

HOUSTON ALUMNAE CHAPTER

2022 Chapter Retreat



United in Service, Connected to the Vision, Engaged in the Community

DELTA SIGMA THETA SORORITY, INC.

August 6, 2022

10:00 am - 3:00 pm

Ft. Bend Church

Legacy Center

Houston Alumnae Chapter

2022 Chapter Retreat

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Houston Alumnae Chapter



Dr. Maria Starling
President



2022 - 2023 Executive Board

Office/Position	Soror	Email
President	Maria Starling	hacpresident@dsthoustonalumnae.org
1 st Vice President	LaShandra Boddy	1stvicepres@dsthoustonalumnae.org
2 nd Vice President	Karen Dourseau	2ndvicepres@dsthoustonalumnae.org
Recording Secretary	Bernika Scott	recordingsec@dsthoustonalumnae.org
Assistant Recording Secretary	Tarisa Busby	
Corresponding Secretary	Katrina Cushenberry	correspondingsec@dsthoustonalumnae.org
Assistant Corresponding Secretary	Nina Wright	
Treasurer	Carolyn Jones-Darville	treasurer@dsthoustonalumnae.org
Assistant Treasurer	Jo Anna Taylor	
Financial Secretary	Florida Grimes	finlsecy@dsthoustonalumnae.org
Assist. Financial Secretary	Tarryl Churchwell	
Assist Financial Secretary	Hattie Saulsberry	
Assist. Financial Secretary	Krystle Williams-Jacobs	
95th Anniversary Coordinators	Co-Chair - Deborah Hawkins	hacanniversary@dsthoustonalumnae.org
	Co-Chair - Patricia Phipps	
Arts and Letters	Chair - Casondra Burkley	arts@dsthoustonalumnae.org
	Co-Chair - Geniece Sergeant	
Calendar	Co-Chair - Jamyia Clark	calendar@dsthoustonalumnae.org
	Co-Chair - Danielle White	
Chaplain's Council	Chaplain - Linda Callaway	chaplain@dsthoustonalumnae.org
	Asst Chaplain - Casondra Burkley	
Conference and Convention Planning	Chair - Chioma Johnson	conference@dsthoustonalumnae.org
	Co-Chair - Anietra Bradford	
	Co-Chair - Linda Halliman	

Office/Position	Soror	Email
Courtesy	Chair - Vicki Preer	courtesy@dsthoustonalumnae.org
	Co-Chair - Denise Davis-Moore	
Delta Academy	Co-Chair - Relia Barker	dacademy@dsthoustonalumnae.org
	Co-Chair - Stephanie Carr	
	Co-Chair - Antoinette Davison	
Delta Day Timers	Chair - Evelyn Banks	deltaday@dsthoustonalumnae.org
	Co-Chair - Linda Hebert	
Delta Dear Tech Team	Co-Chair - RaTessalyn Ferguson-Burton	deartech@dsthoustonalumnae.org
	Co-Chair - Keisha Foster	
	Co-Chair - Janae Sargent	
Delta Gems	Co-Chair - Christine Lametrie	dgems@dsthoustonalumnae.org
	Co-Chair - Jimasha Shorter	
	Co-Chair - Angela White	
EMBODI	Co-Chair - Shantel Edwards	embodi@dsthoustonalumnae.org
	Co-Chair - Tarsha Randle	
Emergency Response Team	Chair - Vicki McCullough	ert@dsthoustonalumnae.org
	Co-Chair - Elnita Bates	
Finance Committee	Chair - Carolyn Jones-Darville	treasurer@dsthoustonalumnae.org
Financial Empowerment	Chair - Ramona Dalton	finemp@dsthoustonalumnae.org
	Co-Chair – Kathy Kuria	
Founders Day	Co-Chair - Brenda Parker	founders@dsthoustonalumnae.org
	Co-Chair - Annetra Piper	
Graphics	Chair - Christina Griffin	graphics@dsthoustonalumnae.org
HAC Data Resource Network	Chair - Brishaun Sutton	resourcenetwork@dsthoustonalumnae.org
	Co-Chair - Jene Guess-Cash	
HAC Wellness Initiative	Chair - Michelle Smith	wellness@dsthoustonalumnae.org
	Co-Chair - Nicole Turner Savoy	
Heritage and Archives	Chair - Monica Blackshire	heritagearchives@dsthoustonalumnae.org
	Co-Chair - Edith Glover	

