



## Officer Training Seminar 2023 FAQ

This FAQ has been developed for the 2023 Officer Training Seminar (OTS). If you have questions after reviewing this document, please email [dgevents@deltagamma.org](mailto:dgevents@deltagamma.org) for assistance.

### HOW DO I REGISTER FOR OTS?

Attendees must utilize [this registration link](#) and log in to the members-only website. Registering for OTS also registers you for Homecoming. You do not need to register for both events. All Leadership are automatically registered for the Blue Package.

### AM I REQUIRED TO ATTEND?

Yes, as a member of Leadership you are required to attend both OTS and Homecoming Celebration Weekend. However, we acknowledge that even in the midst of a sesquicentennial celebration, the context of the location might present some mixed emotions for some of our members. Many of us are reconciling the painful recent events in Memphis. We are committed to demonstrating care and support for members of Delta Gamma. Therefore, should you choose not to attend, please notify [dgevents@deltagamma.org](mailto:dgevents@deltagamma.org) by April 28, 2023.

The weekend events will include an intentional gathering space at The Peabody Hotel on Sunday morning. That space will be an environment where members can gather to process, offer solidarity to each other, and receive support.

Should you have a conflict that precludes you from attending OTS and/or Homecoming, please contact [dgevents@deltagamma.org](mailto:dgevents@deltagamma.org) in accordance with our travel and event policy.

### WILL I HAVE A ROOMMATE?

All Leadership can expect to share a room with another member of Leadership. If you have a roommate preference, please first confirm with that person, and then both put each other down on registration. If you have a medical condition that requires you to have a single room, you may request a medical waiver by emailing [dgevents@deltagamma.org](mailto:dgevents@deltagamma.org).

### **WHAT SHOULD I WEAR?**

More information on what to wear/pack will be sent out leading up to the event. Be on the lookout in your inbox for a series of emails related to all things OTS/Homecoming!

### **WHERE CAN I FIND THE SCHEDULE?**

Final tweaks are being made to the schedule. You can expect to receive the final schedule in the weeks leading up to the event. An outline of what to expect [can be found here](#).

### **WILL THERE BE TRANSPORTATION FROM THE AIRPORT TO THE HOTEL?**

Yes, there will be transportation from Memphis International Airport (MEM) to the Peabody on your arrival day and transportation back to the airport on Sunday, July 2. More information on bus times will be released closer to the event.

### **WHEN DOES OTS END AND HOMECOMING WEEKEND CELEBRATION BEGIN?**

OTS ends at 5:00 PM on Friday, June 30, and the Homecoming Celebration Weekend kicks off with a dessert reception at 8:00 PM.

### **CAN I BRING A GUEST?**

OTS is for Leadership only. However, you can bring a guest to Homecoming Weekend Celebration. If you plan to bring a guest, please email [dgevents@deltagamma.org](mailto:dgevents@deltagamma.org) for a room waiver. Once you have done so, you will need to register your guest separately and pay for their Homecoming Weekend Celebration package. As a reminder, Delta Gamma does not cover the cost of guests staying in your room, so you are responsible for payment.

### **WHAT IF I WANT TO COME EARLY OR STAY LATE?**

Any attendee is welcome to come early or stay late. If you plan to do so, please alert us at [dgevents@deltagamma.org](mailto:dgevents@deltagamma.org). Once we have submitted the room list to the hotel, you will be responsible for reaching out to the hotel directly to add the additional nights that you want to stay and put your card down.

### **CAN I BOOK MY OWN TRANSPORTATION?**

Any attendee is welcome to book their own transportation. All attendees must arrive no later than 3 p.m. on Wednesday, June 28. If you would like to utilize our travel agent, you can email Debbie at [debbie.needham@altour.com](mailto:debbie.needham@altour.com) and she can book your flight.

### **IS THERE PARKING AT THE HOTEL?**

Yes, there is parking available at the hotel. Self-parking for guests staying at the Peabody will be provided at a discounted rate.

