

*Congratulations
on your election as*

**VICE PRESIDENT –
ALUMNI RELATIONS**

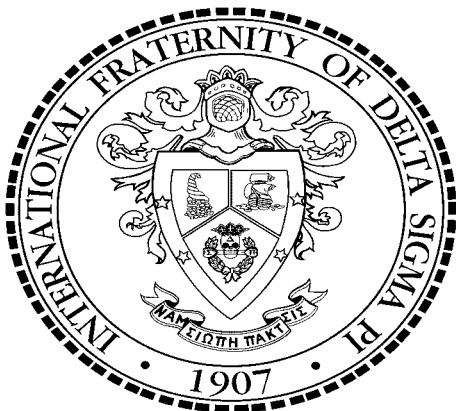
This is your

**PACKET FOR
NEW OFFICERS**

What's inside?

Everything you need to know for your position. We want to assist you towards *full understanding and completion* of your position responsibilities:

- *Duties of the Vice President-Alumni Relations (VPAR)*
- *Communication of Chapter Activities to Alumni*
- *Alumni Chapter Activities, Promotion, and Education*
- *Promoting Participation as Alumni Members*
- *Planning Activities for Alumni*
- *Contributing Information to THE DELTASIG*
- *Reporting Address Updates*
- *Record Keeping of Chapter Activities and Historical Information*
- *Helpful Links*



Any questions?

Delta Sigma Pi Central Office
330 South Campus Ave.
PO Box 230

Oxford, OH 45056-0230

Phone:(513) 523-1907

Fax:(513) 523-7292

<http://www.dspnet.org>

email: amanda@dspnet.org

kim@dspnet.org

dale@dspnet.org

alumni@dspnet.org

Duties of the Vice President-Alumni Relations (VPAR)

(from Policies and Procedures Manual section B, policy 18)

- To ensure the members of the chapter are informed on activities being sponsored by alumni chapters in their local area.
- To ensure the members of the chapter are educated on how they can continue to be involved in the activities of Delta Sigma Pi as alumni members.
- To ensure that the members of the chapter understand the purpose and activities of the Delta Sigma Pi Leadership Foundation and the importance of their support of the Foundation. *(In 2004, the Board of Directors approved the Leadership Foundation's PowerPoint educational presentation as a qualified professional activity for chapters. It is encouraged that the Vice President-Alumni Relations secure an alumnus to give the presentation. The PowerPoint Presentation can be found on the Leadership Foundation's section of the website at http://www.dspnet.org/site/leadership_foundation/LFManual_Guides.asp)*
- To ensure the activities of the chapter are communicated to the chapter's alumni, other local alumni and the Chair of the Provincial Alumni Development Committee through a chapter newsletter or other form of communication.
- To ensure timely information about the chapter and its members is provided to the editor of The DELTASIG.
- To oversee the orchestration of Founders' Day, Alumni Day and Homecoming activities.
- To oversee the maintenance and accuracy of chapter member address information in the National Fraternity's database and ensure that changes are promptly communicated to the Central Office.
- To ensure the chapter actively seeks lost alumni and reports "found" information to the Central Office.
- To oversee the acquisition, organization and maintenance of chapter historical information.
- To coordinate, maintain and oversee mentoring relationships between collegiate members and both chapter alumni and alumni living in the local area.

Communication of Chapter Activities to Alumni

The Vice President-Alumni Relations is responsible for the communication of chapter activities with the chapter's alumni, other local alumni and the Chair of the Provincial Alumni Development Committee. Alumni should be informed on current professional and community service events, weekly business meeting times and chapter officer contact information. This can be done through a variety of communication means, such as a chapter newsletter, e-mailing of calendars, invitations or a bulletin board in the campus alumni relations office.

Alumni Chapter Activities, Promotion, and Education

Alumni Chapters, as well as local alumni, sponsor a range of activities throughout the year. These activities range from monthly meetings to professional events and social outings to community service events. Often times the activities are open for the collegiate chapters to attend. In order to maximize the alumni-collegiate relationship, attendance at these events is suggested. The VPAR should be in contact with the appropriate individual in the local alumni chapter for updated announcements. These should be reported at the chapter's weekly business meeting.

Promoting Participation as Alumni Members

A benefit of Delta Sigma Pi that many collegiate members fail to discover is that the fraternity is for life, not for four years of college. This message is missed by a number of collegiate members. The VPAR can help improve each members understanding of their lifelong fraternal opportunities.

Many members continue to remain involved with the fraternity following graduation. A number of activities exist to remain active.

- National level activities
 - Grand Chapter Congress
 - LEAD Provincial Conferences
 - LEAD Schools.
- Local Involvement
 - Serve as a professional speaker for a chapter (The Leadership Foundation PowerPoint Presentation, available online at www.dspnet.org, is approved as a professional event.)
 - Help out with university and community service events
 - Attend a weekly chapter business meeting
 - Serve as a mentor to a collegiate member or recent graduate
- Leadership and volunteer opportunities
 - Positions range from local, regional or provincial committee members and district director to Vice President of Finance and Grand President, among others.
- Financial Support
 - Contribute to the Leadership Foundation scholarship programs
 - Help start a scholarship for an area or home chapter
 - Make unrestricted donations to the Leadership Foundation

Planning Activities for Alumni

In addition to communicating with alumni and promoting involvement following graduation, the VPAR has the opportunity to coordinate activities that will allow for collegiate and alumni member interaction. Some dates to consider when planning events include:

- Founders' Day, November 7th
- Alumni Day, April 25th
- Chapter's Founding Date
- University Homecoming or other campus traditions
- Commencement

Contributing Information to THE DELTASIG

The DELTASIG, the fraternity magazine, is printed three times a year. Submissions from both collegiate and alumni members that would be of interest to the Fraternity at large are encouraged. This gives the fraternity as a whole the opportunity to see each individual chapter's accomplishments.