Office/Position	Soror	Email
Historian	Chair - Christian Winn	historian@dsthoustonalumnae.org
	Co-Chair - Krystene Woodard	
Immediate Past President	Jona Sargent	pastpres@dsthoustonalumnae.org
Internal Audit	Chair - Annette Graves	intaudit@dsthoustonalumnae.org
International Awareness/Impact Day	Chair - Paulette Gadison	iai@dsthoustonalumnae.org
	Co-Chair - Melanie Perkins	
Journalist	TBA	journalist@dsthoustonalumnae.org
Keeper of Properties	Eileen Barrett-Williams	properties@dsthoustonalumnae.org
Local Projects	Chair - Christy M Ware	localproj@dsthoustonalumnae.org
	Co-Chair – Rhondreka Hughes	
May Week	Chair - Kay Moore	mayweek@dsthoustonalumnae.org
	Co-Chair - Penelope Nobles	
	Co-Chair - Maya Weatherspoon	
Membership Services	Chair - LaShandra Boddy	1stvicepres@dsthoustonalumnae.org
Music Team	Chair – Carolyn Barksdale	musician@dsthoustonalumnae.org
Nominating Committee	Chair - Melinda Brown	nomcom@dsthoustonalumnae.org
	Member - Patricia Bynum	
	Member - Annetra Piper	
	Member - Kimberly Shoaf-Joseph	
	Member - Kacie Waiters	
Pan-Hellenic Council DNEFC Foundation	Pan Rep - Carol Broadway	nationalpan@dsthoustonalumnae.org
	Pan Rep - Tonia Garrett	
	Foundation Rep - Karen Woods-Mason	
Parliamentarian	Sharon Sanders	parliamentarian@dsthoustonalumnae.org
Past President’s Advisory Council	Chair - Alfiee Wheatfall	pastpres@dsthoustonalumnae.org
	Co-Chair - Bobbie Henderson	
Photography Team	Chair - Monica Blackshire	photos@dsthoustonalumnae.org
Protocol and Traditions	Chair - Tia Locke-Simmons	protrad@dsthoustonalumnae.org
	Co-Chair - Deirdre Guidry	
Publicity and Public Relations Team	Chair - TBA	publicity@dsthoustonalumnae.org

Office/Position	Soror	Email
Quack	Katrina Cushenberry	quack@dsthoustonalumnae.org
Risk Management	Coordinator - LaTracia King	risk@dsthoustonalumnae.org
	Co-Coordinator - Evelyn Banks	
Ritual and Ceremonies	Chair - Lena Armstrong	ritual@dsthoustonalumnae.org
	Co-Chair - Bettie Beasley	
Rules of Order Policies and Procedures	Chair - Gwendolyn K Grant	rules@dsthoustonalumnae.org
	Co-Chair - Karen Wooten-Miller	
Scholarship and Awards	Chair - DeShuandra Walker	scholar@dsthoustonalumnae.org
	Co-Chair - Bianca Henny-Workshops	
	Co-Chair Shannon Henderson-Application Processes & Review	
Sergeant-At-Arms	Chair - Deirdre' Hawkins	sergeant@dsthoustonalumnae.org
Sisters' Keepers	Co-Chair - Virginia Hubbard	sisterkeeper@dsthoustonalumnae.org
	Co-Chair - Annie Norton	
Social Action	Chair - Karla Fleming-Jones	saction@dsthoustonalumnae.org
	Co-Chair – Kacie Waiters	
Social Events	Chair - Charlotte Wright	socialevents@dsthoustonalumnae.org
	Co-Chair - Lisa Webb Johnson	
Social Media	Chair - Sonya Meekins	socialmedia@dsthoustonalumnae.org
Special Events	Chair - Tina Marie Jones-Green	specialevents@dsthoustonalumnae.org
	Co-Chair - Ruth Williams	
Step Team	Tara Williams	-
Technology and Information	Chair - Tonja Jackson	technology@dsthoustonalumnae.org
Telephone	Chair - Pereshama Johnson	telephone@dsthoustonalumnae.org
	Co-Chair - Aria Broxton	
Volunteer Hours Coordinator	Chair - Kandace Hebert	volunteer@dsthoustonalumnae.org

Membership Services

~ "Membership has its Privileges" ~



LaShandra Boddy
First Vice President

MEMBERSHIP SERVICES AT-A-GLANCE

“MEMBERSHIP HAS ITS PRIVILEGES”

Join the Membership Services Team and help us explore our R.E.W.A.R.D.S.