### **WHAT MEALS WILL BE PROVIDED?**

Delta Gamma arranges and pays for the following meals during OTS. We recommend you bring a water bottle to keep with you during meetings and any snacks you may want during the event. If you submitted a special meal request during online registration, that meal request will be listed on the back of your nametag. Be sure to let your meal server know about your request as you sit down for the meal.

- Wednesday dinner
- Thursday breakfast, lunch and dinner
- Friday breakfast and lunch
  - Dinner will be on your own. You will be reimbursed for your Friday night dinner as long as it is in accordance with expense allowances.
- Saturday breakfast, lunch and dinner

### **HOW CAN I LET YOU KNOW MY TRAVEL PLANS?**

If you are flying, once you have booked your flight, please fill out [THIS FORM](#) with your flight details. If you are driving, fill out this form as soon as you are registered. Please complete the form no later than May 31.

### **WILL THERE BE HEADSHOT OPPORTUNITIES?**

Yes, there will be headshot opportunities for all attendees. Days and times will be listed in the event schedule.

### **WILL I HAVE TO PUT DOWN A CARD UPON MY ARRIVAL TO THE HOTEL?**

You will not be asked to put down a card at check-in. However, Delta Gamma will only be covering your room and tax and parking (if you drive). Should you choose to go to any of the stores or restaurants, the hotel bar or order room service, you will need to put a card down and ask the hotel to put those additional charges on your personal card.

## **HOW MANY TRUSTEES SERVE ON THE FOUNDATION BOARD OF TRUSTEES? HOW MANY ARE ELECTED AND HOW LONG IS THE TERM OF AN ELECTED TRUSTEE?**

The Foundation Constitution provides that the Board of Trustees is composed of six (6) trustees elected by the voting members of the Foundation and three (3) ex officio trustees who are the Fraternity President, Treasurer and Council Trustee: Fraternity Programming. Each elected Trustee serves a three (3) year term with two (2) Trustees elected each year. Elected Trustees are limited to serving two (2) terms, which do not have to be served consecutively.

## **WHO IS A DELTA GAMMA FOUNDATION VOTING MEMBER?**

Article III, Section 1 of the Delta Gamma Foundation Constitution defines the Voting members as: All of the elected members of the Foundation Board of Trustees, Foundation Executive Director, Foundation Directors and Coordinators, Fraternity Council and the Fraternity Directors. Voting members vote on Foundation business and elect Trustees to the Delta Gamma Foundation Board of Trustees at the Delta Gamma Foundation Annual Meeting.

## **Cream Rose Tribute Giving**

### **WHAT IS THE DELTA GAMMA FOUNDATION CREAM ROSE TRIBUTE GIVING OPPORTUNITY?**

We are excited to introduce a special way to take part in Anchoring The Future: The Campaign for Delta Gamma! You can honor a sister with a gift through the Foundation's Cream Rose Tribute Giving to commemorate 150 years of steadfast sisterhood during our Sesquicentennial Celebration. Gifts can be made online at [deltagamma.org/creamrosegiving](https://deltagamma.org/creamrosegiving) and honorees will receive their virtual rose and immediate notification that you've made a gift in their honor. Each in honor of or memory tribute is \$10, but gifts of all sizes are welcome and will count towards our \$50M Anchoring the Future Campaign goal. Please direct questions to Samantha Mogab, Annual Giving Manager, at [dgfoundation@deltagamma.org](mailto:dgfoundation@deltagamma.org).

### **WHAT DO THE FUNDS RAISED DURING CREAM ROSE TRIBUTE GIVING SUPPORT?**

We hope that you will support the Loyalty Fund through your Cream Rose Tribute Gifts. This fund supports the Delta Gamma Foundation's areas of greatest need to ensure that we are able to continue doing the work of lasting progress. You are also able to select a different fund when making your gift if you would like. Each Cream Rose Tribute Gift also counts towards meeting our Anchoring the Future Campaign goal. [You can learn more about Anchoring the Future: The Campaign for Delta Gamma here.](#)

### **HOW CAN I MAKE MY CREAM ROSE TRIBUTE GIFT?**

You can make your Cream Rose Tribute Gift [here](#). If your personal information is not already populating the fields on the giving page, please use the green "Members, please log in" button to log in to your profile. If you are not a member, please fill in the form. Select the fund you would like to support. All gifts made during Cream Rose

Tribute Giving count towards Anchoring the Future: The Campaign for Delta Gamma. When completing the “Tributes” portion of the giving page, please use the “Tribute Lookup” button to select the member you would like to honor. This ensures that the honoree is instantly notified that she has received a virtual cream-colored rose. Please use the “Add or Edit message” to include a personal message to your honoree.

