



# Alumnae Group Academy

## Programming Breakout

### Helpful Links

- [Alumnae Officer Navigation Guide](#)
- [Alumnae Officers Manual](#)
- [Fraternity Standards for Alumnae Groups](#)
- [DG Style Guide](#)
- [DG Branding Guidelines](#)
- [Social Media Policy Procedures](#)
- [Think Anchor Deep Handbook](#)
- [Rituals Handbook](#)
- [Collumnae Event Planning Guide](#)
- [Founders Day Planning Guide](#)
- [Crisis Management Quick Reference](#)

### Websites

- <https://www.deltagamma.org/>
- <https://www.memberplanet.com>
- <https://anchorbase.deltagamma.org/>
- Omega One (your group's website will be groupname.deltagamma.org. You can log into Omega One to update it via the button at the bottom of your page)

### OmegaOne Log in

Login to OmegaOne

### Fraternity Standards #11:

- Fulfilling all required programming expectations in a thoughtful and intentional way.



**Alumnae**  
**Group**  
**Academy**

## **Programming Responsibilities**

- **Plan calendar events**

- Record planned events in Anchorbase.
- Fall Kick Off held August-October.
- Helpful Tip-plan early-notify members early.
- Use spring programming survey results to help with programming goals.
- Chapters plan six events a year and associations plan three events.
- Update website with calendar events so members have advance notice of events.
- Communicate with SIG leaders for their calendar of events.
- Do Good Week October 9-16.
- December finalize spring events and update Anchorbase, website, and social media.
- Complete Post Event Summaries on Anchorbase for events each month.
- Consider costs, geography, varied times or day/week, cultural interest and demographics when planning events. Be creative so the calendar offers something new for your members each year.

- **Collaboration with others**

- Coordinate with vp: membership to identify first time attendees to events.
- Partner with vp: communications to promote events through your social media platforms.
- Communicate with the Founders Day committee and reach out to the collegiate chapter for planning as needed.
- Connect with vp: communications with upcoming events for newsletter and determine scheduled social media posts.
- Meet with the board to discuss awards (Fraternity and/or local) that can be given at Founders Day.  
Individual Alumnae Awards (IAA), such as the Cable, Loyalty, Oxford, and Hope. Deadline for the IAA is November 15, 2024.
- Coordinate with the board to create a spring survey to be sent in May to help develop programming goals for the next year.



**Alumnae  
Group  
Academy**

- Submit receipts to vp: finance for programming expenses.
- Complete Outreach and Financial Contributions to Collegiate Chapter Anchorbase task in coordination with vp: finance.
- Plan collumnae event if chapter nearby with director of alumnae relations and include ATC in email thread.
- **Founders Day**
  - Secure location for Founders Day, as close to March 15 as possible.
  - In the month of April, communicate with collegiate chapter(s) (if applicable) for planning next Founders Day during their budget/calendar planning. Consider keeping the cost of the event accessible for members/affordable for chapters.
- **Encourage group photo at events**
  - Delta Gammas want to see your faces. Please take pictures and post on your social media accounts and include them in your newsletters.
- **Board Meetings, Trainings and Alumnae Compass**
  - Attend all board meetings as available.
  - Participate in vp: programming training to be knowledgeable in your role.
  - Read quarterly Alumnae Compass newsletter to stay up to date.
- **Questions for Discussion**
  - What informal rituals does your group use at events?
  - Multi-purpose programming: What does that mean?
  - Share how your group meets the varied needs of your members (geographically, demographics, culturally, time of day and cost awareness)?
  - How do you engage members at events? (Meet them at the door to greet/introduce, share phone to text upon arrival, use of name tags)
  - Members want to keep an event that has not been successful, how have you navigated this situation?
  - How do you evaluate the previous year of programming? What did you learn from your evaluation? What changes



did you make in your programming as a result of your evaluation?

### **Common Questions:**

#### **How do I remove an event from my calendar?**

To remove an event from your Anchorbase calendar:

1. Log in to Anchorbase at <https://anchorbase.deltagamma.org/>.
2. Click on Calendar, then Tasks, then Alumnae Calendar (or Extended Alumnae Calendar).

#### **How to add incoming alumnae to Anchorbase.**

Log into Anchorbase. Select the Roster tab, then proceed to Tasks > Update Officers.

#### **Only two people have RSVP for dinner, lunch, etc., should we cancel?**

This is viewed as a successful event and hopefully by word-of-mouth others will attend your lunch bunch, social hours and DG Dinings.