- Retain
- Engage
- Welcome
- Align
- Rededication
- Discover
- Sisterhood

MONTHLY MEETINGS

1ST MONDAY OF EACH MONTH AFTER CHAPTER MEETING
VIA ZOOM

RETENTION & RECLAMATION

Crimson Chat -

- Welcome visitors to the Houston Alumnae Chapter
- Explore reasons why it is a privilege to belong to the premiere chapter
- Highlight the many accomplishments and current activities of the chapter

**WE WELCOME YOU TO PARTICIPATE IN THE MANY
SISTERHOOD ACTIVITIES WE HAVE PLANNED!**

Membership Services

25/50 Year Anniversary Form



25/50 Year Anniversary Form

Congratulations Sister! You have reached a Milestone in Delta Sigma Theta Sorority, Inc. We want to honor you and your achievement of serving our Illustrious organization. Please complete all information below so your request can be submitted. If you have any additional questions, please feel free to reach out to me via email at 1stvicepres@dsthoustonalumnae.org.

Sisterly,

First Vice President, LaShandra Boddy

Houston Alumnae Chapter

Delta Sigma Theta Sorority, Inc.

Current Full Name: *

First Name

Middle Name

Last Name

Full Name at time of initiation: *

Parliamentary Procedures



Sharon Sanders
Parliamentarian

Parliamentary Procedures

Summary of Motions

NOTE: The Summary of Motions in this Workbook represents some of the primary rules of parliamentary procedure. For a greater understanding of the basic rules of conducting a meeting, refer to the current edition of *Robert's Rules of Order, Newly Revised*. Chart of Motions is arranged from highest to lowest rank.

<i>To Do This</i>	<i>Motion</i>	<i>You Say This</i>	<i>Vote Required</i>	<i>Second Required</i>	<i>Debat-able</i>	<i>Amend-able</i>
PRIVILEGED MOTIONS						
Close Meeting	Adjourn	"I MOVE THAT WE ADJOURN"	Majority	Yes	No	No
Take Intermission	Recess	"I MOVE THAT WE RECESS FOR..."	Majority	Yes	No	No
Take Care of Noise or Temperature	Question of Privilege (General)	"WE CANNOT HEAR IN THE BACK OF THE ROOM." "THE ROOM IS TOO COLD"	Chair Rules	No	No	No
Seek Clarification	Question of Privilege (Personal)	"THE SPEAKER IS MISSTATING MY REMARKS."	Chair Rules	No	No	No
Want Agreement on Timing of Business	Call for the Orders of the Day	"I CALL FOR THE ORDERS OF THE DAY"	On Demand of One Member	No	No	No
SUBSIDIARY MOTIONS						
Clear the Floor and/ or Get Rid of Motion	Lay on the Table	"I MOVE TO TABLE THE MOTION."	Majority	Yes	No	No
End Debate	Order the Previous Question	"I MOVE THE PREVIOUS QUESTION."	Two-thirds	Yes	No	Yes
Limit Debate	Limit Debate or Extend Limits	"I MOVE THAT DEBATE BE LIMITED TO (ONE) SPEECH OF (TWO) MINUTES FOR EACH MEMBER."	Two-thirds	No	No	Yes
Postpone Action	Postpone Definitely	"I MOVE THAT THE MOTION BE POSTPONED TO ..."	Majority	Yes	Yes	Yes
Send to Committee	Commit or Refer	"I MOVE THAT THE MOTION BE REFERRED TO ..."	Majority	Yes	Yes	Yes
Change Working of a Motion	Amend	"I MOVE TO AMEND THE MOTION BY..." (Adding, Striking Out, Substituting)	Majority	Yes	Yes	Yes
Seek a "Straw Vote" or "Kill" a Motion	Postpone Indefinitely	"I MOVE THAT THE MOTION BE POSTPONED INDEFINITELY"	Majority	Yes	Yes	No

