

HOUSTON ALUMNAE CHAPTER

2022 Executive Board Retreat



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

DELTA SIGMA THETA SORORITY, INC.

August 5, 2022

6:00 pm - 8:00 pm

Ft. Bend Church

Legacy Center

Houston Alumnae Chapter

2022 Executive Board Retreat

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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	jonasargenthacpres@gmail.com
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	

Office/Position	Soror	Email
Publicity and Public Relations Team	Chair - TBA	publicity@dsthoustonalumnae.org
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 - DeShundra 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

Program, Planning & Development



Karen Dourseau
Second Vice President



Houston Alumnae Chapter Program Planning & Development

The contents of this Guide shall not conflict with the Houston Alumnae Chapter's policies and procedures manual, the Delta Sigma Theta Sorority Program Planning and Development Manual or the Constitution and Bylaws of Delta Sigma Theta Sorority, Inc.

General Purpose

This document shall be used as a reference for chapter officers, committee chairs/co-chairs, and members to assist in effective planning and execution of chapter programming as it correlates with the ideals and mission of Delta Sigma Theta Sorority Inc. *See Chapter Policies & Procedures regarding specific committee descriptions.*

***All Program Demographics Forms are due 7 days after each event. ***

Duties of Committees

All committees are responsible for keeping the executive board and ultimately the chapter informed of their progress.

- ✓ Clarify and organize the chapter's goals and objectives for the specific project or program
- ✓ Develop a project plan or plan of action to accomplish those goals and objectives
- ✓ Implement that well organized plan of action
- ✓ Evaluate the effectiveness of the program, project, activity or event for future planning.
- ✓ The PP&D Chair will maintain a record of the Social Media statistics and make the information available upon request to any committee chair.

The committee does not act independently of the chapter but is in fact governed by the chapter and must make regular reports of its activities for chapter approval. The committee makes recommendations to the executive board and then to the chapter. The chapter votes on the recommendations in the report before the committee takes action.

Activities proposed by the committee should always be reviewed to determine if they are consistent with the chapter's mission, goals, program theme, and **Delta's Five Point programmatic thrusts.**

When planning a program, think like the participant. Understand how to engage the audience from the time they walk in until the time they leave.

Reporting & Accountability

- ▲ Committee Chairs/Co-Chairs please identify in advance:
 - ❖ Which member will be reporting,
 - ❖ Which member is submitting the report,
 - ❖ Which member will attend the E-board meeting.
- ▲ Meeting Report Format – A sample report format will be provided to all committee chairs/co-chairs and placed on the chapter website. Please use this to determine the information that should be included in your report to the chapter versus what should be an announcement. Reports should not exceed 5 minutes unless approved by Soror President at the Executive Board meeting.
- ▲ Finance, Membership Services, PP&D, & Programmatic Thrust Committees will be on the agenda for each chapter meeting. If no report, please indicate on the Committee Report Form that is submitted to the Recording Secretary.
- ▲ Scheduling Zoom Meetings – Committee Chairs are reminded to request zoom meetings in **2 weeks in advance**. If your meeting plans change, you must notify the Technology Chair, at technology@dsthoustonalumnae.org, as soon as possible to remove the meeting from the calendar and so that Technology resources can be utilized elsewhere (additional information will be provided by Technology).
- ▲ A program planning calendar template will be provided to assist committees in planning their events. Please take advantage of this tool to ensure your events are well planned out.

Committee Meeting Report Format



Houston Alumnae Chapter

COMMITTEE MEETING REPORT FORMAT

Greeting Sorors,


I am First Name ^{*}, Last Name ^{*}, Position of Committee.

We are hosting Event/Activity on Date at Time AM PM.

All sorors are asked to:

-
-

Committee Calendar Planning Template



Committee Calendar Planning Template

Committee: _____

Year	Month	Theme/Focus	Program/Event	Sub-Committee Leads	Partnership(s)	Social Media Campaign	Other Comm. Engagements

Program Demographics Form

	A	B	C	D
1	Committee Activity 1			
2	Fiscal Year:		Date Reported:	
3	Physical & Mental Health Program?:		No. of Other Groups Collaborate	
4	Program Name:		List other Collaboration Groups	
5	Purpose:		Group NGO Status:	
6	Expected Outcomes:		Ongoing Program:	
7	Number of Chapter Sorors:		Number of Years:	
8	Number of Other Sorors:		Start Date:	
9	Number of Non Members		End Date:	
10	Number of Regular Participants:		Country Impacted:	
11	% Regular Participants		Total Service Hours for Project:	
12	No. of Infrequent Participants:		Did you Evaluate the Program?:	
13	% Infrequent Participants:		Program Outcomes Met?:	
14	Program Collaboration:			
15				



