



## Breakout #1 Programming

*“Anchored in Sisterhood, we envision a Delta Gamma where belonging is universal, change is embraced and our bonds grow stronger every day.”*

### Helpful Links

- [Alumnae Officer Navigation Guide](#)
- [Founders Day Planning Guide](#)
- [Five-Star Programming Guide for Alumnae Groups](#)
- [Programming Survey Template](#)

### Websites (must be logged in to access)

- [Delta Gamma Library](#)
- [Memberplanet](#) - used for sending out events, tracking RSVPs and collecting funds for Founders Day etc.
- [Anchorbase](#) - used for adding events to your group's calendar and completing post event summaries. **New!** A programming idea bank is now available: Calendar > Reports > Programming Idea Bank

### Vp: programming Core Responsibilities & Core Elements

- **Basic responsibilities of office**
  - Record planned events in Anchorbase and complete post-event summaries.
  - Attend all board meetings as available
  - Participate in vp programming training and review the Officer Navigation Guide to be knowledgeable in your role.
  - Read Alumnae Compass to stay up to date.
  - Sign your volunteer service agreement and pay your local and per-capita dues.
- **Plan calendar events**
  - Chapters plan 6 events a year and associations plan 3 events
  - Communicate with SIG leaders for their calendar of events.
  - Consider multipurpose programming to meet alumnae group core elements (ex: collumnae event, volunteer night, formal meetings etc)



# Alumnae Group Academy

- Consider costs, geography, varied times or day/week, cultural interest and demographics when planning events. Be creative so the calendar gives the membership a sense of belonging.
- Use spring programming survey results to help with programming goals.
- Summer/Fall board meeting plan for fall kick-off, Do Good Week (check for graphics and resources in the DG Library) and holiday gatherings.
- Winter board meeting plan for spring events such as Founders Day, senior recommitment and year-end celebrations.
- **Helpful Tip**-plan early-notify members early and utilize social media, group website and Memberplanet to communicate.
- **Collaborate with other officers and Delta Gamma volunteers**
  - Coordinate with vp: membership to identify first time attendees at events.
  - Partner with vp: Communications to promote events through your social media platforms, e-newsletters and websites.
  - Secure location for Founders Day, as close to March 15th as possible. Communicate with the Founders Day committee and collegiate chapter for planning as needed.
  - 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.
  - Coordinate with the board to create a spring survey to be sent in May to help develop programming goals for the next year.
  - 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 and include ATC in email thread.
  - 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.

**Discussion Questions:**

- Sisterhood & connection are at the core of our alumnae groups. How do we make sure members of all ages feel included and valued through programming?
- What have been some successful events or tactics used to increase engagement?
- What are the challenges you see in planning events?
- In what ways can you and your board engage members who may feel “too busy” to attend events?
- Sometimes we tend to fall back on “the way it has always been done.” What shifts have you made in planning events in order to bring in new alumnae, save costs or to adapt to a changing membership demographic?