<i>To Do This</i>	<i>Motion</i>	<i>You Say This</i>	<i>Vote Required</i>	<i>Second Required</i>	<i>Debat-able</i>	<i>Amend-able</i>
MAIN MOTION						
Introduce Business	Main	"I MOVE THAT..."	Majority	Yes	Yes	Yes
INCIDENTAL OR UNRANKED MOTIONS						
Enforce Rules	Point of Order	"I RISE TO A POINT OF ORDER."	Chair	No	No	No
Protest Ruling of Chair	Appeal	"I APPEAL THE DECISION OF THE CHAIR."	Majority	Yes	Yes	No
Request Information	Point of Information	"I RISE TO A POINT OF INFORMATION."	Given by Chair/Au- thority	No	No	No
Request Parliamentary Help	Parliamentary In- quiry	"I RISE TO A PARLIAMEN- TARY QUESTION."	Given by Chair/Au- thority	No	No	No
Demand Verification of the Vote	Division	Call Out: "DIVISION"	On Demand of One Member	No	No	Yes
Separate Parts of a Motion	Division of a Ques- tion	"I MOVE THAT THE MO- TION BE DIVIDED."	Majority or On Demand	Yes No	No No	Yes No
Remove an Improper Matter from the Floor	Object to Consider- ation	"I OBJECT TO THE CONSID- ERATION OF..."	Two-thirds	No	No	No
Withdraw a Motion I Made	Permission to With- draw	"I REQUEST THAT MY MO- TION BE WITHDRAWN."	Majority	Yes	No	No
Render Temporarily Ineffective One or More Rules (*Rules in Bylaws cannot be suspended, unless they provide for their own suspension.)	Suspend the Rules *	"I MOVE TO SUSPEND THE RULES [FOR A SPECIFIC - MUST STATE - PURPOSE]."	Two-thirds (Rule of Order)	Yes Majority (Standing Rule)	No	No
RESTORATIVE MOTIONS OR MOTIONS THAT BRING BACK A QUESTION (UNRANKED)						
To Change a Decision	Rescind	"I MOVE TO RESCIND THE MOTION TO..."	Two-thirds (Majority, if notice is given)	Yes	Yes	Yes
To Bring Back a Motion for Revote	Reconsider	"I MOVE TO RECONSIDER THE VOTE ON..."	Majority	Yes	Yes	Yes

Protocol & Traditions



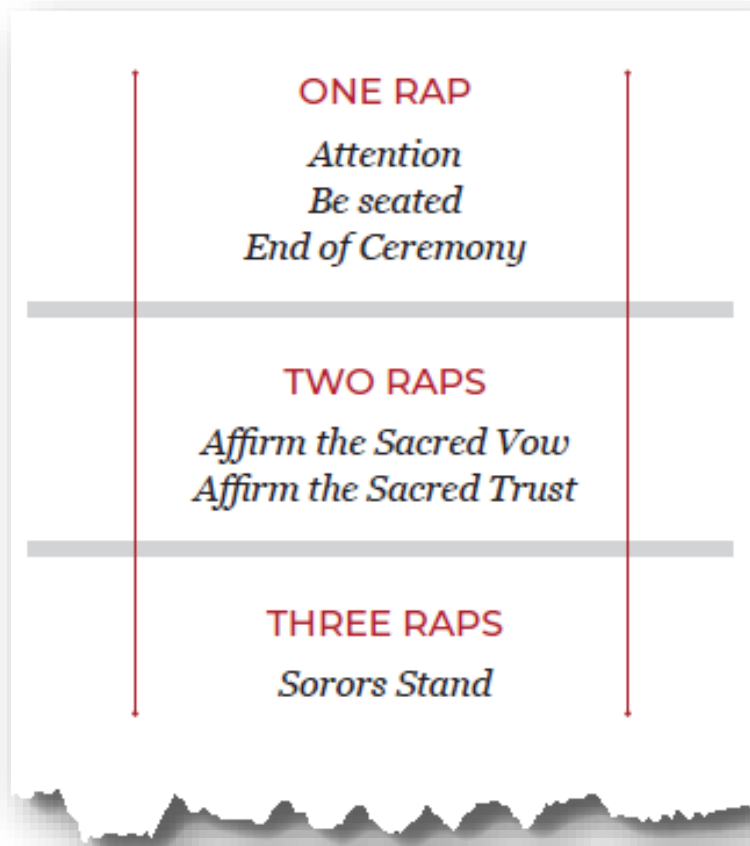
Tia Locke Simmons – Chair

Deirdre Hamilton Guidry – Co-Chair

Rap Order for Meetings and Ceremonies

NOTE: WAIT UNTIL RAPS ARE COMPLETE TO PERFORM COMMAND.