Finance



Carolyn Jones-Darville

Treasurer

Committee Budget Worksheet

COMMITTEE BUDGET WORKSHEET
HOUSTON ALUMNAE CHAPTER
FISCAL YEAR: JULY 1, 2021 THRU JUNE 30, 2022

COMMITTEE: Social Action DATE: 3/22/2021
 Chairperson: Linda Halliman and Rosalie Buggs

Committee Objectives & Goals: _____

BEGINNING BALANCE \$ 1,000.00

Receipts/Income (include inkind donations)

DATE OF ACTIVITY (Month, Year)	Describe your activities for the year ACTIVITY DESCRIPTION	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Expected Income \$ _____

Disbursements/Expenses (include inkind donations)

ACTIVITY BUDGET WORKSHEET
HOUSTON ALUMNAE CHAPTER
FISCAL YEAR: JULY 1, 2021 THRU JUNE 30, 2022

COMMITTEE: _____ DATE: _____

Committee Objectives & Goals: _____

Activity: _____

Receipts/Income (include inkind donations)

DESCRIPTION	\$
_____	-
_____	-
_____	-
_____	-
_____	-
_____	-

Total Income \$ _____

COMMITTEE BUDGET WORKSHEET
 HOUSTON ALUMNAE CHAPTER
 FISCAL YEAR: JULY 1, 2021 THRU JUNE 30, 2022

COMMITTEE: _____

DATE: _____

BEGINNING BALANCE

\$ -

Receipts/Income (include inkind donations)

ACTIVITY DESCRIPTION

	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Total Income \$ -

Disbursements/Expenses (include inkind donations)

ACTIVITY DESCRIPTION

	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -
	\$ -

Total Expenses \$ -

ENDING BALANCE

\$ -

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

Recording Secretary



Bernika Scott
Recording Secretary

Committee Report Form

COMMITTEE REPORT FORM

Please use the form to submit your committee meeting reports. The form will be automatically submitted to RecordingSec@dsthoustonalumnae.org. Thank you.

Committee Report Form

Name of Committee Reporting *	Date of Report *	
<input type="text"/>	<input type="text"/>	
Meeting Date *	Meeting Time *	# of Sorors *
<input type="text"/>	0: <input type="text"/> 0: <input type="text"/> AM <input type="text"/>	<input type="text"/>
	HH MM AM/PM	
Next Meeting Date	Next Meeting Time	
<input type="text"/>	0: <input type="text"/> 0: <input type="text"/> AM <input type="text"/>	
	HH MM AM/PM	
Summary of Meeting *	<input type="text"/>	

NOTE: Deadline for submission: Each Tuesday @ 11:59 prior to Executive Board Meeting

Information & Communication



*Dr. Katrina Cusbenberry
Corresponding Secretary*

Submission Systems and Processes

▲ The PEARL

- ❖ Formerly HAC Weekly
- ❖ Announcement of activities taking place **that** week
- ❖ Deadline to submit: Saturday 11:59 pm
- ❖ Published on Monday
- ❖ Contact: Katrina Cushenberry
correspondingsec@dsthoustonalumnae.org

▲ Quack

- ❖ Activities for the month
- ❖ Deadline to submit: Week before Executive Board (Thursday) 11:59 pm
- ❖ Contact: Katrina Cushenberry quack@dsthoustonalumnae.org

The image shows a screenshot of a web form titled "QUACK FORM". The form is designed to collect information for submitting meeting dates, ads, and committee briefs. It includes a header with the title, a paragraph of instructions, and several input fields. The instructions state that submissions are automatically sent to quack@dsthoustonalumnae.org and that a deadline will be enforced. The form fields include: "Name of Committee Reporting" (a single line), "First Name" and "Last Name" (two columns), "Email" and "Phone" (two columns), and "Type of Submission" (a section with four radio button options: "Announcement", "Committee Brief", "Calendar of Activities/Events", and "Flyer").


Information and Communication Corner

▲ Not receiving the Quack, the PEARL, One Call

- ❖ Contact: Katrina Cushenberry
correspondingsec@dsthoustonalumnae.org

▲ STAR Report

- ❖ Sisters Executing Excellence
- ❖ Deadline to submit form: Tuesday @ 11:59 pm the week of Chapter Meeting
- ❖ Announced Monthly during Chapter meeting
- ❖ Contact: Maria Starling hacpres@dsthoustonalumnae.org



HOUSTON ALUMNAE CHAPTER
Delta Sigma Theta Sorority, Inc.

