



Leadership Handbook

UPDATED JUNE 2023



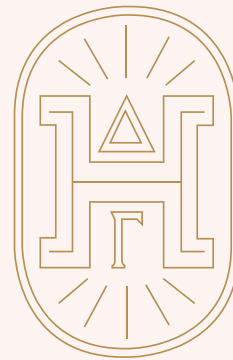
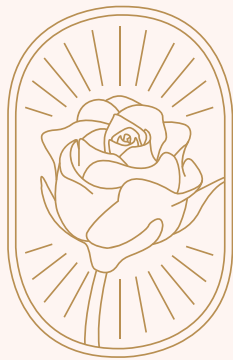
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Two Organizations, One Delta Gamma

We are one Delta Gamma, but in accordance with Internal Revenue Code, the Foundation and Fraternity are two separate organizations. In 1951, the Delta Gamma Foundation was formed as a complement to the Fraternity, creating a vehicle for members to promote the educational interests and social responsibility referenced in Article II of the Fraternity Constitution.

Each entity offers unique opportunities for our members to do good, but understanding the specifics can be challenging, which is why we've created this basic guide. We want you to know exactly where your dues and donations are going and how they make a difference in so many lives.



Delta Gamma Foundation

As a 501(c)(3) public charity, your gifts to the Delta Gamma Foundation are tax deductible in the United States as allowed by law.

Gifts to the Foundation provide funding for the three areas of support:

Individual Member Support

- Merit-based undergraduate scholarships and graduate fellowships
- Sisters Helping Sisters: Need-Based Scholarships
- Crisis Grants

Training and Programming

(partially funded by the Foundation, administered by the Fraternity)

- Social Responsibility programs in the Act with Intention series.
- Health and Well-Being programs including mental health initiatives.
- Leadership opportunities for collegians and alumnae like Lewis Institute and Anchor Academy.

Service for Sight

- Grants to national organizations that share our sight-related mission including the five Delta Gamma Schools for Children with Visual Impairments
- Hope Serving

Questions? Please contact dgfoundation@deltagamma.org.

Delta Gamma Fraternity

As a 501(c)(7) member organization, your annual per capita dues fund the operations of the Delta Gamma Fraternity.

Per capita Fraternity dues support:

- The publication of our award-winning quarterly magazine, the **ANCHORA**
- **Extension and recruitment** efforts to bring Delta Gamma to new campuses; establishment of new alumnae groups
- Development of new and modifications to existing **Fraternity programs**
- The care and preservation of Delta Gamma **archives and history**
- Council, Cabinet/Leadership, regional volunteer and Executive Offices staff **support for collegiate and alumnae members**
- Large scale **Delta Gamma events**, including Delta Gamma Convention

Questions? Please contact DG-EO@deltagamma.org.



Resources and Important Links



Leadership/Volunteer Information

[Fraternity/Foundation Volunteer Structure](#)

[Office of Housing Overview](#)

[Anchorbase Overview](#)

[Fraternity & Foundation Leadership Volunteer Email Flow](#)

[Leadership Directories & Email Distribution Lists](#)

Important Policies & Procedures

[Quick Reference Guide for Confidential Information](#)

[Crisis Communication Policy](#)

[Crisis Communication Procedure](#)

[Collegiate Tragedy Response Procedure](#)

[Submitting Content for Collegiate Officer Newsletters](#)

[Trademarks and Licensing](#)

Brand Information

[Branding Guidelines](#)

[DG Style Guide](#)

[Email Signature Template](#)

[Delta Gamma Terminology Cheat Sheet](#)

[Delta Gamma Guide to Abbreviations](#)

Executive Offices Information

[Executive Offices Departments](#)

[Executive Offices Organizational Chart](#)

[Executive Offices Staff Responsibilities](#)



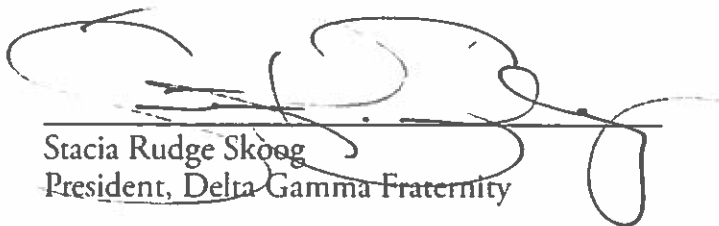
RELATIONSHIP AGREEMENT

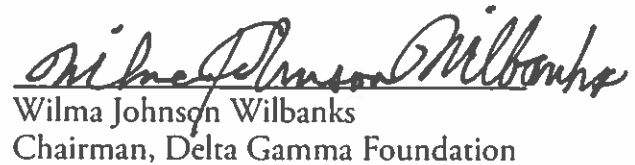
THIS RELATIONSHIP AGREEMENT between the Delta Gamma Fraternity (Fraternity) and the Delta Gamma Foundation (Foundation) was created to clarify both the symbiotic and business relationship between the two organizations. As each organization serves the same membership and is directed by that membership, this agreement will outline how each entity shall support the formative goals of the other in furtherance of Delta Gamma.

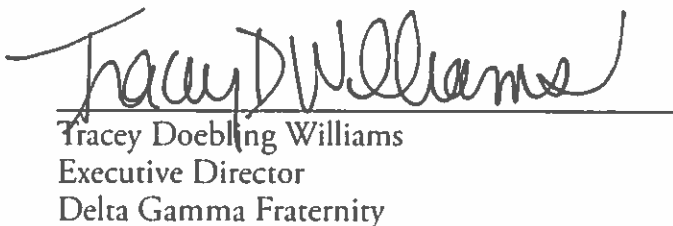
Article II of the Fraternity mission statement says “The objects of this Fraternity shall be to foster high ideals of friendship among college women, to promote their educational and cultural interests, to create in them a true sense of social responsibility and to develop in them the best qualities of character.” To that end, the Delta Gamma Foundation was created in 1951 to “provide a means by which the members of Delta Gamma Fraternity may act in concert with each other in the furtherance of exclusively charitable, scientific, literary and educational objectives.” The Foundation’s purpose is to provide a vehicle for Fraternity members to facilitate their “social responsibility.”

