VICE PRESIDENT: PROGRAMMING

Regional Training Days

Agenda

- Introductions
- Roles & Responsibilities
- Choosing Relevant Programming
- Chapter Programming Elements
- Calendar Planning
- To Do in the Next 90 Days

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Introductions

- Name
- Chapter
- What you love about being vp: programming

Member Engagement

1 – completely unengaged
5 – meaningfully engaged

Programming Team

Directors to be appointed is based upon the size of the chapter:

bold: all chapters
<u>underlined:</u> 36 to 75 members (all previous directors plus these)
italics: 76 to 125 members (all previous directors plus these)
regular: more than 125 members (all previous directors plus these)

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vp: programming

director of senior programming

director of alumnae relations

director of DG Dialogues

Responsibilities

vp: programming

- Adviser Recognition
- Article II Assessment & Chapter Goals
- Calendar coordination (planning/approval)

- Etiquette education
- Chapter Retreat
- Sisterhood events
- DG Dialogues

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director of senior programming

- Develops and coordinates senior programming
- Helps seniors connect with an alumnae group
- Plans senior recognition and senior recommitment ceremony

director of alumnae relations

- Develops and coordinates programming for collegians and alumnae
- Serves as a contact for alumnae
- Maintains list of chapter alumnae
- Promotes lifetime membership

director of DG Dialogues

- Works with CMT to select relevant programs for the chapter
- Selects and trains small group facilitators
- Helps create meaningful conversation between chapter members through DG Dialogues programs

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CHOOSING RELEVANT PROGRAMMING

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Choosing Relevant Programs

... why do we care? **Choosing relevant programming helps to:**
- increase participation and attendance
- Increase engagement
- Increase value of membership
- Provide opportunities to tackle or address real life concerns or successes for your chapter

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Article II of the Delta Gamma Constitution

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

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Article II Assessment

1. Article II Confidential Personal Assessment Step (optional – this step is no longer required)
2. Article II Chapter Assessment Step
3. Chapter Goals and Watchword Development Step
4. Chapter Goals and Watchword Presentation

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Choosing Relevant Programs

- What does your chapter most **need**?
- Is the **topic relevant** to your chapter?
- Would the majority of members or new members find it **interesting**?
- Review your **chapter goals**.
- Review your **chapter's watchword**.
- What **campus requirements** or trends may align with one of the four values?
- Are there any **impactful campus programs** your chapter has been wanting to explore? Consider using it to fulfill one of the requirements under campus programs.

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PROGRAMMING ELEMENTS

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DG Dialogues

- Complete four programs over the academic year
  - One program on each value in Article II: Friendship, Educational & Cultural Interests, Social Responsibility, and Character
- Curriculum provided in Program Guide
- director of DG Dialogues (or vp: programming) is responsibility for planning and executing

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DG Dialogues - Scheduling

- 45 minutes for each program
- Schedule during activity/programming meetings
- Do not schedule when chapter votes are needed
- Hand out chapter announcements, send via email, or project them prior to the meeting
- Ensure the focus of the meeting is the DG Dialogue program

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DG Dialogue Tips

- Programs completed in small groups of 10-15
- Small groups should be made up of a cross-section of individuals in the chapter
- Small groups should represent member classes & member interests
- Add new members to existing groups prior to first member education program

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DG Dialogues Small Group Facilitators

- Select small group facilitators
- Small group facilitators are NOT presenters but rather conversation starters and guiders.
- Successful facilitators: prepare prior to the program, are good listeners, and well-respected in the chapter
- Note: Facilitator Training is an Anchored Event (to be added to the calendar by vp: programming)

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- How does your chapter ensure relevant programs are chosen?

- Which programs have been successful?

- Which programs have you selected for this term?

- What is your biggest barrier with DG Dialogues?

Collumnae Events

- Responsibility of director of alumnae relations, if the chapter has this position
- Work with the alumnae group's vp: programming
- Founders Day counts as a collumnae event
- Consider options for multi-purpose programming

Collumnae Events

- Coffee with collegians
- Cookies with collegians
- Invite alumnae to attend Senior Recommitment ceremony
- Invite alumnae to share sisterhood stories with the chapter
- Invite alumnae to help with conversation practice for recruitment prep
- Invite alumnae to join in a DG Dialogue (Oath and Me Program)

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Adviser & Volunteer Recognition

- What does your chapter currently do to recognize and appreciate advisers or other Delta Gamma volunteers?
- What additional efforts could you implement?

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Senior Programming

- How are seniors...
  - Utilized in your chapter?
  - Honored in your chapter?
  - Perceived in your chapter?

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Senior Programming & Recognition

Recognition
- Senior spotlights
- Senior week
- Awards at Founders Day or Parents Weekend

Programming
- Network night
- Career/resume workshop
- Headshots or senior photos
- Mentorship program with alumnae or younger chapter members
- Anchored Connections platform

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Chapter Retreat

- May be scheduled during the fall or winter/spring term
- Purpose:
  - Develop the bonds of sisterhood and friendship
  - Renew commitment to Delta Gamma
  - Work on chapter goals

Sisterhood Events

- Schedule regularly or several times throughout each term
- Purpose:
  - Develop the bonds of sisterhood and friendship

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Sisterhood Event Tips

- **Be Consistent** - hold a variety of sisterhood events throughout the term
- **Be Flexible** - host sisterhood events at different times and on different days
- **Be Inclusive** - survey your chapter for interest & have different members or groups of members plan sisterhood events
- **Be Creative** - host diverse activities such as fitness activities, book clubs, tours of museums, virtual games, group cooking class/DIY workshop, educational opportunities and dialogues, etc.
- **Be Communicative** - let your sisters know when and how to attend