UNITED IN SERVICE,
CONNECTED TO THE VISION,
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:

STAR Spotlight Recipient (Name): *

▲ Courtesy Acknowledgement

- ❖ Complete request form
- ❖ Contact: Vicki Preer courtesy@dsthoustonalumnae.org



HOUSTON ALUMNAE CHAPTER

Delta Sigma Theta Sorority, Inc.

**UNITED IN SERVICE,
CONNECTED TO THE VISION,
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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

▲ Social Media

- ❖ Complete form for submission
- ❖ Contact: Sonya Meekins socialmedia@dsthoustonalumnae.org

SOCIAL MEDIA REQUEST FORM

Please use the form to submit your Social Media requests. The form will be automatically submitted to SocialMedia@dsthoustonalumnae.org and Technology@dsthoustonalumnae.org

Thank you.

Social Media Request Form

Name: (First Name & Last Name) *

Email *


Phone *

Committee *

Event/Program/Campaign

▲ Omega Omega Acknowledgement

- ❖ Complete request form
- ❖ Contact: Lena Armstrong ritual@dsthoustonalumnae.org



The header features a banner with the Omega Omega symbol (two gold Omegas) and a purple flower on the left, and a purple box with the text "Omega Omega Information Request Form" in gold script on the right.


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: *



Social Media



Sonya Meekins
Social Media, Chair

Social Media



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):	Bianca Henny
Email:	brhenny@gmail.com
Phone:	7133929492
Committee:	Membership Services
Event/Program/Campaign:	HAC Founders Day Virtual Bingo
Date:	01/31/2021
Description:	Sorors! The Founders Day celebration continues. Join The Houston Alumnae Chapter on Sunday, January 31 for an amazing time of sisterly fellowship while playing Virtual Bingo! Get your daubers or laptops ready for a chance to win some amazing virtual prizes. Registration is required by January 28. We can't wait to see you there!
Additional Hashtags:	#DST1913 #DST108 #ForwardWithFortitude #DSTHAC
Upload Photo(s)/Video(s):	http://dsthoustonalumnae.org/members/wp-content/uploads/2021/01/Founders-Day-Flyer.jpg
Social Media Platforms:	All
Preferred Post Timing:	Other
Additional Requests:	Jan 20 and Jan 27

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

Calendar



Jamyia Clark, Co-Chair

Danielle White, Co-Chair

Calendar



Questions or Concerns:

CALENDAR@DSTHOUSTONALUMNAE.ORG

Mark Your Calendars Mark Your Calendars Mark Your

Committee Chairs Please Submit

- ▲ September Events/Meeting Requests by Wednesday, August 17th
- ▲ 2022-2023 Calendar Events/Meeting Requests by September 15th and September 30th

Virtual Meeting Requests

Zoom Meeting Request – Chapter Zoom ONLY!

- Go to Chapter Website (Membership Portal)
- Select Forms
- Select Zoom Meeting Request



Join a Meeting

Sign In

Other Meeting Requests (Personal Zoom, In-person, Teams, Conference Calls, etc.)

- Go to Chapter Website (Membership Portal)
- Select Forms
- Select Committee Meeting Notification Form
- Please fill in all required sections and submit