Various raps are found throughout the *Ritual* and used during meetings and Ritualistic Ceremonies. In the *Ritual*, rap order instructions will be in *italics*.



Additional Information

Delta Business Attire

- △ Delta Business attire is appropriate for most occasions except as specifically noted.
- △ Business attire is traditionally a business suit, dress, skirt, pants, sleeveless blouse, blouse and blazer – clothing, and religious head-wraps that reflects a professional style.
- △ Leggings worn as pants are not considered appropriate chapter meeting attire at any time.
- △ Wearing denim of any color and line jackets of any kind or color are inappropriate for any ceremony, Memorial Observance, Omega Omega Service or Chapter Meeting.
- △ Ponchos and shawls containing symbols on one side or the crest on one side are appropriate and can be worn as a covering for chapter meetings.
- △ Delta's business attire must satisfy the Sorority's accepted business, social and aesthetic standards.
- △ Business attire; hats are acceptable excluding baseball hats, cowboy hats, bandanas or bucket hats.
- △ Rubber soled or foam bottomed shoes known as beach style flip flops, shower shoes, and sport slides are inappropriate business attire. Sandals or open toed shoes are acceptable.

△ See newly revised [PROTOCOL AND TRADITIONS MANUAL](#) for additional Business Attire Guidelines △

Definitions and Clarifications

- △ **ALUMNAE:** Delta Sigma Theta Sorority, Incorporated refers to its graduate chapters as alumnae chapters, not alumni chapters. "Alumnae" is pronounced [uh-luhm-nee] and rhymes with "gum tree."
- △ **DELTA D.E.A.R.S.:** This concept was established by the Golden Life Committee in 1982 as a special membership category for all Deltas verified to be 65 years of age or over. The age requirement was later changed to 62 and is the **only recognized** named age group in the organization. The "D.E.A.R.S." acronym stands for: Dedicated – Energetic – Active – Respected – Sorors. Special designation is provided for them at national convention, regional conference, as well as at the local chapter level.

There is no official designation called Delta Dolls or Delta Divas.

△ See newly revised [PROTOCOL AND TRADITIONS MANUAL](#) for additional Definitions and Clarifications △

Protocol and Traditions Manual – 2021

Tia N. Locke Simmons, Chair & Deirdre R. Guidry, Co-Chair – Protocol and Traditions

Program, Planning & Development



Karen Dourseau
Second Vice President

Committee Roundup

**Saturday, Sept. 10, 1:00 p.m.
Power Center Foyer**

**COMMITTEE
ROUND-UP**



Finance



Carolyn Jones-Darville

Treasurer

Financial Reports

Link to Online Financials

HAC MEMBER CENTER



FINANCIALS



This content is password protected. To view it please enter your password below:

Password:

****Each month the Corresponding Secretary will provide the password to access the Financial Reports.**

Finance



Florida Grimes
Financial Secretary

HAC Dues Structure and Payment Information

Membership Type	National Dues	Local Dues	Late Fee*	Reinstatement Fee**	Reinstatement Fee***	Status Change Fee^
Regular	\$ 190.00	\$ 275.00	\$ 10.00	\$ 15.00	\$ 30.00	\$ 25.00
Life	\$ -	\$ 275.00	\$ -	\$ -		\$ 25.00
Golden Life	\$ -	\$ 275.00	\$ -	\$ -		\$ 25.00
Diamond Life	\$ -	\$ 275.00	\$ -	\$ -		\$ 25.00

*Fee when dues are paid after March 31 and before July 1

** Fee when dues are paid after July 1, and was financial in previous sorority year

***Fee when dues have not been paid for 2 or more sorority years

^Status change fee is applicable to member changing from Member at large to Chapter member

NOTE: There is no installment of dues. Both National and Local dues must be paid at the same time, and in full.

