



"Take Five" in Region 5

Volume 1, Issue 2

November 15, 2005

THANKFUL

What does it mean to be thankful? The dictionary defines thankful as... conscious of benefit received, expressive of thanks, well pleased. We have many things to be thankful for... freedom, family, friends, good health, our homes and all of the blessings each of us enjoys every day. During this season of giving thanks, we wanted to take a moment to thank you for all of your hard work and dedication to Delta Gamma. You are the ones that make Delta Gamma more than just an organization we joined in college. Through you, Delta Gamma has the ability to continue to change lives. We are thankful for each and every one of you!

ITB,
Lori & Marcia



Of Special Note:

- ☺ Reminder Federal Tax Form 990 is due to IRS by November 15
- ☺ Per capita dues have gone up to \$18.50. Please update your bylaws to reflect this change and mail the updated version to Lori.
- ☺ Send annual dues and fees to EO by December 1
- ☺ Update all fact sheets on e-Ops 2.0 by January 1
- ☺ Update Officer Roster on e-Ops 2.0 by January 1
- ☺ Did you know that Kellie and Stephanie have been trained to assist you in your AA needs? You can email them at aahelp@deltagamma.org with your questions.

Bank Account Requirements Might Be Changing

We are receiving reports of new bank procedures for changing signatories. Please call the bank ahead of time to ensure they have all the proper materials and people when you arrive. What *may* be required to change signatories on local treasury accounts:

- Articles of Incorporation found at www.deltagamma.org/handbooks/art_of_incorp_and_constitution.pdf
- Meeting minutes reflecting a passing vote to add the new signatories
- Presence of new signatories and the group's secretary (vp:communications)

This communiqué is for all alumnae chapter and association presidents and hope group contacts. Please take the opportunity to e-mail this to the other officers of your group.





Karen Pickard, Champaign/Urbana alumnae chapter president (right) welcomes Debbie Evans, Region 5 Director (center), and Marcia Werremeyer, Region 5 RAPRS (left), at an informal alumnae gathering at the Iota chapter house in October. The warm hospitality was much appreciated by the regional travelers who enjoyed meeting these wonderful women.

Debbie and Marcia combined the visit with a trip to Iota chapter where they stayed in the guest room of the chapter house. What a fun way to remember sorority living!! That weekend was also Anchor Splash so there was plenty going on. Both alumnae and collegiate members are making plans for their upcoming Iota chapter centennial next spring. Be sure to watch for more details



Recruitment!



In an effort to improve alumnae recruitment, you will receive an email notification from EO when an alumna moves into your area. Please make it a goal to contact her within 2 weeks to welcome her to your group and invite her to a meeting.

E-Ops is now EZer!

The roll out of e-Ops 2.0 should be complete and we are excited for you to give it a try! You should find it easier to do things like update your officer roster and fact sheets. Please give it a try and let us know if you have any questions. We have included instructions on how to update the e-Ops roster. If you have any questions, please don't hesitate to contact either Marcia or Lori. We will be happy to help. Happy updating!



How to update your group's roster on e-ops:

Via the internet go to <http://www.deltagamma.org/eops> Sign in using your username and password. Click on Sign In.

To add a member to your roster:

- Sign into E-ops

It is not necessary to add *all* the members in your alumnae group to the e-Operations Roster. However, all officers must be added in order for them to be selected/included in the officer roster. Other members who will use **e-Operations** or be responsible for events need to be added. Members in your area who are advisers and house corporation officers must also be added to your e-Ops roster in order for them to gain access to collegiate information in e-Operations.

- 1) On the **e-Operations** navigation bar, click **ROSTER**
- 2) Click the link next to *add a Delta Gamma alumnae member* that says "click here"
- 3) If you know the member's **Member Number**,
 - a) Click *Find using member number*
 - b) Type the first 3 digits of the member's number in the first box and the last 4 digits in the second box. If the second half of the member's number is less than 4 digits, pad it with leading zeros. For example, 127-34 should be entered as 127 and 0034.
 - c) Click SEARCH
 - d) Click SELECT to the left of the desired member
 - e) Click OK

-or-

If you want to search by member's **Name**,

- a) Click *Find by name*
- b) Type the member's first and last names
- c) Click SEARCH
- d) Click SELECT to the left of the desired member
- e) Click OK

Look, this
is new!



Caveat: When you enter a name (e.g. Susan Smith) you may retrieve several hits because there may be 12 or more Susan Smith sisters. In order to find the correct Susan Smith to add to your Member Roster, the **CHAPTER CODE** Addendum can be found at the end of this Users Guide. Ask "Susan Smith" what her chapter of initiation is and then use the CHAPTER CODE information to identify the first three numbers of her member number.

The member may now register and login to e-Operations using the login procedure.