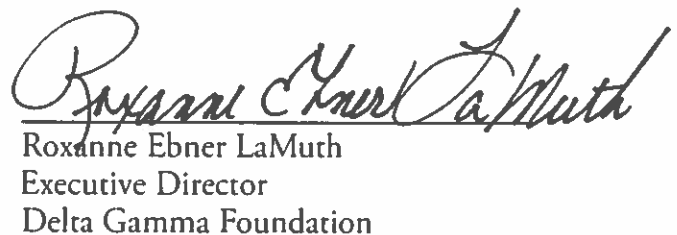
In furtherance of their respective mission statements, the Fraternity and the Foundation agree to work together to leverage the strengths and limitations of each entity to enhance and grow Delta Gamma.

Agreed to this 16 day of February, 2015 by:


Stacia Rudge Skoog
President, Delta Gamma Fraternity


Wilma Johnson Wilbanks
Chairman, Delta Gamma Foundation


Tracey Doebling Williams
Executive Director
Delta Gamma Fraternity


Roxanne Ebner LaMuth
Executive Director
Delta Gamma Foundation



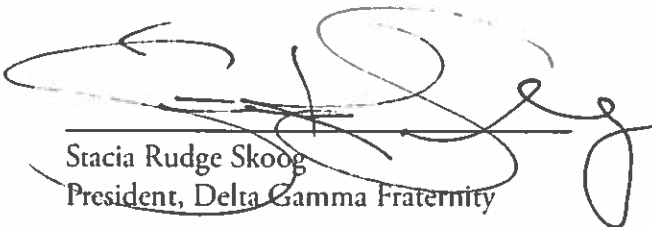
RELATIONSHIP AGREEMENT – Addendum A

Joint Finance: The Fraternity and Foundation have agreed that it is most efficient for each entity to share certain common office space, employees and services. Accordingly, the Executive Director of each entity with the support of their respective accountants shall meet at least annually to review these shared costs. At that time they shall develop, document and implement cost sharing models that take into account the specific duties of shared employees and the identified costs for each entity. The respective Executive Directors will be particularly mindful of the Foundation’s status as a Public Charity. The models currently in place are as follows:

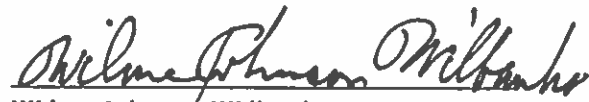
- All Executive Offices employees are considered Fraternity employees; however the Foundation reimburses the Fraternity for all costs attributable to Foundation staff and a proportionate share of certain Fraternity employees needed to complete Foundation processes. These costs include employee salaries, taxes, benefits, profit sharing, payroll preparation and annual audit requirements.
- The costs to operate the Executive Offices building are distributed equally as each entity is deemed to own 50% of the building.
- Computer costs are distributed based on a variety of methods:
 - o A capitalization weighted model of each entity’s use of specific programs
 - o The percentage of disc space used by each entity for specific programs
 - o The number of “seats” or partial “seats” occupied by each entity utilizing certain programs
 - o Specific job costs associated with the development or implementation of a new project
 - o Each entity pays for all software or hardware that is purchased for their exclusive use.
- The Fraternity and the Foundation also share a joint insurance program which covers each entity’s property, liability, Directors and Officers and auto exposures. The cost for this policy is equitably divided between the entities based upon each entity’s use of and exposure to each line of coverage.
- As other periodic expenses are incurred which need to be shared, the respective accountants will review and recommend an equitable distribution to the Executive Directors.

The above is an addendum to the relationship statement between the Delta Gamma Fraternity and the Delta Gamma Foundation signed February 16, 2015.


Agreed to this 18 day of May, 2015



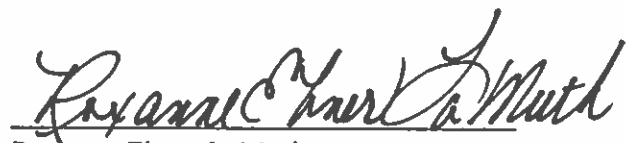
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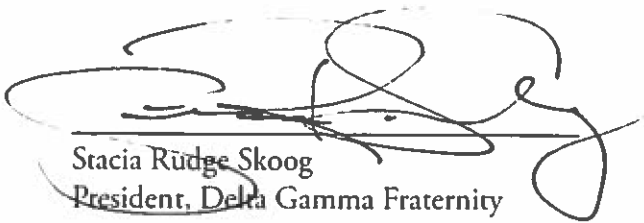


RELATIONSHIP AGREEMENT – Addendum B


Intellectual Property: The Fraternity and Foundation have agreed that it is in their mutual interest to share branding, trademarks, websites, databases, membership information and any other intellectual property that either may own. Joint usage of these items shall strengthen each organization's brand and help to provide a united front to the membership. The Executive Directors will work together to ensure that their respective usage does not interfere with efforts from the other entity and does not dilute the effectiveness or meaning of either entity's message. Further, both entities will share any costs to update, develop, maintain, protect, and defend these items.

