



Affiliation Programming

During her collegiate experience, a collegiate member might transfer to a new campus for one reason or another. A member transferring to a campus with a Delta Gamma chapter is not required to affiliate to remain a member of the Fraternity. If she chooses not to affiliate, she is considered an unaffiliated transfer student and remains a Delta Gamma collegiate member of the Fraternity. However, we know that often our members do wish to affiliate, so this process is designed to help these members become accustomed to a new Delta Gamma chapter. Please note, this process is not to be treated as an informal recruitment/Continuous Open Bidding (COB) experience. The decision to affiliate is solely up to the member who is transferring campuses.

Joining a new campus can be exciting and overwhelming. Aside from the transitions of her academic records, coordination of living space and overall adjustment to a new campus community, an affiliating sister is in search for continuing, and/or establishing, lifelong friendships. Please utilize the below outline as a template for the affiliation process.

Sisterhood Transition Opportunities

Initial Steps

- Once the chapter president receives contact information, she sends a welcoming email to the affiliating sister. An affiliating sister's contact information may be delivered from a number of sources with the Fraternity.
- The president should express greetings from the chapter (include chapter name) and a welcome to their campus, include information about herself, explain who will reach out next/that her contact info has been shared, and ask if the affiliating sister initially needs anything as she transitions to campus.
- The president should share the affiliating sister's phone number and email with the vp: member education.
- The vp: member education will act as the coordinator of the affiliation process or delegate the overall coordination to a willing chapter sister. Consider utilizing members from the member education committee or New Member Pursuit small group leaders to assist in the process.

Welcome & Greetings | Suggested Timeline: 2 weeks

First impressions last a lifetime. Ask three sisters to select one avenue of communication and agree to contact the affiliating sister. The communication should include a welcome and an invitation to a different connection activity from the below list. Coordinate contact and invitations to allow for

variety and timely communication. After each sister completes a connection activity, the vp: member education or her designee follow-ups with each sister to ensure completion.

- Sister A | Welcome email sent to affiliating sister with offer of connection activity
- Sister B | Welcome call sent to affiliating sister with offer of connection activity
- Sister C | Welcome text sent to affiliating sister with offer of connection activity

Connection Activity Ideas

- Give a campus tour to the affiliating sister. Ensure affiliating sister knows the location of her classes.
- Tour your campus' student recreational/health club. Perhaps, work out or take a class together.
- Meet up at a local coffee shop.
- Grab some ice cream/yogurt.
- Invite the affiliating sister to join you for a volunteer/civic opportunity.
- Meet up for lunch at your campus' lunchtime space (ex: Union, Student Center, Commons)
- Attend a campus event together (ex: arts production, speaker, sporting event, etc.)
- Invite the affiliating sister for lunch or dinner to the chapter house, if applicable.
- Encourage the affiliating sister to join you for a student organization meeting.

Getting to Know You | Suggested Timeline: 2-3 weeks

After completion of three Connection Activities, consider the below steps to further getting to know the affiliating sister:

- Introduce affiliating sister at a chapter meeting.
- Coordinate a lunch or dinner for 4-6 chapter members to meet up with affiliating sister.
- Ask an advisory team member to meet up with affiliating sister and fellow member class sisters.
- The vp: finance and director of house management/chapter property (if applicable) meet with affiliating sister to foster a conversation regarding dues and fees.
 - Share a copy of the chapter's BLSRs at this time.

Following Her Decision to Affiliate:

- Present the affiliating sister at a chapter meeting. Consider utilizing the Affiliation of a Transfer Student Ceremony from the [Rituals Handbook](#).
- The vp: member education, or her designee, works to establish rides/hostesses for initial chapter events.
- Ask the affiliating sister to select a committee from chapter's list of committees. Be sure to let the committee director know a member is joining the chosen committee.
- Consider matching a current member class sister to the affiliating sister to act as her member class buddy.
- Ideally, the affiliating sister already experienced the reveal of a Big Sister. Consider matching the collegian to a bonus, or additional, Big Sister from your chapter.

After the Affiliation Ceremony

- Ensure the affiliating sister has been successfully added to all rosters, distribution lists, etc.

- Anchorbase roster: Affiliates are added to the chapter's official roster via the Manage Affiliates Task in Anchorbase. Please refer to the [How to Update Your Roster resource](#) for steps on how to complete this task. This step should not be added to the chapter's roster until after the Affiliation Ceremony has been held.
- greekbill roster: Upon completion of the Manage Affiliates task, the affiliating sister should also be added to the chapter's greekbill roster. Confirm with the vp: finance that this step occurs.
- OmegaOne: Upon completion of the Manage Affiliates task, the affiliating sister should also be added to the chapter's OmegaOne roster. If the affiliate is not automatically added to the roster, please contact the OmegaOne customer service for assistance.
- Once on the greekbill roster, ensure she signs a copy of the current year's Dues and Fees Contract and BLSRs.
- Ensure access to living facility, meeting rooms (non-private spaces)
- The vp: member education, or her designee, should share the following:
 - Chapter History: A copy of your chapter's history is located at Executive Offices. E-mail archives@deltagamma.org if you do not have a copy.
 - Chapter Calendar

In the event the affiliating sister decides not to affiliate, all Delta Gammas are encouraged to model a Culture of Care during their interactions within the campus community. Please reach out to your chapter's Collegiate Development Specialist (CDS) at Executive Offices for assistance during this transition.