FINANCE TEAM'S TENTATIVE COLLECTION SCHEDULE

- September 2022 In-Person Sorority Meeting
- October 2022 Dates TBA
- November 2022 Dates TBA
- December 2022 In-Person Sorority Meeting
- January 2023 Dates TBA
- February 2023 Dates TBA
- March 2023 In-Person Sorority Meeting
- April 2023 Dates TBA
- May 2023 Dates TBA
- June 2023 In-Person Sorority Meeting

Information & Communication



*Dr. Katrina Cushenberry
Corresponding Secretary*

Submission Systems and Processes

▲ The PEARL

- ❖ Formerly HAC Weekly
- ❖ Announcement of weekly activities
- ❖ Published on Mondays
- ❖ Complete the Quack/PEARL Form in the Member Center – [Forms Online](#)
- ❖ Questions? Contact: Katrina Cushenberry
correspondingsec@dsthoustonalumnae.org

▲ Quack

- ❖ Activities for the month
- ❖ Complete the Quack/PEARL Form in the Member Center – [Forms Online](#)
- ❖ Questions? Contact: Katrina Cushenberry
correspondingsec@dsthoustonalumnae.org

QUACK / PEARL SUBMISSION FORM

Please use the form to submit flyers, committee briefs, and photos for the Quack or the PEARL. The form will be submitted to correspondingsec@dsthoustonalumnae.org

Please be advised that anything submitted after the posted deadline will not be accepted. For any other questions, contact correspondingsec@dsthoustonalumnae.org and we will respond to you in a timely manner.

Thank you

Quack / PEARL Submission Form

Form Selection *
 THE QUACK THE PEARL

Name of Committee Reporting *

NOTE: Submission Deadlines
The PEARL submission deadline: Saturdays @ 11:59 pm and The QUACK submission deadline: Thursday @ 11:59 of the week before monthly Executive Board meetings

First Name *

Last Name *

Email *

Phone *

Type of Submission *
Please check one box
 Announcement Calendar of Activities/Events Committee Brief

Information and Communication Corner

▲ Not receiving the Quack, the PEARL, One Call

- ❖ Contact: Katrina Cushenberry
correspondingsec@dsthoustonalumnae.org

Chapter Meeting Minutes

Link to Online Minutes

HAC MEMBER CENTER



CHAPTER MINUTES

A rectangular box with a white background and a grey border, containing a password prompt and an input field. The text inside the box reads: "This content is password protected. To view it please enter your password below:". Below this text, there is a label "Password:" followed by a white input field with a grey border. To the right of the input field is a red button with the word "ENTER" in white capital letters.

This content is password protected. To view it please enter your password below:


Password: **ENTER**

****Each month the Corresponding Secretary will provide the password to access the Chapter Meeting Minutes.**

Star Report Form

▲ STAR Report

- ❖ Sisters Executing Excellence
- ❖ Deadline to submit form: Tuesday @ 11:59 pm the week of Chapter Meeting
- ❖ Complete the Star Report Form in the Member Center – [Forms Online](#)
- ❖ Questions? Contact: Maria Starling hacpres@dsthoustonalumnae.org



HOUSTON ALUMNAE CHAPTER
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ENGAGED IN THE COMMUNITY!

STAR Report

The STAR Report is a new platform that HAC will use to acknowledge the AMAZING things happening in the lives of our Sorors. Please complete the form below as we are eager to receive your exciting news.

All submissions received by Thursday @ 11:59 pm the week of Chapter Meeting will be featured via the STAR presentation.

Date:

Social Media

▲ Social Media

- ❖ Complete Social Media Request Form in the Member Center – [Forms Online](#)
- ❖ Questions? Contact: Sonya Meekins socialmedia@dsthoustonalumnae.org



Social Media is the driving force of the chapter which provides opportunities to engage with the community



Every committee should consider social media in planning events, activities, and campaigns



All committees are asked to have a social media liaison as a point of contact to ensure accuracy of information prior to posting on social media