To add a member to your officers roster:

- 1) On the **e-Operations** navigation bar, click **ROSTER**.
- 2) Click OFFICERS ADVISERS located in the RED BOX under Roster.
- 3) Click on UPDATE OFFICER ROSTER
- 4) Fill in the boxes: "Assign (name) to be new (office) . And Click UPDATE

Look, this
is new!



Do you have an e-Ops topic that you would like us to address in future communiques?

If so, please email your ideas to llcleo@aol.com



Reminders:

- Don't forget to send first batch of per capita dues in to EO by December 1, along with the AA dues paid report or dues list. If sending a list, make sure the groups include the names of all members for whom per capita dues are being sent as well as all 50+ year members who paid local dues. The list must accompany the check.
- Reminder that dues and fees *were* due by November 1 to EO
 - Annual chapter/association dues: \$30
 - Annual Web fee: chapters = \$20, associations = \$10
 - Convention fee: (chapters only) \$200
- Send dues reminder postcards, available online, to members not yet paying dues. This is a proven means to increase per capita membership
- Send sponsor forms to collegiate chapters with deferred recruitment
- Reminder for slating of incoming president who will serve as delegate and addition of election event on e-Ops calendar
- Submit alumnae news/photos (via Web site if possible) for ANCHORA by January 1
- It's not too late to...
 - Enter alumnae calendar events for the fiscal year on e-Ops 2.0
 - Update all Fact Sheets on e-Ops 2.0 by January 1
 - Update officer roster via e-Ops 2.0 by January 1
 - Send your alumnae website url to the Regional Director via the Region 5 website at <http://www.geocities.com/dksevans1901>

Foundation Topics at your Fingertips

The revised Foundation Focus is now available! It contains ready-to-use topics relating to the Delta Gamma Foundation. The topics can be given in five minutes or less any time, anywhere and are user-friendly. Model chapter Foundation programming requires alumnae to present a topic once annually. Download the revised Foundation Focus at http://www.deltagamma.org/foundation_resources.shtml or contact dgfoundation@deltagamma.org

Words of Wisdom

#444. Never underestimate the power of a kind word or deed.

— Life's Little Instruction Book





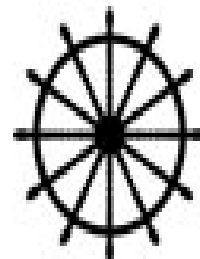
Biennial Challenge Update

Congratulations to the Region 5 Biennial Challenge stars!! By tweaking their programming, these groups have had a variety of events to accommodate a wide range of interests. The groups and their levels are as follows:

CYBER:	Chicago Chicago North Shore Chicago South Suburban Greater Kansas City Joplin Regional Milwaukee St. Louis Area Topeka
GOLD:	Chicago Northwest Suburban Des Moines Lincoln Grand Forks
SILVER:	Columbia Minneapolis/St. Paul Champaign/Urbana
BLUE:	Chicago Far West Suburban Chicago West Suburban Omaha Wichita Lawrence Springfield, MO

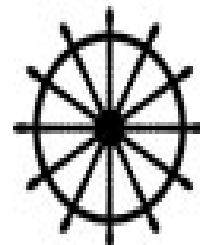
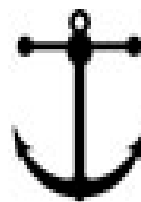
There is still time for all groups to reach the cyber level. Specific programming ideas will be forthcoming in the next issue of AnchorLine. Also the idea bank on e-Ops contains a wealth of information (go to the drop-down menu under calendar). And, as always, your RAS and RAPRS are always available for help.

If the new edition of e-Ops hasn't been made available to everyone by now, it will be soon. This new version is not only more user-friendly, but it contains more information. For those who would like to get a head start, the new user guide can be found at deltagamma.org. Follow the path from Alumnae Experience to Alumnae Resources to e-Ops to the alumnae user guide.



" We make a
living by what
we get, we
make a life by
what we give."

-Sir Winston
Churchill



Please check to see if your group is doing this!

How to Properly Send Dues to EO

It appears many groups did not report 50+ year members for 2004/2005. Before e-Ops, the number of 50+ year members was reported from the hardcopy Annual Report. With e-Ops, all per capita member data is entered at EO using either the **Dues Paid Report** in AA or **Per Capita Dues** sheet downloaded from Anchors Online if the group does not use AA. We believe many groups are not reporting their 50+ year members. Please review the procedure to properly send names of dues paid members (per capita and 50+ year) and educate your groups.

Reporting dues using Alumnae Assistant:

Collect dues monthly and record the names (please include maiden name) and amounts using the **Dues Paid Report** in AA.

Check all applicable boxes in the report, i.e., 50+ year members who pay local dues only, those paying per capita dues only and those who paid per capita directly to EO.

Print the **Dues Paid Report** and send it with the check to the Alumnae Services Coordinator (ASC) at EO by December 1, 2005.