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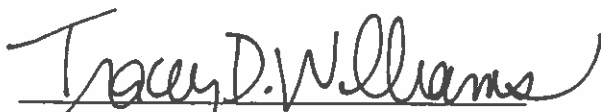
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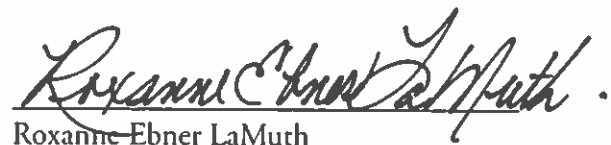
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President, Delta Gamma Fraternity



Wilma Johnson Wilbanks
Chairman, Delta Gamma Foundation



Tracey Doebling Williams
Executive Director
Delta Gamma Fraternity



Roxanne-Ebner LaMuth
Executive Director
Delta Gamma Foundation



Adviser Summary: Fraternity Right to Exist

There are colleges, organizations and individuals who question fraternities' and sororities' right to exist, our right to exist as single-sex organizations, and our right to determine membership. The following is an outline that addresses constitutional references to the right to exist:

- The Canadian Charter of Rights and Freedoms- guarantees our right to exist.
- United States Constitution- guarantees our right to exist via the Bill of Rights and the Amendments.
- First Amendment to the Constitution guarantees the freedom of association, the freedom of speech, the freedom of assembly, and the right to share common beliefs and goals: “the right to peacefully assemble.” Freedom of expression consists of the rights to freedom of speech, press, assembly and to petition the government for a redress of grievances, and the implied rights of association and belief. The most basic component of freedom of expression is the right of freedom of speech. The right to freedom of speech allows individuals to express themselves without interference or constraint by the government. The right to assemble allows people to gather for peaceful and lawful purposes. Implicit within this right is the right to association and belief. The Supreme Court has expressly recognized that a right to freedom of association and belief is implicit in the First, Fifth, and Fourteenth Amendments. The right to associate also prohibits the government from requiring a group to register or disclose its members or from denying government benefits on the basis of an individual's current or past membership in a particular group.
- The Fourth Amendment to the Constitution guarantees “the right of the people to be secure in their persons, houses, paper and effects.” The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.
- The Fifth Amendment guarantees due process. The guarantee of due process for all citizens requires the government to respect all rights, guarantees, and protections afforded by the U.S. Constitution and all applicable statutes before the government can deprive a person of life, liberty, or property. Due process essentially guarantees that a party will receive a fundamentally fair, orderly, and just judicial proceeding. While the Fifth Amendment only applies to the federal government, the identical text in the Fourteenth Amendment explicitly applies this due process requirement to the states as well. Courts have come to recognize that two aspects of due process exist: procedural due process and substantive due process. Procedural due process aims to ensure fundamental fairness by guaranteeing a party the right to be heard, ensuring that the parties receive proper notification throughout the litigation, and ensures that the adjudicating court has the appropriate jurisdiction to render a judgment. Meanwhile, substantive due process has developed during the 20th century as protecting those right so fundamental as to be “implicit in the concept of ordered liberty.”
- The Ninth Amendment guarantees other rights. The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.
- The Fourteenth Amendment is the Civil Rights Amendment. “No state shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any state deprive any person of life, liberty, or property without due process of law; nor shall deny to any person within its jurisdiction an equal protection of the laws. In other words, states cannot form laws to take away those rights. All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws. And, it cannot treat groups differently.



- *Healy v. James*, 408 U.S. 169 (1972). The Supreme Court established that students at public colleges have the constitutional right to form, establish and join student organizations, and to have them recognized by the college. They cannot prevent them from exercising their First Amendment rights as long as students are not disrupting the educational process. “If an organization is to remain a viable entity in a campus community in which new students enter on a regular basis, it must possess the means of communicating with these students.” “While freedom of association is not explicitly set out in the Amendment, it has long been held to be implicit in the freedoms of speech, assembly, and petition.”
- Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681, et seq. specifically exempts fraternities and sororities from the mandate against sex discrimination.
- “Fraternities and sororities have been a tradition in this country for over 200 years. Greek organizations...must not be destroyed in a misdirected effort to apply Title IX.” Title IX does not affect membership in an organization or dictate how members are to be selected. Similarly, Title IX does not provide a basis to discriminate or exclude transgendered members or discriminate based upon sexual orientation.
- Title VII- Employment Act, 42 U.S.C. 2000, et seq. The Fraternity must qualify for tax exempt status per 501 of the IRS Code, which also excludes them from sex discrimination in hiring practices based on sex, race, etc. (e.g., hiring women, only, as House Directors). Delta Gamma qualifies as 501(c) 3 for the Foundation and 501(c) 7 for the Fraternity.
- *Roberts v. United States Jaycees*, 468 U.S. 609 (1984). Discusses the associational rights of voluntary organizations. The Court recognized expressive and intimate association based upon size, selectivity and intimacy. Several features of appellee’s organization place it outside the category of highly personal relationships entitled to constitutional protection against unjustified interference by the State. Local chapters are neither small nor selective, no criteria being employed for judging applicants for membership. Moreover, many of the activities central to the formation and maintenance of the association of members with one another involve the participation of strangers to that relationship, numerous nonmembers of both genders regularly participating in a substantial portion of the activities. Accordingly, local chapters lack the distinctive characteristics that might afford constitutional protection to their members’ decision to exclude women. Fraternities may best preserve their status as a private organization by following the guidelines set up by this decision:
 1. high degree of selectivity (most important) – e.g., our Sponsor Forms, membership goals, initiatives for getting new members, no open doors or all-comers, finite number of members in the chapter;
 2. clear notion of policies and procedures to accomplish that purpose;
 3. enforcement of purpose and policies;
 4. and a willingness to close chapters which are substandard or counter to the purpose of the Fraternity.
- *Christian Legal Soc’y Chapter of the Univ. of Cal. v. Martinez*, 130 S. Ct. 2971 (2010). A college can require that a group seeking official recognition affirm in advance its willingness to adhere to reasonable campus law, including reasonable standards respecting conduct. But a public educational institution exceeds constitutional bounds when it restricts speech or association simply because it finds the views expressed by a group to be abhorrent.
- *Gay Rights Coalition of Georgetown University Law Center v. Georgetown University*, 536 A 2d 1 (1987). While a private university does not have to recognize a group, they cannot prevent that group from functioning, and must offer the same facilities to them that they offer to recognized groups. University recognition, therefore, is not a prerequisite to the existence of a fraternity chapter on campus. A public university may not impose content-based restrictions on speech, and it may not use its student body recognition process to comment upon the rightness or wrongness of homosexual conduct.
- *Gay Students Organization of New Hampshire v. Bonner*, 509 F. 2d 652 (1974). The University of New Hampshire halted the activities of a gay student organization, and the court ruled since the campus was open to student groups, denying access to other groups was an infringement on the rights to freely associate. It is immaterial for First Amendment purposes whether the beliefs sought to be advanced by an association pertain to political, economic, religious or cultural matters.



