



"Take Five" in Region 5

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WELCOME BACK!



The Region 5 Team: Stacy Brewer Kramer, CAC for Eta Mu-Lake Forest; Kary Laughlin Bachert, RCPS; Lori Yergovich O'Neal, RAS; Dell Shay Kingan, RHD; Debbie Seebold Evans, RD; Donna Sproul Hulett, RCRS; Marcia Hunsinger Werremeyer, RAPRS; and Kristina Retzlaff Munro, RCS.

Of Special Note:

- ☺ Per capita dues have gone up to \$18.50. Send annual dues and fees to EO by November 1
- ☺ Enter alumnae calendar events for fiscal year on E-ops by September 1
- ☺ Update all fact sheets on E-ops by September 1
- ☺ Cable and Oxford Award nominations deadline is September 15 to RAPRS
- ☺ Send chapter/association insurance fee to EO by September 30



The Region 5 team welcomes all of you back for what we all hope will be a rewarding, fulfilling year of alumnae programming and participation.

Having recently completed the Officer Training Seminar, we are poised and ready to help you as you lead your alumnae groups through the coming year.

We are happy to serve you in the wonderful world we call Delta Gamma!

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





Ladies, Start Your Engines!

It is hard to believe that we are about to begin another fun filled year of racing. Racing to work, racing to get the kids to school, and of course, racing to all of those fun DG events! It is our hope to keep your tires fresh, your engines full of fuel and your mind and body energized. This communiqué is our way to make you aware of all of the latest DG road conditions. Please know that if you encounter any "yellow flags" or cautions, we are only a phone call or email away. We are here to make the DG race a little less hectic and a lot more fun! So, if you would kindly approach the starting line, we are ready to get this race started. On your mark, get set, GOOOOOOOO!!!!!!!!!!!!!!

Region 5 Alumnae Team



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Words of Wisdom

The best and
most beautiful things
in the world cannot be seen
or even touched.

They must be felt with the
heart.



Helen Keller



Hats Off...

... to the newly formed **Fargo Association**! On March 22, 2005, a group of 20 women met with Terri Duncan, Alumnae Development Consultant (ADC), to discuss the possibility of forming either an alumnae association or chapter. The group voted to form an association and all 20 in attendance at the meeting paid their dues. Way to go!!

Welcome aboard ladies.

... to the new Chicago Far North Suburban Chapter! Ahoy mates! We are glad to have you on board.

E-Ops is EZ!

Since updating the e-ops roster is the only way to keep Executive Offices and your regional team informed of officer changes, please make sure that the roster has been updated within 2 weeks of the change. 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
- Click on the Roster tab at the top.
- Add all officers/chairman of your AMT and area chapter Advisory Team Chairman by their member number to the chapter roster. (ATCs have to be on your e-ops roster to be able to sign on to the chapter that they are advising e-ops roster as ATC.) Only women you want using e-ops need to be included on your roster in e-ops. This does not include all paid alumnae members.

How to get a member number:

1. ask your local Alumnae Assistant Administrator to look them up for you

2. ask the individual--it is on their ANCHORA label on the back of the magazine

3. contact EO via 614-481-8169 or e-mail Andrea Miller andrea@deltagamma.org

- Click Add Member and insert member number and click add
- That individual, by name, will appear on the left in a box and click yes to confirm you are adding her to the roster.
- Double Click on the arrow next to an officer/directors name and complete as much information as possible.

To add a member to your officers roster:

- Click on Rosters and then officers
- Click on the arrow next to the title. A drop down list of the members you have entered will appear.
- Select the appropriate member
- Click update
- If you have other officers that are not listed, those can be added in the "other officers" section lower on the same page.
- Click here
- Click add information
- Click update

Updating the e-Ops Calendar:

Please make sure that your calendars have been updated with all of this year's fabulous DG activities. If they aren't already current, please have them updated by no later than September 1st. If you aren't familiar with how to update the calendar portion of e-ops, we have also included instructions on how to do that.

How to update your e-ops calendar:

- Via the internet go to <http://www.deltagamma.org/eops>
- Sign in using your username and password. Click on Sign In.
- Click on Calendar
- Click on add New Event
- Select an event from the list provided or other event
- Fill out the details of the event
- Click next
- Attendees--please mark all that apply
- Click next
- Confirm accuracy of date--at this time you can make changes to your event
- Click finish--event will not be saved if this step is not completed
- Magic--it's on your calendar



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

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



Reminders:

- Contact all members in the area and generate interest and enthusiasm for coming year with phone calls, mailings, e-mail, Web sites and newsletters.
- Review bylaws and make necessary adjustments, submitting them to the RAS.
- Review and distribute appropriate copied sections of the revised *Alumnae Officers Manual* (AOM). Note the AOM is available in hardcopy for \$10 from EO and updates are posted on the Web site.
- Have Alumnae Assistant Administrators (AAA) reconcile local data before a fall mailing goes out to ensure better addresses and lower postage return costs.
- Distribute all pertinent information to board members from EO and regional alumnae team.
- Incorporate the Rededication Ceremony at the first fall meeting, or another inspirational idea.
- Enter alumnae calendar events for the fiscal year on e-Ops by September 1.
- Update all Fact Sheets on e-Ops by September 1.
- Update officer roster via e-Ops within 2 weeks of a change.
- Cable and Oxford Award nominations submission deadline of September 15.
- Send chapter/association insurance fee to EO by September 30.
- Send annual dues and fees to EO by November 1 (refer to Calendar at a Glance for specifics).
- E-mail name of any Delta Gamma serving as alumnae Panhellenic officer to Alumnae Services Coordinator by October 1
alumnaedept@deltagamma.org
- File Federal Tax Form 990.
- Recruitment is happening! Sponsor forms should be sent to collegiate chapters.
- Send dues reminder postcards in early November to members who have not yet paid .
- Send your alumnae website url to the Regional Director.
Region 5 website at <http://www.geocities.com/dksevans1901>



"We ourselves feel what we are doing is just a drop in the ocean. But the ocean would be less because of that missing drop.

--Mother Theresa

It Doesn't Hurt To Ask!

We know that we have all heard that saying a million times, but the Regional Team is a firm believer in it. I would like each of you to send me an email with one area/topic that you would like me to help your group with this year. I will do my very best to make sure that each of your requests are addressed in the coming year. See, that was not so bad, was it? So, go ahead and ask. I am looking forward to hearing