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SISTERHOOD
EVENT SHARE

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Fraternity-wide Programming

https://www.deltagamma.org/news-resources/connected-for-good

CALENDAR PLANNING

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Calendar Submission Deadlines

- **March 1** spring quarter
- **April 1** for fall semester/quarter
- **November 1** for spring semester or winter quarter

Note: Quarter schools have the option to plan and submit winter and spring terms together

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Programming Requirements

- Calendar Planning
- DG Dialogues
- Sisterhood events
- Senior Recommitment
- Adviser appreciation
- Collumnae event
- Scholarship recognition
- Founders Day

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Delta Gamma
1873

Calendar Planning Guide

Table of Contents

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Prepare for Calendar Planning

- Consider feedback and needs of chapter
- Review chapter goals
- Review BLSR
- Distribute calendar planning guide to CMT officers
- Gather calendars
  - Academic calendars
  - University sports/special event dates
  - Panhellenic & IFC calendars
  - Area alumnae group dates

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Calendar Planning Meeting

- Led by vp: programming
- All officers should come ready with dates for their events in mind
- Collaborative effort to consider:
  - Chapter goals
  - Multi-Purpose programming
- All officers will enter respective events in Anchorbase

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Multi-Purpose Programming

When planning, be sure to think about…
- What programs could be planned together to suffice requirements in two areas?
- What activities allow for cross officer planning?
- Which programs share the same outcomes?
- How could you adjust a program or add to a program to support two or more requirements?

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Examples of multi-purpose programming:

business chapter meeting ▶	vote on calendar + vote on budget + vote on bylaws and standing rules + senior recognition + sisterhood
	- *Plan during a chapter meeting or skip chapter this week and send announcements via email.*
chapter retreat ▶	service project + Recruitment Preparation Workshop (RPW) + goal setting + senior recommitment ceremony + sisterhood
	- *Skip chapter meeting this week and send out announcements via email.*
activity meeting ▶	chapter meal + etiquette dinner + scholarship recognition + adviser appreciation
	- *Plan during a chapter meeting or skip chapter this week and send announcements via email.*
Founders Day ▶	Founders Day ritual + adviser recognition + scholarship recognition (you could even add in some career networking/internship advice with alumnae)
	- *Skip chapter meeting this week and send out announcements via email.*
scheduled university requirement ▶	DG Dialogues
	- *If not held during a chapter meeting, skip chapter meeting this week. In both cases, send out announcements via email.*
new member retreat ▶	new member meeting + sisterhood
	- *No new member meeting this week.*
PR/sisterhood event ▶	sisterhood event + on campus in a public space + wear your letters
	- *Plan during a chapter meeting and send announcements via email.*
Work Week ▶	Anchors Away (Foundation awareness) + RPW + Friendship DG Dialogues

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Now that all the events are on the calendar, what questions should you ask yourself to ensure the calendar is effective?

Calendar Submission

Anchorbase Task: vp: programming Calendar Certification

Complete after all officers are finished with their calendar entry task and the calendar has been reviewed with programming adviser and/or ATC.

Certify that:
- Chapter Goals
- Article II
- Calendar Follows Policy and Procedure
- Balanced Calendar
- ATC/programming adviser approval

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Review Feedback

Anchorbase task: Calendar Updates and Approvals

- Officer receives email if RCS/NCC/CRC "denies" calendar task
- Officer needs to review the Calendar Updates and Approvals report in Anchorbase to find RC/NCC/CRC feedback
- Make edits and resubmit

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Chapter Vote

| Calendar ∨ | Roster ∨ | Chapter Managemer |

Tasks ›
Reports ›

Calendar Style
Spreadsheet Style
Calendar Updates and Approvals
Completed Calendars
Incomplete Calendars
Calendars Updated Post Review
CDC Scheduling

Reminder
Days

Academic Year 2019-2020

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Academic Year	2019-2020	Begin Date	End Date	Title
2019	April			
		4/14/2019		Bylaws & Standing Rules
		4/14/2019		Vote to Approve Fall Cale
	August			
		8/25/2019		Return to Campus Fall Te
		8/26/2019		Fall Classes Begin
	September			
		9/1/2019	9/1/2019	Honor Board Meeting
		9/2/2019		DG Dialogue Program –
		9/2/2019		Chapter Retreat
		9/2/2019		Holiday - No Classes
		9/3/2019		Continuous Open Bidding
		9/4/2019		Continuous Open Bidding
		9/4/2019	9/4/2019	Panhellenic Meeting Day
		9/5/2019		COB Preference Event

Word
Excel
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed

Calendar Planning Key Takeaways

- Chapter calendar is based on the needs and goals of the chapter. Utilize Article II Assessment and Chapter Goals resource to set yearly goals that feed into calendar planning.
- Prevent over-programming with program flexibility and multi-purpose events.
- Limit chapter business to a maximum of 15 minutes when scheduling a programming event and conduct business after the programming event.
- Limit the number of weekly required events to one per week to prevent over-programming (with the exception of recruitment weeks and Initiation).

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To Do in Next 90 Days

- Ensure you are familiar with programming planned for rest of the academic year
- Meet with director(s) to brainstorm and discuss goals
- Connect with local alumnae group(s)
- If needed, plan Article II assessment activities for chapter goal and watch word
- Assess chapter programming needs
- Submit calendar by March 1 or April 1 deadline

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QUESTIONS?

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Reflection & Action Planning

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