- *Brandenburg v. Ohio*, 395 U.S. 444 (1969). The right to exist can be denied if activities of that group clearly interfere in the educational process, but the university has a high burden of proof in this matter. Generally, schools do not have to recognize groups engaged in illegal activities or who promote lawless action. The right of peaceable assembly is a right cognate to those of free speech and free press and is equally fundamental, and statutes affecting the right of assembly, like those touching on freedom of speech, must observe the established distinctions between mere advocacy and incitement to imminent lawless action.
- *Chi Iota Colony of Alpha Epsilon Pi Fraternity v. City Univ. of N.Y.*, 502 F.3d 136 (2007). The right to intimate association reflects the realization that individuals draw much of their emotional enrichment from close ties with others, ties that allow for the cultivation and transmittal of shared beliefs. The relationships that have been afforded the most vigorous protection include those involved in the creation and sustenance of a family -- namely marriage, the begetting, raising, and education of children, and cohabitation with relatives. These relationships exemplify what the right to intimate association is meant to protect, and such relationships suggest some relevant limitations on the relationships that might be entitled to constitutional protection. However, the Supreme Court of the United States has declined to restrict the right to intimate association to the family context. Instead of adopting a categorical approach, the Supreme Court has instructed that relationships must be located on a spectrum from the intimate to the most attenuated of personal attachments. Criteria used to measure the strength of an association's interest in intimacy include size, purpose, selectivity, and whether others are excluded from critical aspects of the relationship.
- New Section 112 of the Higher Education Act of 1998 ensures the Constitutional rights of students of both private and public institutions of higher education. The Act does not prohibit institutions from sanctioning students who disrupt the educational programs of the institution or who violate laws. Schools may advise parents of underage students of violations of alcohol or drug possession laws.
- Schools can have their own regulations for the use of campus facilities by an organization, but they must follow these three guidelines:
 1. They must be clear and concise, and must be broadly distributed.
 2. They must be based on the legal standards developed in the *Healy*, *Gay Students*, and *Brandenburg* cases.
 3. They must be applied fairly to all groups.



Foundation Overview

Introduction

The Delta Gamma Foundation fosters lifetime enrichment for members, promotes Service for Sight and partners with the Fraternity to ensure the future of our sisterhood. Our dedicated members and friends make this mission possible through philanthropy, service and generous gifts to the Foundation which support our three areas of support: Individual Member Support, Training and Programming, and Service for Sight.

We are one Delta Gamma, but in accordance with Internal Revenue Code, the Foundation and Fraternity are two separate organizations. In 1951, the Delta Gamma Foundation was formed as a complement to the Fraternity, creating a vehicle for members to promote the educational interests and social responsibility referenced in Article II of the Fraternity Constitution. Each entity offers unique opportunities for our members to do good. To see how we are living out this motto, view our most recent [Annual Impact Report](#) and [990 Report](#).

The Foundation is governed by the Delta Gamma Foundation [Constitution and Articles of Incorporation](#). Six elected members, and three ex-officio members who serve concurrently while in the Fraternity Council positions of Fraternity President, Council Trustee: Fraternity Programming, and Fraternity Treasurer, lead the Delta Gamma Foundation to ensure the fulfillment of its philanthropic mission. The Foundation has a body of voting members who participate in an Annual Meeting to determine both the leadership and direction of the Foundation.

Perhaps the easiest way to describe the many wonderful ways the Foundation changes the lives of our members and the visually impaired community, how the Foundation is funded, and the many initiatives it undertakes, is to present the four main tiers of the Foundation's work.

The first tier is the three areas of support that make up the Foundation.

Area of Support: Individual Member Support

Endowments and annual gifts allow the Foundation to provide need and merit-based scholarships and graduate fellowships. Crisis Grants provide funding for members experiencing dire financial need. Even though these awards can't be used to offset the cost of membership dues, financial aid can alleviate the burden on our members when it comes to the cost of tuition, and in some cases, living expenses. Initiated members can apply for these grants through the Delta Gamma Foundation.

Merit-Based Undergraduate Scholarships and Graduate Fellowships

Scholarships reflect Delta Gamma's commitment to education through continuing investment in members who are seeking their undergraduate, graduate or professional degree. Scholarship/fellowship funds are sent directly to the institution for educational expenses. Information and electronic applications, including all required documentation, are accessible on the Delta Gamma website at www.deltagamma.org/foundation/applications.

Undergraduate Merit-Based Scholarships

- Delta Gamma Foundation merit-based scholarships are awarded on a competitive basis to qualified, initiated members pursuing undergraduate degrees.
- Candidates must have a 3.0 or higher cumulative GPA on a 4.0 scale or the equivalent.
- Selection is based on scholastic excellence, Delta Gamma involvement, campus involvement, service, work experience and essays.
- Undergraduate Merit-Based Scholarship applications are due annually by March 1. The recipients are announced during summer.