Categories of Submission:

- Feature Articles and Cover Stories
- Personal Mentions
 - “Alumni Notes” (new employment)
 - “Bits & Pieces”; “Mergers” (marriages); “Dividends” (children); “In Memoriam” (deaths)

- Photographs
 - Ideas:** Pictures from unique or national events (include caption)
 - Service activities
 - Banquets or formals
 - Professional events
 - Special Events (Founders' Day, Alumni Day or Chapter Birthday)
- Special News Items
 - “Chapter Speaks” (articles submitted from collegiate and alumni chapters about their current events)
 - Ideas:**
 - Articles from chapter/alumni newsletters
 - New chapter web site
 - Exceptional professional programs
 - Report unusual activities and achievements
 - Chapter/individual scholarship achievements
 - Chapter/individual career or special interest projects
 - Honorary or Faculty Initiates
 - Sports accomplishments
 - Special community or charitable projects
 - Membership
 - Alumni anniversaries
 - Awards banquets
 - Social activities
 - Other noteworthy events

Refer to the DSP News for *The DELTASIG* copy deadlines (All copy to be submitted to the Central Office, magazine@dspnet.org)

Reporting Address Updates

The VPAR is to ensure that the collegiate chapter annually reports its collegiate graduates and collegiate member address updates to the Central Office. In addition, the VPAR ensures that the chapter is actively seeking lost alumni and reporting “found” information to the Central Office. A chapter alumni report and 25-50 mile radius report of alumni are available from the Central Office.

Record Keeping of Chapter Activities and Historical Information

Delta Sigma Pi was founded on November 7, 1907 when Alexander Makay, Alfred Moysello, Harold Jacobs, and Albert Tienken (records show he preferred to use his middle name) decided to form a fraternity and it has continued to grow and prosper for over 95 years.

What is the history of your chapter? A record of chapter activities and updated roster of chapter members needs to be kept. This is a very important job. Whether your chapter is among the older ones or just started last year, an accurate historical record provides a link to the past so the chapter can repeat successes and avoid previous failures.

Methods to Keep Records of Chapter Activities

- Take a lot of pictures and write captions for each. Identifying everyone in the picture and the type and date of the activity.

- Encourage numerous chapter members to bring cameras to all chapter activities.
- Keep a journal with descriptions of all chapter activities.
- Make use of a video camera if available.
- Put together a slide presentation or PowerPoint to be used during recruiting activities, reunions, Homecoming, or other events where alumni may be present.
- Arrange for a group photograph or composite of chapter members each year. (Many professional photographers will provide a large composite photograph for display in the business school if each member purchases a small copy.)
- Create a scrapbook that organizes pictures with brief descriptions of chapter events for the entire school year.
- Maintain a file that contains successful chapter events, activities to avoid, yearly CEI results, copies of Membership Applications, and any other potentially useful information.
- Keep an updated book or file of all chapter-meeting minutes.
- Prepare newsletters each school term and keep a file copy.
- Prepare invitations for special events. Prepare programs or bulletins for special events, banquets, etc.

Methods to maintain a record of chapter members:

- Send a survey to all alumni of the chapter asking for updated addresses, job titles, marriages, children, etc. Include a stamped return envelope or postcard for increased response.
- Invite alumni members to the Pledging Ceremony, Initiation, the chapter's formal banquet, and a variety of other chapter or school events throughout the year. Give at least three weeks notice before any event.
- Maintain a business card file of collegiate members and alumni. Encourage alumni to submit new cards as their positions change.

Scrapbook:

An annual scrapbook should be kept; the Historian, a committee or the entire chapter can put this together. A scrapbook not only serves as a method to keep a historical record of chapter activities, but it can also serve as an effective recruiting tool. Potential members can look through a scrapbook and get a full understanding of what the chapter accomplishes each year. Some hints for an eye-catching scrapbook include:

- Be creative, but use the traditional scrapbook form.
- Do not include any pictures with alcoholic beverages (bottles, cans, or cups indicating alcohol) or sexually explicit poses.
- Pictures should have a short caption explaining the event and naming people shown. (identify as brother, pledge, guest, etc.)
- Make sure the pictures and captions tell a story about chapter activities throughout the entire school year.
- Do not write full paragraphs of narrative to explain events. Rather, let the captions under pictures explain the events.
- Remember that people looking at the scrapbook may not know anything about the chapter, the school, chapter members, etc. Do not use "inside jokes" or assume the reader will know what activity is shown in a picture.

Helpful Links

- Leadership Foundation- http://www.dspnet.org/site/leadership_foundation/default.asp
- Educate Your Chapter About the Leadership Foundation- http://www.dspnet.org/site/leadership_foundation/LFManual_Guides.asp
- Risk Management- http://www.dspnet.org/site/pdf/policy/Policy_Procedure.pdf