importance of addressing them with respect and understanding. Often, leaders become defensive in the moment and to members who are holding them accountable to these mistakes. Addressing these with understanding and respect rather than resentment and condescendence can make a world of difference to the officer and provide a positive environment for change.

## Section 6: New Chapter Recruitment

### **RECOMMENDATION FORM MANAGEMENT AT ESTABLISHMENTS**

Recommendation Forms are a valuable part of the membership selection process and are used to help Delta Gamma get to know potential new members prior to the start of recruitment. Recommendation Forms are not required to participate in recruitment or join Delta Gamma, but anyone who knows a potential new member personally is welcome submit a Recommendation Form.

### **NEW CHAPTER RECRUITMENT PRESENTATIONS**

Recruitment presentations will be prepared by the stationed consultants with the assistance of the growth and development team at Executive Offices and will be tailored to individual campuses. Each presentation is designed to last about 20 minutes and should be presented by a consultant (or an adviser if one is available and present) during a new member meeting or chapter meeting. During the calendar planning process for each new chapter, the growth and development specialist and NCRC will evaluate the best timing for the presentations throughout the term and/or year.

### **NEW CHAPTER RECRUITMENT WORKSHOPS**

Recruitment workshops will be prepared by the stationed consultants with the assistance of the growth and development team at Executive Offices and will be tailored to individual campuses for new chapters (based on the recruitment structure of the campus/community). Workshops range in times from one hour to two hours and should be held in place of a chapter meeting or in conjunction with another chapter event or workshop. During the calendar planning process for each new chapter, the growth and development specialist and NCRC for the chapter will evaluate the best timing for the workshops and prep week throughout the term and/or year. Refer to the RPW Outlines in the library for more information.

## Section 7: New Chapter Consultant Responsibilities

### NEW CHAPTER RESPONSIBILITIES – STATIONED CONSULTANTS (ESTABLISHMENT; SEMESTERS 1-2)

Stationed consultants are those assigned to support the new chapter full-time. Each will be assigned individual areas of oversight for both the pre-establishment period and once new members are pledged. These responsibilities will be assigned during training and each member will receive specific training related to her areas of management.

Stationed consultants are responsible for ensuring the following tasks and responsibilities are fulfilled during the pre-establishment period (the time they arrive on campus until the date the establishment team arrives to conduct infoviews):

#### **Projects**

##### *Bid Day Preparation*

Consultants will plan the activities and logistics of Bid Day. The growth and development specialist will provide materials for Bid Day bags and anchor signs while consultants will be responsible for putting together the materials.

##### *Campus Relations*

All consultants will share the responsibility of reaching out to organizations to set up a time to visit their meetings and share information about Delta Gamma. Consultants will also attend Recruitment Counselor meetings or trainings, if able.

##### *Chapter Builder Management*

Delta Gamma uses Chapter Builder for establishment logistics (sign-ups for infoviews and PNM profiles) and creating a PNM database and tracking system. One new chapter consultant will oversee all updates to Chapter Builder.

##### *Coffee Dates with PNMs*

All new chapter consultants will be participating in coffee dates with PNMs; however, one consultant will oversee management of scheduling these and assigning coffee dates to consultants throughout pre-establishment.

##### *PR Events (pre-establishment)*

All consultants on the ground will attend the PR events and play a role in the presentation; however, one consultant will oversee all PR event logistics (including the confirmation of room reservations and catering, when applicable) and will ensure the presentation for each event is updated and relevant to the campus (assistance to be provided by the growth and development specialist)

##### *Social Media Management*

One consultant will be assigned oversight of all social media engagement. This responsibility will continue with the same consultant beyond the pre-establishment period.

##### *Tabling*

Although all consultants will be tabling in the pre-establishment period, one consultant will be responsible for ensure all materials are packed and ready for the tabling events, all materials are accounted for and ensuring the table is set-up on time and according to the design provided by the growth and development specialist.

## **Meetings**

### *FSA*

One stationed consultant will be responsible for weekly meetings with the FSA. While all stationed consultants should foster a relationship with the FSA, one consultant will be their primary point of contact. If the FSA point of contact is on a break for one of the meetings with the FSA, they will assign a consultant to attend in their place and ensure they are prepared for the meeting. This responsibility will continue with the same consultant beyond the pre-establishment period.

### *growth and development specialist calls*

All stationed consultants and supporting consultants will participate in a weekly call with the growth and development specialist. One consultant will be assigned the responsibility of updating the weekly call agenda in preparation for the call (with input from all consultants on the ground).