Graduate Merit-Based Fellowships

- Delta Gamma Foundation merit-based fellowships are awarded on a competitive basis to qualified initiated members pursuing graduate/professional degrees.
- Selection is based on scholastic excellence, contributions to chosen field, past and current Delta Gamma activities and leadership roles in their collegiate chapter and alumnae group, and campus and community involvement.
- Graduate Fellowship applications are due annually by April 1. The recipients are announced during summer.

Sisters Helping Sisters: Need-Based Scholarships

- Offered to collegiate members who have proven financial need.
- Each recipient is granted \$2,500 paid directly to the institution for educational purposes only.
- Funds may not be used for Delta Gamma dues or expenses.
- Applications are submitted through SmarterSelect and grants will be made as funds permit.



- Applications will be accepted from current, initiated undergraduate members of Delta Gamma Fraternity in good standing.
- Applicants must have completed a minimum of two semesters or three quarters of college coursework (which generally means sophomore, junior or senior status).
- Applicants must have a cumulative GPA of 2.5 (on a 4.0 scale) or higher.
- Applicants must have accepted Financial Aid from their college or university.
- Applications are accepted starting in August and the deadline varies according to when the individual applicant has begun the process. It is up to each applicant to monitor their progress and complete the application process within 30 days of starting it. Awards will be granted throughout the year, as available.

Crisis Grants

Delta Gamma Foundation Crisis Grants, established in 1996, help Delta Gamma sisters who find themselves in extreme financial need created by job loss, health crisis, natural disaster or other unexpected life circumstances. The process for receiving financial assistance is simple and confidential. The Foundation Board of Trustees Financial Committee and select Foundation staff members review all grant applications. If applicants are unable to complete the application themselves, a family member, close friend, sponsor or guardian may assist in its completion.

In order for the Delta Gamma Foundation to maintain its tax-exempt status under the Internal Revenue Code, grants are provided to assist members with basic necessities such as food, clothing, housing or extraordinary medical care not covered by insurance. Tuition assistance is provided through Sisters Helping Sisters: Need-Based Scholarships available from the Foundation. **National and chapter Delta Gamma Fraternity dues, obligations or social fees and university Panhellenic fees are not eligible expenses.**

Applicants must be current on their collegiate or alumnae dues and in good standing with the Delta Gamma Fraternity. Applications are accepted and evaluated on a continuous basis. Grant amounts are based on need and funds available.

Area of Support: Training and Programming

These grants provide for exceptional Fraternity programming in the areas of **Health and Well-Being, Social Responsibility, and Leadership**, including programs like Collegiate Development Consultants, Lewis Institute, Anchored in Courage and the Act with Intention series, among others.

Delta Gamma Foundation Lectureships in Values and Ethics were established in 1992 when the late Dr. Paul Martin and his wife, Dotty, Eta-Akron, contributed three \$50,000 grants (The Dorothy Garrett Martin Challenge Grants) to the Foundation in recognition of their 50th wedding anniversary.

Dr. Karla Treckel Mugler, Gamma Epsilon-Kent State, Margaret Hess Watkins, Alpha Xi-West Virginia, and Maureen Sweeny Syring, Nu-Idaho, worked with the Martins to develop their vision: to establish a venue on college campuses where values and ethics could be discussed in an open format. The outcome was the Delta Gamma Foundation Lectureships in Values and Ethics.



Much of the programming sponsored by the Foundation focuses on personal development. Article II of Delta Gamma's Constitution states: "As provided in the Articles of Incorporation, the objects of this Fraternity shall be to foster high ideals of friendship among women, to promote their educational and cultural interests, to create in them a true sense of social responsibility, and to develop in them the best qualities of character." Lectureships in Values and Ethics speak to the very heart of Delta Gamma's purposes.

Established lectureships are as follows

- American University
- DePauw University
- Duke University
- Indiana University
- Louisiana State University
- Mississippi State University
- Purdue University
- Roanoke College
- Southern Methodist University
- Texas Christian University
- Texas A&M University
- University of Houston
- University of Michigan
- University of Akron
- University of Missouri
- University of North Dakota
- University of Oklahoma
- University of Southern California
- University of Texas
- University of Washington
- Wichita State University
- Convention

Whereas the Delta Gamma Foundation recognizes the impact and significance of the Lectureship in Ethics and Values Program and the generous donations of the donors who made them possible, the Board of Trustees resolves to suspend the establishment of any new Lectureships, limiting the program to the currently established 21 Lectureships.

Area of Support: Service for Sight

In 1936, Eta-Akron chapter member, Ruth Billow, made a plea to the Convention body to adopt sight preservation and aid to those who are blind or visually impaired as Delta Gamma's philanthropy. That shared philanthropic mission has become the cornerstone of our service and commitment to do good. Delta Gamma's philanthropy Service for Sight provides access and advocacy for those in the blind and visually impaired community. Promoting Service for Sight both through service and fundraising is a key piece of the Delta Gamma Foundation's mission. Service for Sight helps members live out our do good motto.

Grants

The Delta Gamma Foundation makes a significant impact on people living with blindness or low vision by awarding grants to qualified national organizations sharing Delta Gamma's Service for Sight philanthropic mission. Organizations interested in receiving financial support in the form of a grant can apply each year, with a link to grant applications available on the Delta Gamma website. Grant recipients for each year are posted on the Delta Gamma website.

Chapters/groups can support local partner organizations by voting to direct a portion of their fundraising efforts to a sight related 501(c)(3) charity that shares our Service for Sight mission.



Schools

The Foundation also proudly supports the five Delta Gamma Schools for Children with Visual Impairments. We highlight our dedication to the Delta Gamma schools with Hope Child, a story-telling initiative.