### **IS THERE A MINIMUM GIFT AMOUNT FOR THE TRIBUTE GIVING CAMPAIGN?**

We request a \$10 gift for each tribute, but gifts of all sizes are welcome. You will be able to make multiple tribute gifts via the same online giving form. For each \$10 gift, a tribute field will be made available. For instance, if you’d like to honor 5 people with your gift, please choose \$50 as your total gift amount, and then use the look-up feature in the tributes section of the form to name your 5 tribute gift honorees.

### **IS THERE A LIMIT TO THE NUMBER OF CREAM ROSE TRIBUTES I CAN PURCHASE AT ONE TIME?**

Want to add more than one flower to the virtual garden? You can honor up to 25 people with a [single gift made online](#), with \$10 requested per honoree. For instance, if you’d like to honor 15 people, please put “\$150” in the gift amount. This will “unlock” 15 tribute spaces. If you would like to send more than 25 Cream Rose Tributes, you will need to complete the giving form each time per 25 tributes.

### **WHAT IF THE PERSON I’D LIKE TO MAKE A GIFT IN HONOR OR IN MEMORY OF ISN’T A MEMBER OF DELTA GAMMA?**

You can honor anyone special in your life, regardless of their membership affiliation. If your honoree is not a Delta Gamma or you are unable to find them using the look-up feature of our online giving form, please include contact information for the person you’d like to receive notification of your gift comments section of the online giving form. We will be happy to send that honoree notification of your gift.

### **CAN I MAKE A MEMORIAL GIFT?**

Yes, you can make a gift in memory of a deceased Delta Gamma, loved one, or friend, but no email notification will be sent.

### **DOES MAKING A CREAM ROSE TRIBUTE GIFT MAKE ME A MEMBER OF THE FOUNDATION’S ROSE CIRCLE SOCIETY?**

A Cream Rose Tribute Gift of \$1,000 or more would welcome you into the Rose Circle Society for the current fiscal year (ending on June 30). Our Rose Circle Society sisters are a distinctive group of sisters who give \$1,000 or more annually to provide hope through scholarships and financial grants, invest in training and programming, and support Service for Sight. You can learn more about [Delta Gamma Foundation’s Rose Circle Society here](#).

### **HOW ELSE CAN I SUPPORT THE DELTA GAMMA FOUNDATION’S CREAM ROSE TRIBUTE GIVING?**

We appreciate your spirit of giving and would love for you to share your reason for supporting Cream Rose Tribute giving with others! We have created a toolkit so you can champion this giving opportunity on social media, with other DG sisters, friends,

and family. We invite you to join us in being a Cream Rose Tribute Gardener and utilize the [Gardener Toolkit](#).

**HOW CAN I LEARN MORE ABOUT THE DIFFERENT WAYS I CAN SUPPORT ANCHORING THE FUTURE: THE CAMPAIGN FOR DELTA GAMMA?**

Cream Rose Tribute Giving is a perfect way to support Anchoring the Future: The Campaign for Delta Gamma! When making your gift online, you can select a fund that supports any of our Four Campaign Pillars that you feel most inspired will anchor Delta Gamma's future for another 150 years. If you would like to speak to a member of the Delta Gamma Foundation staff about how to enhance your support in any one of these areas, please contact [dgfoundation@deltagamma.org](mailto:dgfoundation@deltagamma.org).

Do you still have Cream Rose Tribute Giving Questions or need assistance making your gift? please contact [dgfoundation@deltagamma.org](mailto:dgfoundation@deltagamma.org)