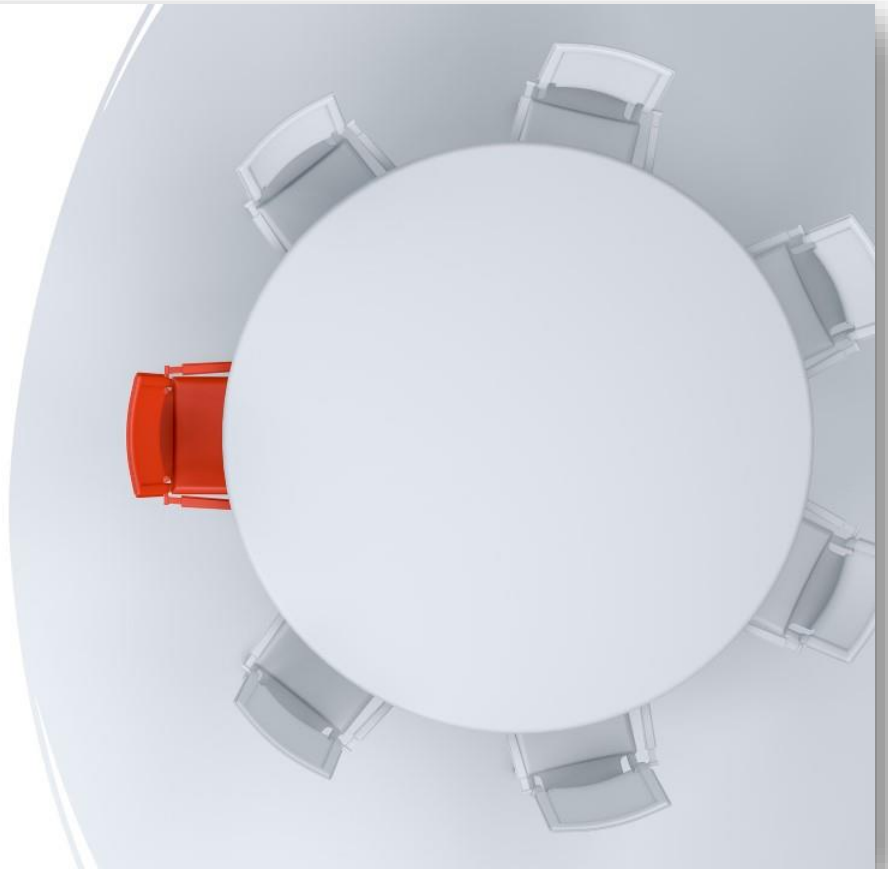


Request a Meeting

In-Person Meeting Request

In-person Meetings

- In addition to submitting the notification form, please reserve your room through ODPEC:
 - Go to Chapter Website (Membership Portal)
 - Select Forms
 - One Delta Plaza Room Request
- NOTE: Your in-person meeting/event will be added to the chapter's calendar upon ODPEC's confirmation



Technology



Tonja Jackson, Chair

Chapter Meeting Slides

COMMITTEE REPORT FORM

Please use the form to submit your committee meeting reports. The form will be automatically submitted to RecordingSec@dsthoustonalumnae.org. Thank you.

Do you plan to report during Executive Board or Chapter Meeting? *

Yes

No

File Upload

No file chosen

If you plan to present during EB or Chapter Meeting, please attach the bullet points or flyer.

Do you have an Announcement Only?

Announcements will be read by the Corresponding Secretary during Executive Board meeting and Chapter meeting.

Yes

No

Announcement Details

Type your announcement here or upload a flyer/document if necessary.

File Upload

No file chosen

NOTE: Deadline for submission: Each Tuesday @ 11:59 prior to Executive Board Meeting

Chapter Zoom Meeting Request

CHAPTER ZOOM MEETING REQUEST

Please use the online form to submit your Zoom Meeting request **2 weeks before** your meeting date. The form will be submitted to technology@dsthoustonalumnae.org and hac-calendar@dsthoustonalumnae.org. You will receive an email with the Zoom Meeting link once your meeting has been scheduled.

Thank you.

Zoom Meeting Request Form

Name: (First Name & Last Name) *	Email *	Phone *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Committee Requesting Meeting/Event *		
<input type="text"/>		
Topic *	Description (Optional)	
<input type="text"/>	<input type="text"/>	
Meeting Date (MM/DD/YY) *	Meeting Time *	Duration *
<input type="text"/>	Please provide the actual meeting start time. We will make provisions for the meeting requester to join the meeting 30 minutes before the actual start time.	30 minutes
	0: <input type="text"/> 0: <input type="text"/> AM <input type="text"/>	
	HH MM AM/PM	
Recurring Meeting *	Recurring Frequency	Recurring Day of Week
<input type="radio"/> Yes	None	<input type="checkbox"/> Sunday
<input type="radio"/> No		<input type="checkbox"/> Monday
		<input type="checkbox"/> Tuesday
		<input type="checkbox"/> Wednesday
		<input type="checkbox"/> Thursday
Registration Required *	Waiting Room Required *	
<input type="radio"/> Yes	<input checked="" type="radio"/> Yes	
<input type="radio"/> No	<input type="radio"/> No	

Graphics Request Form



Graphics Request

Hello! Please fill this form out in order to request graphics for
Houston Alumnae Chapter Events and Announcements

9 Questions

START →

NOTE: Deadline for submission: Request must be submitted 2 weeks prior to Requested Delivery Date.

Jotform Request Form



Jotform Request Form

Information submitted on this form will assist in the creation of the requested form.

Information will be sent directly to the Technology Committee chair.

Requestor Information: *

First Name

Last Name

Date submitted: *

Delivery date requested: *

NOTE: Deadline for submission: Request must be submitted 1 week prior to Requested Delivery Date.