- Blind Children's Center, Los Angeles
- Foundation for Blind Children, Phoenix
- Anchor Center for Blind Children, Denver
- Children's Center for the Visually Impaired, Kansas City
- Center for Children with Visual Impairments, St. Louis

Hope Child: Endorsed in 2020, Hope Child will invite both members and potential new members to learn more about the Delta Gamma schools through the faces and stories of their students. A Hope Child is another way to share the impact of the Delta Gamma Foundation and an avenue to spotlight the personal stories of Service for Sight. This initiative is an opportunity to inspire our collegiate and alumnae members for increased fundraising and most importantly, a challenge to our members to do good for Delta Gamma schools.

Service

Do Good Hours

- Every Delta Gamma is expected to complete a minimum of 8 Do Good Hours each year.
- This service can be related to Service for Sight, or members can follow their passions in other areas of service.
- Although 8 hours is the minimum expectation, many members and chapters do much more!

Examples of chapter Do Good Hours activities:

- Volunteering with guide dog organizations and helping raise guide dog puppies.
- Volunteering at schools for children who are blind or visually impaired.
- Providing education to campus communities about eye and vision health.
- Serving as guide runners and guides during 5Ks, marathons, and other outdoor activities with athletes who are blind or visually impaired.
- Assisting in guiding students to class on their campuses who are blind or visually impaired.

Each year, in recognition of service to Delta Gamma Foundation's Service for Sight philanthropy, the top ten chapters/groups, both collegiate and alumnae, are selected based on service hours completed. These dedicated chapters/groups are recognized in various ways at Convention and on the Delta Gamma website.

Hope Serving

Hope Serving, the service-learning experience, offers Delta Gammas the opportunity to develop as leaders on a local, regional and international level. The Hope Serving program encourages learning and critical thinking through hands-on service, community involvement, civic and social justice education.

The second tier is giving.

After areas of support in the top tier, the next important category relates to giving. This includes ways to give, types of gifts, and how to direct gifts.

Ways to Give

Individuals

- Give online: donate.deltagamma.org.
- Give by mail
- Give by phone

Collegiate Chapters and Alumnae Groups

- Send fundraising proceeds to Foundation for processing
- Use memberplanet for fundraising efforts

Direct Your Gift

Individuals

- Loyalty Fund
- Individual Member Support
- Training and Programming
- Service for Sight

Collegiate Chapters and Alumnae Groups

- Up to 50/90% to the Service for Sight organization of their choice and 50/10% to the Loyalty Fund
- 100% to the Foundation for restricted or unrestricted use

Types of Gifts

Individuals

- One-time gifts
- Recurring gifts
- Matching gifts
- Tribute gifts
- Stocks
- IRAs
- Planned gifts
- Endowments

Collegiate Chapters and Alumnae Groups

- Endowments
- Fundraising through events
- Anchor Splash®/Anchor Games; Tables That Bloom

Delta Gamma chapters love to find creative and engaging ways to support our philanthropy Service for Sight and DG partner organizations! Each year, Delta Gammas raise around 2 MILLION dollars through fundraising events.

The third tier is recognition.

Recognition encompasses the ways the Foundation acknowledges and celebrates its culture of philanthropy. We foster a sense of community among donors through our donor recognition groups.

The Lifetime Giving Society recognizes cumulative giving.

Visionary: \$1 million or more
Champion: \$500,000–\$999,999
Leadership: \$250,000–\$499,999
Inspiration: \$100,000–\$249,999
Empowerment: \$50,000–\$99,999
Sisterhood: \$25,000–\$49,999
Hope: \$10,000–\$24,999
Friendship: \$5,000–\$9,999
1873: \$1,873–\$4,999

The Rose Circle Society recognizes donors who make gifts during a fiscal year.

Bronze: \$1,000–\$2,499
Pink: \$2,500–\$4,999
Blue: \$5,000–\$9,999
Cream: \$10,000 or more

The Founders Legacy Society recognizes those who have committed to legacy gifts.

Gold: up to \$49,999
Diamond: \$50,000–\$99,999
Sapphire: \$100,000 and above

The fourth tier is current campaigns.

The Delta Gamma Foundation engages in a series of giving campaigns throughout the year in order to increase support and affinity.

Anchoring the Future: The Campaign for Delta Gamma

Between 2022 and 2024, Delta Gamma is celebrating our sesquicentennial biennium — 150 years of dedication to making the world better through service, and to educating and empowering women, helping them grow in character, compassion and conviction. We are anchored in sisterhood ... in leadership ... and in vision. The Delta Gamma Foundation, in partnership with the Fraternity, has embarked on the largest fundraising campaign in our history. We are currently in the public phase of the Campaign, launched at Convention 2022 and culminating in a Campaign celebration at Convention 2024.

Embracing a future of shared vision and goals, the Foundation and the Fraternity are committed to four campaign priorities:

Pillar 1: Training and Programming

GOAL: \$5.5 MILLION Funding for Foundation grants to continue supporting superior Fraternity programming

Pillar 2: Individual Member Support

GOAL: \$11 MILLION Funding for need and merit-based scholarships, graduate fellowships and Crisis Grants

Pillar 3: Heartfelt Giving and Philanthropy

GOAL: \$11 MILLION Support areas of greatest need

GOAL: \$4.5 MILLION Service for Sight initiatives

Pillar 4: Capital Initiatives

GOAL: \$14 MILLION Capital and Endowment funding for a 21st-century Leadership Training Center and Expanded Archives

GOAL: \$4 MILLION Chapter Housing Campaigns for enhanced educational areas

Learn more about the Anchoring the Future: The Campaign for Delta Gamma by visiting www.deltagamma.org/DG150/Anchoring-the-Future or the [Case for Support](#).

Annual Loyalty Fund Campaign

Support of the Loyalty Fund secures the future. It allows the Foundation to stay flexible and nimble as it responds to the needs of Delta Gamma's members and those in the blind and visually impaired community. Gifts to the Loyalty Fund enable the Foundation to maintain an outstanding professional staff, to continue our best-practice based fundraising, and to provide additional funding to our three areas of support.