### *Panhellenic/Executive Board Meetings:*

Prior to committee assignments, one consultant will be assigned as the point person for all Panhellenic, executive board and round table meetings for the community on campus. This responsibility will continue with the same consultant beyond the pre-establishment period.

### *Team DG*

The growth and development specialist will be assigned as the point person for Team DG and will oversee communication before the first meeting. Following the first meeting one consultant will be assigned the management of all surveys, meetings, GroupMe and events with Team DG. This person is responsible for making sure Team DG is utilized and that the other consultants are prepared for meetings with Team DG.

## **Reporting**

### *Reports*

One consultant will be assigned to be the organizer and submitter of the weekly New Chapter reports. All stationed and supporting consultants will contribute to the report, but one consultant will ensure it is organized, professional and complete.

- Pre-Establishment Weekly Report
- Term 1 New Chapter Weekly Report
- Term 2 New Chapter Monthly Report

### *Monthly Update to New Chapter Support Team*

In addition to weekly report, the new chapter consultants and supporting consultants will collaborate to provide a comprehensive monthly report to the Regional Director, NCC, NCRC, growth and development specialist and the chapter's assigned CST member. One consultant is responsible for compiling the monthly reports in a professional and organized manner.

## **Additional Responsibilities**

### *Recruitment Observation*

If the establishment is taking place immediately following primary recruitment or there is the opportunity to observe recruitment the term before, the CDCs will be responsible for observing all chapters during primary recruitment and taking detailed notes to prepare for educating the new chapter

In addition to those listed above, the following responsibilities will be divided among consultants. The responsibilities below, unlike some of the pre-establishment responsibilities, will be on-going. The consultants will be instructed to manage any prep work that needs to be done for these assignments during the pre-establishment period.

- Advisory Team Liaison: Serves as the point of contact for the ATC and general inquiries from other advisers.
- All-Chapter Event Attendance: Oversees attendance for events that are either required of or open to all new members and members of the chapter.
- Anchorbase: Ensures all Anchorbase tasks and responsibilities are completed on time and correctly.
- Bi-Monthly Advisory Meetings: Partners with the new chapter support team and advisory team chairman to plan bi-monthly meeting agendas, updates and mini-workshops for the advisory team.
- Chapter Correspondence: Oversees creation of individual Google accounts, distributes collegiate and alumnae Anchorline newsletters, distributes any chapter-wide announcements/communication and oversees management of general chapter email correspondence.
- Chapter Meetings: Oversees planning of meeting agendas and activities for chapter meetings once there are initiated members and prior to the election of officers.
- Committee Set-Up: Oversees the assignment of new members to all committees. CDCs assigned to each committee will individually oversee the assignment to committees.
- Committees: The management of committees will be assigned to individual consultants. The CDC overseeing the committee meetings is responsible for ensuring the completion of tasks that their committee is managing. The CDC is also responsible for providing local advisers with updates relating to committee operations and ensuring the local adviser partnering with the management of the committee attends at least one committee meeting a term.
- Consultant Housing and Rental Car Contact: Oversees all consultant housing needs (bill payment, etc.), serves as the point of contact for rental car reservations.
- Culture of Care modules: Oversees the management of the program and ensures it is completed in time for Initiation.
- Elections: When the time comes for the election of officers for the new chapter, this consultant will oversee the appointment of Elections Committee and will ensure all steps in the new chapter elections process are completed.
- Establishment Bid Day Activities: Serves as the point of contact for Bid Day planning for growth and development staff, oversees all Bid Day activities and logistics as assigned by the growth and development specialist.
- greekbill and memberplanet Management: Oversees all greekbill-related items, including uploading members, assigning dues, tracking budget, etc. and oversees all memberplanet transactions and tasks.
- Honor Board Management: Oversees all procedural responsibilities, completion of paperwork and scheduling related to Honor Board meetings and formal hearings. One consultant will serve on Honor Board prior to elections.
- Housing and/or Storage Contact: Serves as the point of contact for either the House Corporation and FMC, oversees the management of chapter storage and inventory
- Installation, I&I preparation and requirements, oversees the completion of all I&I requirements and is the point of contact for the growth and development specialist for planning I&I and Installation.
- Member Input Surveys: Oversees the development, distribution and analysis of new member surveys throughout the new member process and after Initiation.
- New Member and Roster Management: Oversees completion of new member entry in Anchorbase, Week II Attendance Report and all roster-related paperwork. One consultant will be responsible for uploading recommendation forms to Anchorbase for each new member and may request support as needed.