Social Media Request Form



Social Media Insights/Data

Submission Form Example

Social Media Request Form

Name: (First Name & Last Name):	Kathy Kuria
Email:	kathykuria@gmail.com
Phone:	7132402793
Committee:	Financial Empowerment
Event/Program/Campaign:	Achieving Financial Freedom Virtual Conference
Date:	04/24/2021
Description:	<p>Please join us as HAC's own, Janeen Johnson, JP Morgan Chase Bank Business Loan Specialist, provides powerful tools to help us gain wealth. Ms. Johnson will focus on strategies designed to help you:</p> <ul style="list-style-type: none">• Establish saving strategies to reach your short term, mid-term, and long-term goals.• Manage your monthly expenses.• Create and maintain emergency savings and goal specific saving funds.• Understand three keys to wealth accumulation: Time, Consistency, and Commitment. <p>This event is open to the public. Register using the link below by April 20,2021.</p> <p>http://dsthoustonalumnae.org/fin-empowerment</p>
Additional Hashtags:	#ShowMetheMoney #AchievingFinancialFreedom #HACFinancialEmpowerment
Upload Photo(s)/Video(s):	http://dsthoustonalumnae.org/members/wp-content/uploads/2021/04/HAC-Financial-Empowerment-AFF-Breakout-Wealth-Janeen-Johnson-Final.jpeg
Social Media Platforms:	All
Preferred Post Timing:	Set Day of Week
Additional Requests:	If possible, please post today, 4/16/21

Courtesy



Vicki Preer - Chair

Denise Davis Moore - Co-Chair

Courtesy

▲ Courtesies will be extended based on the Houston Alumnae Chapter Policies and Procedures Manual, 2020 edition. ~ **Ref. ARTICLE IV, Section 1.d.** ~

▲ It shall be the duty of the Courtesy Committee to extend courtesies to sorors as follows:

▲ Christmas gifts to officers* not to exceed \$600

▲ Gifts to outgoing officers* at the end of term in May not to exceed \$1000

Cards	Gift or Gift Cards (not to exceed \$25.00)	Death of a Soror
Sorors experiencing a short period of illness or confined to home	Soror hospitalized or confined to home with serious illness	All rights and privileges granted to sorors as per Delta Sigma Theta Sorority, Incorporated <i>Protocol and Traditions Manual</i>
Soror caring for an immediate family member**	Birth or adoption of soror's first baby	Omega Omega Ceremony
A soror who experiences the death of an extended family member	First wedding of soror	Flowers for service (corsage for soror)
	Death of immediate family member** of a soror	A spray for a soror who is a past or current president

▲ Phone Tree Message:

▲ Utilized to communicate illness and/or death of a soror or an immediate family member** of a soror

***Note: Offices include:**

- President
- 1st Vice President
- 2nd Vice President
- Recording Secretary
- Corresponding Secretary
- Treasurer
- Assistant Treasurer
- Financial Secretary
- Assistant Financial Secretary (3)

****Note: Immediate family is defined as:**

- Spouse
- Children/Stepchildren
- Siblings/Stepsiblings
- Parents/Stepparents
- Mother-in-Law/Father-in-Law
- Grandchildren
- Grandparents

▲ Please use the **Courtesy Request & Acknowledgement form** to report courtesies.

▲ The Chapter President and Courtesy Committee Co-Chairs remain available to accept a courtesy report

Courtesy Request & Acknowledgement Form

▲ Courtesy Acknowledgement

- ❖ Complete the Request Form in the Member Center – [Forms Online](#)
- ❖ Questions? Contact: Vicki Preer courtesy@dsthoustonalumnae.org



HOUSTON ALUMNAE CHAPTER

Delta Sigma Theta Sorority, Inc.

**UNITED IN SERVICE,
CONNECTED TO THE VISION,
ENGAGED IN THE COMMUNITY!**

Courtesy Request & Acknowledgement Form

This form should be used for all courtesy requests and/or Sharing and Caring acknowledgements. Information on this form will be sent directly to the chapter president and Courtesy Committee chair.