Regional Race Giving Challenge

During Convention years, the Foundation provides the opportunity for a little Regional competition to increase giving to all three areas of support.

Cream Rose Tribute Giving

During non-Convention years, this campaign encourages members to make a gift in tribute of another Delta Gamma or loved one. A virtual cream rose is sent to the honoree.



This resource is intended to give you a brief overview of the Foundation. For more comprehensive information, please consult the [Foundation Focus](#). Thank you for your ongoing leadership and loyalty to Delta Gamma.



Important Foundation Dates and Deadlines

All applications and nomination forms can be accessed at www.deltagamma.org/foundation/applications.

AUGUST

- **August 1** Sisters Helping Sisters: Need-Based Scholarship applications open (*Awards are granted as funds are available and applications may close before the April 1 deadline*)

OCTOBER

- **October 1** Service for Sight grant applications open

DECEMBER

- **December 1** Merit-based undergraduate scholarship applications open

December 1 Merit-based graduate fellowship applications open

JANUARY

- **January 15** Service for Sight grant applications close

FEBRUARY

- **February 15** Board of Trustees nomination form closes

February 15 (even years only) Theta Chapter of Delta Gamma Collegiate Leadership Award Honoring Patricia Peterson Danielson application form closes (*biennial award given at Convention*)

February 15 (even years only) Catherine Stuart Schmoker Principled Alumnae Leadership Award application form closes (*biennial award given at Convention*)

MARCH

- **March 1** Merit-based undergraduate scholarship applications close

March 1 Board of Trustees applications and recommendations are due

March 1 Gifts for one-time scholarships and/or fellowships (to be awarded in the coming cycle) are due

March 15 Merit-based scholarship ATC recommendations are due

APRIL

- **April 1** Merit-based graduate fellowship applications close

April 1 Sisters Helping Sisters: Need-Based Scholarship applications close

MAY

- **May 1 (even years only)** H.K. Stuart Spirit of Service Award application form closes (*biennial award given at Convention*)

May 15 Do Good Hours for the year are due in Anchorbase

No application deadline: Crisis Grants



Anchorbase Basics

Anchorbase is Delta Gamma’s online portal for conducting chapter business. It is accessible by Council, Leadership, EO Staff, as well as collegiate officers and alumnae volunteers. It provides online tools and information that are vital to the success of Delta Gamma collegiate chapters and alumnae groups. These tools include:

- a platform to maintain an electronic profile of each collegiate chapter, alumnae group and house corporation board.
- a place for groups to create their calendar.
- a place that provides a dashboard of summary information relevant to each group and their activities.
- a place for collegiate chapters to add new members and record their recruitment and scholarship activities.
- a place for alumnae groups and house corporation boards to record a history of their activities.
- a place for summary reports accessible to Council, Leadership, and staff.

Anchorbase uses the same DG login as the [Delta Gamma member site](#). If you currently hold an office, you can use that login to access Anchorbase. If you don’t know or need to reset your DG password, you can click here – [Recover Password](#). If you have any further issues logging in, email dg-eo@deltagamma.org for assistance.

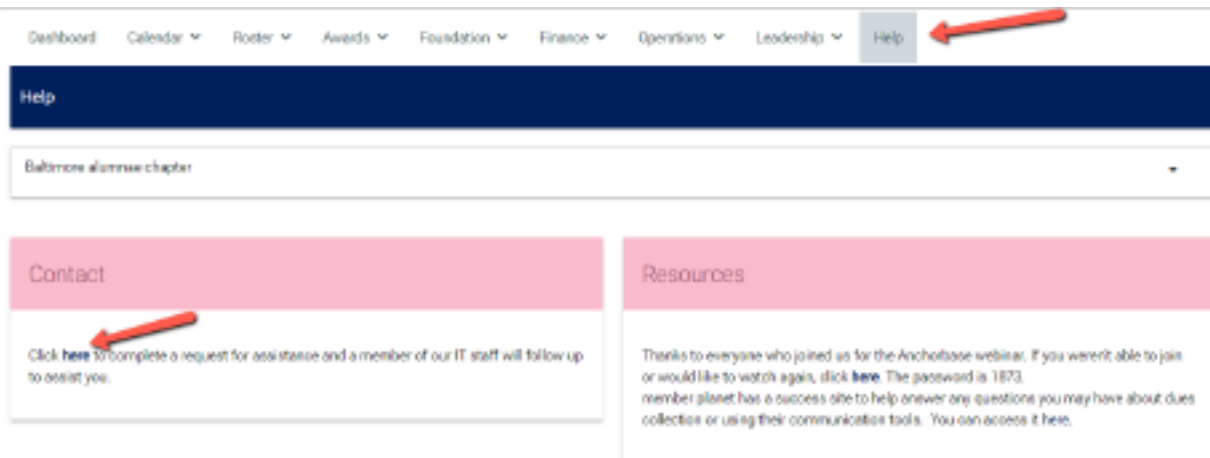
TERMINOLOGY

- Workflow (task): a collection of actions which allow the user to make record of information and upload documentation
- Step: Each workflow passes through five steps before being finalized. These steps are consistent across all workflows and include: Overview, Selection, Additional Info, Validation and Receipt
- (Radio) button: the item that must be selected in order to complete a specific action within the workflow. Each button represents a unique activity and consists of questions to collect the necessary information and accompanying documentation
- Reports: central place within Anchorbase where stakeholders can view the information that has been submitted previously

GETTING HELP

Members can email anchorbase@deltagamma.org for help at any time. They can also click on “Help” along the top of the screen when logged into Anchorbase. This will open a help page with resources and a link to open a ticket to the IT staff. On submission of the ticket members will receive a copy to help track the resolution of the issue. We ask that members include as much detail as possible about the issue they are experiencing, and at minimum their name and the relevant chapter.