Continue to collect dues monthly and send the **Dues Paid Report** (*for that month only*) and check to ASC.

Reporting dues using a hard copy spreadsheet:

If a group does not use Alumnae Assistant, they must request a member spreadsheet (Excel) from Kellie, ASA@deltagamma.org and use the electronic version of the **Per Capita Dues** sheet; available in the secure area, "Alumnae Downloads," <https://www.deltagamma.org/secure/downloads/alumnae.aspx>.

Collect dues monthly and record the names (please include maiden name) and amounts using the **Per Capita Dues** sheet.

Write the amount paid between the parentheses in the column on the original sheet marked "Dues" when a member pays her per capita dues. Feel free to use ditto marks.

Print the **Per Capita Dues** sheet and send it with the check to the ASC at EO by December 1, 2005.

Continue to collect dues monthly and send the **Per Capita Dues** sheet (*for that month only*) and check to ASC.

Please remind groups to include the names of all members paying dues in either the **Dues Paid Report** from AA or **Per Capita Dues** sheet downloaded from Anchors Online for their group to receive credit for the dues paid. *Without a complete list of names, EO has no way to know who has paid dues through the group.*



Per Capita Dues

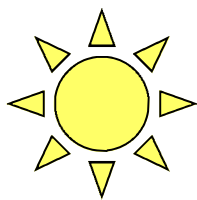
Much of the support and many of the resources we receive from Delta Gamma Fraternity are budgeted through the General Fund that receives a large portion of its funding from per capita fees from both alumnae and collegians. Our goal is for all our alumnae groups to increase per capita dues yearly.

Our Fraternity average of 10% of the members in area paying dues gives us plenty of room for improvement. Any group below 10% needs to evaluate its recruitment and programming.

Each year about 4,000 graduates become alumnae. Are your alumnae groups recruiting and programming for these new alumnae?

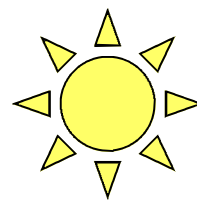
Are all members on the membership list sent a newsletter yearly sharing the program for the year and asking for payment of per capita dues?

Do your groups analyze ZIP codes yearly, keeping in mind all members in the area must be contacted yearly?



What I know for sure...
Is that what you give comes back to you.

— Oprah Winfrey, O Magazine



Convention Awards

Alumnae groups in good standing are eligible to submit applications electronically for the following Convention Awards to be awarded in Orlando in June, 2006:

- Outstanding Alumnae Chapter Award
- Outstanding Alumnae Programming Award
- Membership Development Award
- Collumnae Award



The award descriptions, criteria and forms may be found on Anchors Online or via the following link www.deltagamma.org/frat_awards.shtml. You will note that Fraternity Awards have been relocated: Alumnae Experience > Alumnae Resources > Fraternity Award Forms.

The Outstanding Alumnae Programming Award has been updated to reflect *all* programming during *one* fiscal year versus only one event.

These four awards will be electronically submitted by the chapter president (or person appointed to handle the award process) to the RAPRS. The applications now have boxes to be completed versus attaching additional blank pages. It is hoped this will make it fairer and easier because all groups will be allowed the same number of words.

You can't win if you don't apply!! Any questions/concerns, please contact Linda Linck, Director of Awards.

Every Sister Participates - Shape the Slate & Nominate

Delta Gamma's success and respected position in the Greek world directly relates to the quality of its leadership. Our leadership is a direct result of ***your*** participation in the election process. At Convention 2006, seven Council officers will be elected by the delegates. You can make a difference by participating and helping to create the Fraternity's future.

Who can nominate and how?

Any initiated alumna or collegian or any alumnae or collegiate group may recommend nominees to the Nominating Committee. You or your group may also endorse current, eligible Council officers. Recommendations may be for Delta Gammas from regions other than your own. You can nominate someone by using the form found in the *Anchora*, by going online to www.deltagamma.org/nominate/ or by writing to Barb Nussa Boersma, Region 5 Nominating Committee representative (frat-nom5@deltagamma.org).

Qualifications

Only alumnae may serve on Council. It is recommended that a candidate have experience at the Cabinet/Council level and a general knowledge of the Fraternity and the office. She must be available to travel, have e-mail and word processing skills, and be able to devote sufficient time to the position. Detailed job descriptions and areas of responsibility are available at Anchors Online (www.deltagamma.org/nominate/). Nominating Committee must receive your nominations by January 15, 2006.

Why not make it a personal goal or a goal of your alumnae group to nominate at least one qualified member for the 2006-2008 slate? Help shape the slate---NOMINATE!!!

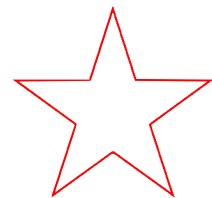
Region 5 Alumnae Team

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DELTA GAMMA