- New Member Meetings: Oversees completion of new member meeting agendas and structure of new member meetings (e.g., small groups, guest facilitators, activities, etc.)
- Retreat: Oversees the planning of the new member and chapter retreats with the support of chapter members.
- Transitions: When the time comes for the election of officers for the new chapter, this consultant will oversee the planning, scheduling and agendas of individual and group transitions.
- Twin Reveal: Oversee the matching of pairs and planning the event, with the support of chapter members.

### **NEW CHAPTER RESPONSIBILITIES – SUPPORTING CONSULTANTS (ESTABLISHMENT)**

Supporting consultants will work with the growth and development specialist to understand general responsibilities related to their role supporting the establishment efforts.

Supporting consultants will primarily be focusing on the following during the pre-establishment period:

- Tabling support
- Coffee dates
- PR Event support
- Campus organization meetings
- ChapterBuilder Support
- Prep work relating to individual responsibilities and committee management
  - The stationed consultants are responsible for sharing what they need assistance on with the growth and development specialist so that they may assign support appropriately and offer guidance. Stationed consultants will work with the growth and development specialist prior to the arrival of supporting consultants to identify the areas in most need of support.
- Member and new member coffee dates
- Specific CMT and JCMT responsibilities (previously discussed and agreed upon by the new chapter consultants)
- Transitions

### **NEW CHAPTER RESPONSIBILITIES – STATIONED CONSULTANTS (YEAR TWO)**

Year Two is when the first officers elected will wrap up their term and transitions will occur for the new officer team. Consultants will continue to oversee and support all officers in their training and leadership development.

Stationed consultants will manage the following responsibilities:

#### **Projects**

- Member and New Member Coffee Dates: One consultant will oversee the sign-ups for coffee dates with individual new members or groups of new members. These should be held weekly, depending on the workload, and will often be planned more frequently during times with supporting consultants on campus. New member coffee dates should focus on engaging those who do not attend as many events, perhaps appear to be less engaged or seem to be struggling with overall membership.

## Meetings

- FSA: One new chapter consultant will be responsible for meeting with the FSA on an as-needed basis.
- growth and development specialist calls: All new chapter consultants and supporting consultants will participate in a bi-weekly call with the growth and development specialist. One consultant will be assigned the responsibility of updating the weekly call agenda in preparation for the call (with input from all consultants on the ground).
- New chapter team: All stationed consultants will attend calls with the NCC and NCRC as needed.

## Reporting

- Monthly Reports: One stationed consultant will be assigned to be the organizer and submitter of the monthly new chapter reports. All stationed and supporting consultants will contribute to the report, but one consultant will ensure it is organized, professional and complete.

## Additional Responsibilities

- Advisory Team Liaison: Serves as the point of contact for the ATC and general inquiries from other advisers.
- All-Chapter Event Attendance: Oversees attendance for events that are either required of or open to all new members and members of the chapter.
- Bi-monthly Advisory Meetings: Partners with the new chapter support team and ATC to plan bi-monthly meeting agendas, updates and mini-workshops for the advisory team.
- Chapter Meetings: Oversees planning of meeting agendas and activities for chapter meetings once there are initiated members and prior to the election of officers.
- Consultant Housing and Rental Car Contact: Oversees all consultant housing needs (bill payment, etc.), serves as the point of contact for rental car reservations.
- Culture of Care modules: Oversees the management of the program and ensures it is completed in time for Initiation.
- Elections: When the time comes for the election of officers for the new chapter, will ensure all steps in the elections process are completed.
- Greekbill and memberplanet Management: Oversees greekbill-related items, including uploading members, assigning dues, tracking budget, etc. and all memberplanet transactions and tasks.
- Housing and/or Storage Contact: Serves as the point of contact for either the house corporation and FMC and oversees management of chapter storage and inventory.
- I&I Preparation and Requirements: Oversees the completion of all I&I requirements and is the point of contact for the growth and development specialist for planning I&I.
- JCMT and CMT Meetings: When the time comes for the election of officers for the new chapter, this consultant will oversee the transition of and guidance of the JCMT and CMT meetings.
- Member Input Surveys: Oversees the development, distribution and analysis of new member surveys throughout the new member process and after Initiation.
- New Member Meetings: Oversees the completion of new member meeting agendas and structure of new member meetings (e.g., small groups, guest facilitators, activities, etc.).
- Roster Management: Oversees completion of new member entry in Anchorbase, Week II Attendance Report and all roster-related paperwork.
- Transitions: When the time comes for the election of officers for the new chapter, this consultant will oversee the planning, scheduling and agendas of individual and group transitions.