The Help tab contains links to recorded Anchorbase webinars and training materials. On alumnae Dashboards, the General Reminders block has tutorials and resources.





Leadership Directories

Delta Gamma has created two Leadership Directories to communicate who serves on Leadership. These documents list various types of contact information for volunteers.

LEADERSHIP DIRECTORIES

There are two versions of the Leadership Directories. Both are found at <https://members.deltagamma.org>.

- One that only contains names, positions, and cover email addresses. This is titled “Leadership Emails.”
- One that contains, names, positions, home addresses, alumnae groups, and cover email addresses under the Leadership tab in Anchorbase. This is titled “Leadership Directory.”
 - Only other members of Leadership are able to access this document.

ACCESSING THE LEADERSHIP DIRECTORIES

1. Go to members.deltagamma.org.
2. On the home screen, login with your DG credentials.
3. Choose Directory from the toolbars along the top of the screen.
4. Select the directory you want to open.
5. You can view the directory within the member site using by using the arrows and page numbers in the top left of the directory to move between pages or you can export the directory.
6. To export the directory choose Export from the top right and then select the file format from the drop down menu.

The screenshot shows the Delta Gamma member site interface. At the top left is the Delta Gamma logo. The top navigation bar includes links for Admin, My Profile, Directory, Recommendation Form, Events, and Tools & Resources. The 'Directory' menu is expanded, showing four options: Chapter Locator, Member Search, Leadership Directory, and Leadership Emails. A red arrow points to the 'Leadership Directory' option. In the top right corner, there are links for Sign Out, Hi, Mallory, and a user profile icon. Below the navigation bar, there is a section titled 'Delta Gamma's Virtual Alumnae Group' with a brief description.



Fraternity Leadership Finances

Welcome, Leadership! We appreciate your commitment to Delta Gamma Fraternity and look forward to a close working relationship with you.

Items to do immediately following OTS: all attendees will need to file an expense report by July 30, 2023. Our fiscal year ends on June 30, and we must get the books closed to prepare for our audit, therefore timeliness of an expense report is essential. Any request for reimbursement for OTS 2023 expenses after July 30, 2023 may not be honored.

The IRS has a 60-day filing deadline for reimbursable expenses. Expenses reimbursed after 60 days are considered reportable income to you and may require us to issue you a 1099. To avoid that, we ask that you submit an expense report within 30 days of incurring an expense. This will ensure that you are reimbursed with the IRS's 60-day deadline.

Please retain a copy of your expense report for your files, including the receipts. In the event you are unable to serve your term and have incurred Fraternity-funded expenses, you may be asked to reimburse the Fraternity for that amount.

All those traveling for Delta Gamma must prepare trip reports substantiating the work they do on behalf of the Fraternity. These detailed reports support the work completed and the expenses incurred. They are maintained in Anchorbase for seven years. A Council Trustee may assign one person to complete a trip report for group travel. In most cases, we will not release expense report reimbursements until the completed trip report is uploaded to Anchorbase; however please note, that trip reports are not required for Convention, Officer Training Seminar, and/or other Delta Gamma Institutes.

Included in this program are Expense Report Instructions, a blank expense report form, a FAQs sheet and a Schedule of Allowances.

To remain in good standing with the Fraternity, all Council and Cabinet members, as well as initiated staff members, must pay annual per capita dues of \$39.95 for the July 1, 2023 to June 30, 2024 fiscal year. Online dues payment is available at www.deltagamma.org. This amount may increase because of a Constitutional amendment passed at Convention 2006.

Again, thank you for giving so selflessly of yourself! Your hard work and dedication are truly appreciated. Please let us know if we can be of further assistance.

In the bonds,

Sandy Kuespert, Gamma Theta-Florida
Fraternity Accountant
sandy.kuespert@deltagamma.org

Nikki Sabato, Eta Upsilon-Drexel
Fraternity Accounting Manager
nikki.sabato@deltagamma.org



Foundation Leadership Finances

We are excited to work with those continuing in their appointed roles and those new to the Foundation team. As we begin the new fiscal year, there are a few financial housekeeping items to keep in mind.

The IRS has a strict 60-day filing deadline for reimbursable expenses. This means expenses must be reimbursed within 60 days of the date of purchase, not necessarily the date of use. If not reimbursed within 60 days, the reimbursement may need to be reported on a 1099-NEC as taxable income. We ask that you submit an expense report within 30 days of any reimbursable purchase to ensure that payment is processed for you within the 60-day filing period.

Your program includes the Foundation expense report form, along with instructions, and Frequently Asked Questions. Also included is the Foundation's Schedule of Allowances which will guide you in planning cost-effective travel as a steward of the Foundation.

If you have Foundation expenses you do not want reimbursed, please submit an expense report, and request the reimbursement be given as a donation to the Foundation. This informs us of your role's travel expenses for future budgeting purposes and allows you to receive recognition for the donation.

If you have questions, please reach out to us at any time. We are here to help.

Thank you for giving your time and talent to the Foundation. You are appreciated!

Ernie Holladay
Director of Finance
ernie.holladay@deltagamma.org

Phyllis Weirtz, Gamma Epsilon-Kent State
Foundation Accounting Manager
phyllis.weirtz@deltagamma.org



Expense Report Templates and Information

<u>Fraternity Expense Report</u>	<u>Fraternity Expense Report FAQ</u>	<u>Fraternity Expense Report Instructions</u>	<u>Fraternity Schedule of Allowances</u>	<u>Fraternity Direct Deposit Enrollment Form</u>
<u>Foundation Expense Report</u>	<u>Foundation Expense Report FAQ</u>	<u>Foundation Expense Report Instructions</u>	<u>Foundation Schedule of Allowances</u>	<u>Foundation Direct Deposit Enrollment Form</u>