

Alumnae Officer Navigation | *vp: Foundation* Utilize this calendar for planning and to add group-specific tasks

July	August	September
<ul style="list-style-type: none"> <input type="checkbox"/> Update email signature with new dues link <input type="checkbox"/> Pay local and per capita dues <input type="checkbox"/> Establish methodology for tracking volunteer service hours (utilize Do Good Hours Tracking Instructions) <input type="checkbox"/> Coordinate with board for planning service and fundraising opportunities for the group <input type="checkbox"/> Dry Eye Awareness Month 	<ul style="list-style-type: none"> <input type="checkbox"/> Consider nominating a sister for the Oxford Award <input type="checkbox"/> Children's Eye Health and Safety Month 	<ul style="list-style-type: none"> <input type="checkbox"/> Do Good Week Use resources in the DG Library for planning and social media tools <input type="checkbox"/> Sports Eye Safety Month
October	November	December
<ul style="list-style-type: none"> <input type="checkbox"/> World Sight Day (2nd Thursday of October) <input type="checkbox"/> October 15 Oxford Award applications due <input type="checkbox"/> October 15 White Cane Awareness Day <input type="checkbox"/> Send a reminder to membership about submitting Do Good Hours <input type="checkbox"/> Eye Injury Prevention Month <input type="checkbox"/> Blindness Awareness Month 	<ul style="list-style-type: none"> <input type="checkbox"/> November 15 Log Do Good Hours in Anchorbase <input type="checkbox"/> Diabetes-Related Eye Disease Month 	<ul style="list-style-type: none"> <input type="checkbox"/> December 1 Merit-based graduate fellowship applications open
January	February	March
<ul style="list-style-type: none"> <input type="checkbox"/> January 4 World Braille Day <input type="checkbox"/> Glaucoma Awareness Month <input type="checkbox"/> Braille Literacy Month 	<ul style="list-style-type: none"> <input type="checkbox"/> February 15 (even years only) Catherine Stuart Schmoker Principled Alumnae Leadership Award application form closes <input type="checkbox"/> AMD/Low Vision Awareness Month 	<ul style="list-style-type: none"> <input type="checkbox"/> March 1 If funding a merit based scholarship or fellowship, funds must be received to be awarded the following academic year <input type="checkbox"/> March 6-12 World Glaucoma Week <input type="checkbox"/> Workplace Eye Wellness Month <input type="checkbox"/> Celebrate Founders Day!
April	May	June
<ul style="list-style-type: none"> <input type="checkbox"/> April 1 Merit-based graduate fellowship applications close <input type="checkbox"/> National Volunteer Week (3rd week in April) <input type="checkbox"/> International Guide Dog Day (last Wed. in April) <input type="checkbox"/> Send a reminder to membership about submitting Do Good Hours <input type="checkbox"/> National Women's Eye Health and Safety Month 	<ul style="list-style-type: none"> <input type="checkbox"/> May 1 (even years only) H.K. Stuart Spirit of Service Award application form closes <input type="checkbox"/> May 15 Log Do Good Hours in Anchorbase <input type="checkbox"/> Healthy Vision Month <input type="checkbox"/> Ultraviolet Awareness Month 	<ul style="list-style-type: none"> <input type="checkbox"/> Transition incoming officer (if applicable) <input type="checkbox"/> June 27 National Sunglasses Day <input type="checkbox"/> Cataract Awareness Month

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Utilize these activities & resources as a guide to best practices

Monthly Activities

- Promote Foundation initiatives and programs, like merit-based graduate fellowships, Crisis Grants, and service opportunities, to members
- Follow Delta Gamma Foundation on social media and share information with group
- #FoundationFriday social media posts

Year-Round Activities

- Develop and host fundraisers benefiting the Delta Gamma Foundation, and direct up to 90% of the proceeds to a local 501(c) (3) that shares our Service for Sight mission.
- The Foundation Fundraising Report Form is due 2 weeks after a Foundation fundraising event and should be completed by the vp: finance or president with the assistance of the vp: Foundation.
- Attend board and business meetings as scheduled for the group
- Work with group's collumnae chair to identify programming opportunities with collegiate chapters
- Coordinate with board members to perform a Foundation ritual, if desired (see Foundation: Ceremony in DG Library)
- Attend board and business meetings as scheduled
- Attend training provided by the Region, Alumnae Leadership, and/or EO
- Coordinate Do Good Hours opportunities for members and establish a methodology for tracking hours to be submitted twice a year in Anchorbase.

Resources

- Foundation Focus
- Alumnae Officers Manual
- Crisis Management Quick Reference
- Fraternity Constitution
- Foundation: Constitution
- Foundation Policies
- Fraternity Standards | Alumnae
- Alumnae Alcohol Responsibilities Guide
- Alumnae Do Good Hours Tracker



Updated 2021