## **NEW CHAPTER RESPONSIBILITIES – SUPPORTING CONSULTANTS (YEAR TWO)**

Stationed consultants will work with the growth and development specialist prior to the arrival of supporting consultants to identify the areas in most need of support. The growth and development specialist is responsible for communicating and training (if needed) the supporting consultant on their role during their visit to a new chapter.

Supporting consultants will primarily be focusing on the following during support visits to new chapters post-Bid Day:

- Member and New Member Coffee Dates
- Assistance with specific chapter events
- Transitions, when applicable
- Additional responsibilities (previously discussed and agreed upon by growth and development specialist and stationed consultants)

## Section 8: Meeting Agendas and Outlines

### NEW CHAPTER MEETING WITH FSA

2024-25 Delta Gamma Fraternity  
Collegiate Development Consultant

Chapter:

CDC Name:

Date of Meeting:

Fraternity and Sorority Life Advisor Name/Title:

Chapter Updates:

- Upcoming Events (Philanthropy, I&I, Founders Day, COB, etc.):
- Internal Operations (Elections, Transitions, Sub-Committee/CMT Dynamics):
- Membership Retention:
- Scholarship:

Chapter Operations with Fraternity & Sorority Life:

- Paperwork:
- Panhellenic Meetings:
- Responsiveness:

Campus Updates:

- Upcoming Events:
- Trends to be aware of:
- Primary Recruitment/COB Planning:

Additional Items to Note:

This report is intended only for the recipient. Please do not forward or copy.  
All information contained in this report is confidential Delta Gamma information.

## **ESTABLISHMENT WEEKLY CALL AGENDA WITH GROWTH AND DEVELOPMENT SPECIALIST**

2024-25 Delta Gamma Fraternity  
Collegiate Development Consultant

Chapter:

Date/Week of Call:

Consultants Present for Call:

Review of New Chapter Report:

- Submitted? Yes/No
- Questions from growth and development specialist:

Highlights of Week:

- 

ChapterBuilder

- # of Leads:
- # of Infoviews Scheduled:

Task List Updates:

- Info Sessions:
- Bid Day:
- Additional Tasks:

New Chapter Team Feedback:

- Regional support
- Advisory team

Additional Information/Updates:

This report is intended only for the recipient. Please do not forward or copy.  
All information contained in this report is confidential Delta Gamma information.

## POST-ESTABLISHMENT WEEKLY CALL AGENDA WITH GROWTH AND DEVELOPMENT SPECIALIST

2024-25 Delta Gamma Fraternity  
Collegiate Development Consultant

Chapter:

Date/Week of Call:

Consultants Present for Call:

Review of New Chapter Report:

- Submitted? Yes/No
- Questions from growth and development specialist:

Chapter Morale:

- Resignation Trends to Flag:
- Honor Board Trends to Flag:

Highlights of Week:

- 

Task List Updates:

- 

New Member Pursuit Updates:

- 

I&I and Installation Updates:

- 

New Chapter Team Feedback:

- Regional support:
- Advisory team:

Campus Updates:

- Support from/Relationship with...
  - Other Panhellenic/Fraternity groups:
  - Unaffiliated students:
  - Campus staff/faculty:

Additional Updates/Information:

This report is intended only for the recipient. Please do not forward or copy.  
All information contained in this report is confidential Delta Gamma information.

## MONTHLY CALL AGENDA WITH GROWTH AND DEVELOPMENT SPECIALIST

2024-25 Delta Gamma Fraternity

Collegiate Development Consultant

Chapter:

College/University Name:

CDC Names:

Date of Call:

Chapter Morale:

- Resignation Trends to Flag:
- Honor Board Trends to Flag:
- Leadership relationship to general membership:
- CDC relationship to general membership:
- Scholarship:

Chapter Management Team:

- Dynamics of CMT:
- Accountability with Task:

Upcoming Event Planning:

- 

Campus Updates:

- Support from/Relationship with...
  - Other Panhellenic/Fraternity groups:
  - Unaffiliated students:
  - Campus staff/faculty:

Additional Updates/Information:

This report is intended only for the recipient. Please do not forward or copy.  
All information contained in this report is confidential Delta Gamma information.