Date of Request:

mm-dd-yyyy



Request Type (Check One): *

- Prayer Request
- Loss of Loved One
- Sick/Illness/Surgery
- Other

Ritual & Ceremonies



Lena Armstrong - Chair

Bettie Beasley - Co-Chair

Omega Omega Information Request Process


- ▲ Committee Chair and President receive notification
- ▲ At the President's request the Chair contacts the family to offer condolences
- ▲ The family acknowledges whether to proceed with the Omega Omega Service
- ▲ The committee conducts the Omega Omega service virtually or in-person



Omega Omega Information Request Form

▲ Omega Omega Acknowledgement

- ❖ Complete the Omega Omega Request Form in the Member Center – [Forms Online](#)
- ❖ Questions? Contact: Lena Armstrong ritual@dsthoustonalumnae.org



The header features the Omega Omega logo (two gold Greek letters Ω) next to a cluster of purple flowers. To the right, a purple box contains the text "Omega Omega Information Request Form" in a gold, cursive font.


Information submitted on this form will assist in assuring all information is collected to plan, prepare and communicate the final Rites of Passage, the Omega Omega Services.

Information will be sent directly to the chapter president and Ritual and Ceremonies Committee chair.

Contact Information (soror or family representative submitting): *

<input type="text"/>	<input type="text"/>
First Name	Last Name

Date submitted: *



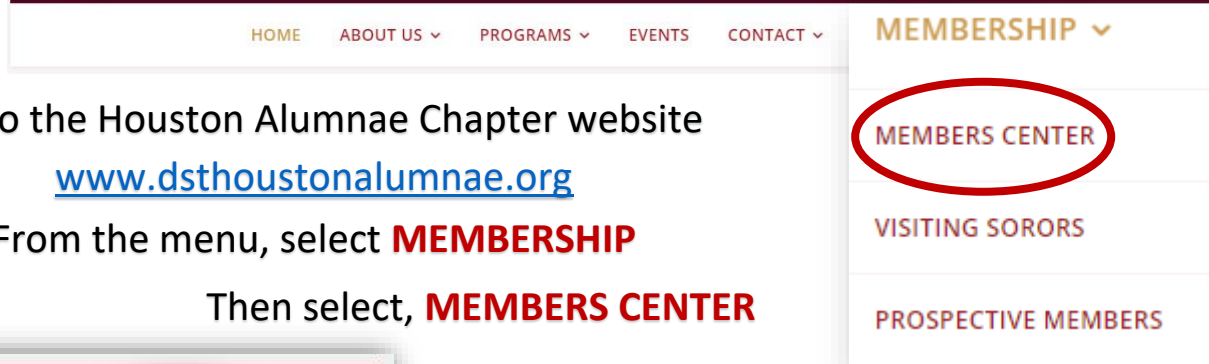
E-mail Address: *

Technology



Tonja Jackson - Chair

Member Center Access

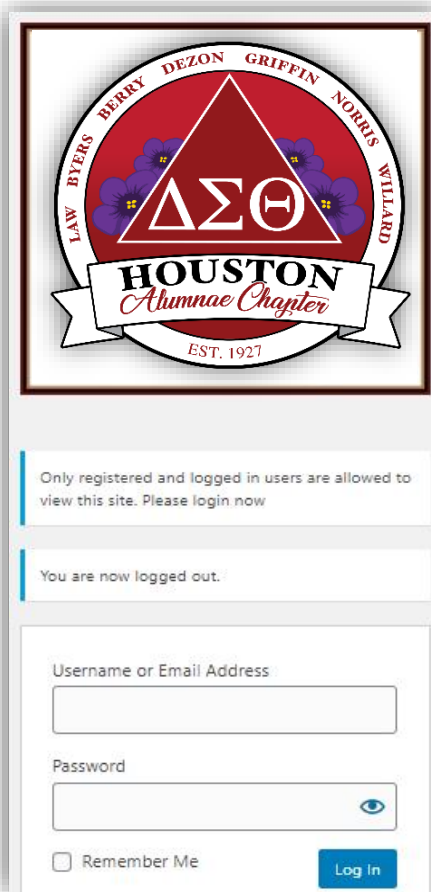


Go to the Houston Alumnae Chapter website

www.dsthoustonalumnae.org

From the menu, select **MEMBERSHIP**

Then select, **MEMBERS CENTER**



To go directly to the **MEMBERS CENTER** enter

www.dsthoustonalumnae.org/members

To login to the **MEMBERS CENTER** enter

Username:

Enter first name + Member Number or Email

Example: **Susie123456** or **Susie@email.com**

Password:

Your initial Password is your Member Number

Example: **123456**

Click the **Log In** button



