

Vice President of Finance

Description of Office

The Vice President of Finance (VPF) is responsible for receiving and expending all of the money. He/she must maintain good accounting records and provide the Central Office with monthly and yearly financial statements. The VPF must prepare a budget every semester. He/she is also responsible for organizing two fundraising activities per semester and providing funding for chapter activities.

Responsibilities

	<u>Date Due to Central Office</u>
A-4 Budget Strategic Plan	Dec. 15/May 15
A-5 Fundraising Strategic Plan	Dec. 15/May 15
A-8 Vice President of Finance Goals	Dec. 15/May 15
B-9 Fundraising Events – 1 per semester	15 th of the following month
C-1 National Dues	30 days after classes start
C-2 Monthly Financial Statements	15 th of the following month
C-3 Year End Financial Statements	June 30
C-4 Annual Review	June 30
C-5 Insurance Payment	
E-5 Initiation Fees	7 days after Initiation

Epsilon Xi Chapter
Ball State University
For the period January 1- June 30, 20xx

ESTIMATED REVENUES:

Membership dues (40 x \$65)	\$2600.00	
Pledge Fees (\$140 x 12)	1680.00	
Net fund raising profits	500.00	
Interest and Miscellaneous	<u>5.00</u>	
Total Estimated Revenue		<u>\$4785.00</u>

ESTIMATED EXPENSES:

National dues (40 x \$37.50)	\$1500.00
Pledge dues (12 x \$65)	780.00
Jewelry (12 x \$50)	600.00
Rose Dance	400.00

Officer and Chair Budgets:

President	20.00	
Senior Vice President	150.00	
VP of Professional Activities	50.00	
VP of Pledge Education	200.00	
VP of Alumni Relations	75.00	
VP of Finance	100.00	
VP of Chapter Operations	20.00	
Historian	75.00	
Community Activities Chair	10.00	
Ritual Advisor	20.00	
Faculty Chair	75.00	
PR/Deltasig Correspondent	50.00	
Brotherhood Chair	<u>120.00</u>	
Total Estimated Expenses		<u>\$3685.00</u>

ESTIMATED GAIN FOR TERM	<u>\$1100.00</u>
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Epsilon Xi
Ball State University
For the period January 8 through May 4

January 8, 20xx Classes begin

January 15-23, 20xx Raffle

Description: 300 raffle tickets will be sold for \$1.00 each, at tables set up in the concourse of the Whiting Business Building. We will be raffling off items that have been donated by local businesses. We will require every brother to work at least two 30-minute sessions at the table. There will be two brothers working from 9:00 a.m. until 3:00 p.m. There will be several winners. We will draw the winning tickets on January 24.

Projected Sales: (300 tickets @ \$1.00) = \$300.00

Less Expenses: On-site posters = 10.00

Anticipated Profit: \$290.00

March 15-20, 20xx Alumni Letter

Description: A letter will be written and mailed to all of the brothers that have graduated from the Epsilon Xi chapter to ask for donations for the chapter. In addition, we are going to start a program that is similar to the Leadership Foundation, that is, have an annual pledge to give back to the chapter on an annual basis, and there will be a series of giving levels that can be ascertained. There will be plaques made up, with the names of the brothers that participate at the appropriate levels.

Projected Donations: (1100 brothers @ \$10.00) = \$11,000.00

Less Expenses: (Paper, Postage) = 1,000.00

Anticipated Profit: \$10,000.00

May 4, 20xx Last Day of Classes

Vice President of Finance

Goals for Spring 20xx

1. Encourage all brothers and pledges to pay dues on time
2. Pay all Accounts Payable on time
3. Keep the chapter in line with the proposed budget
4. Turn in monthly balance sheets and income statements to the Central Office
5. Maintain good communication with the Central Office about the chapter finances
6. Keep accurate accounting records
7. Create one annual fundraiser
8. Increase brother participation in fundraising events
9. Provide the financing for all chapter operations
10. Raise at least 15% more profit than last semester

Epsilon Xi Chapter
Ball State University
Income Statement
For the Month Ending January 31, 20xx

INCOME

Member dues (national and chapter)	\$2600.00	
Deposits on Initiation Fees	200.00	
Alumni Donations	50.00	
Profit from Raffle	290.00	
Interest Income	<u>1.50</u>	
Total Income		\$3141.50

EXPENSES

National Dues	\$1500.00	
Regalia	50.00	
Congress Fund	75.00	
Recruiting	165.00	
Printing	<u>14.20</u>	
Total Expenses		\$1804.20

NET INCOME

\$1337.30

Epsilon Xi Chapter
Ball State University
Balance Sheet
For the Month Ending January 31, 20xx

ASSETS

Cash	\$1705.87
Accounts Receivable	<u>600.00</u>
Total Assets	<u>\$2305.87</u>

LIABILITIES AND CHAPTER EQUITY

Liabilities		
Accounts Payable		0.00
Chapter Equity		
Chapter Equity, 1/1/xx	968.57	
Profit (Loss) from period	<u>1337.30</u>	
Chapter Equity, 1/31/xx		<u>2305.87</u>
Total Liabilities and Chapter Equity		<u>\$2305.87</u>

Fundraising Ideas

1. Bake Sale
2. Alumni Letter
3. Raffle
4. Car Wash
5. College of Business T-shirt
6. Concessions at University Program Board movies
7. Auction
8. Corporate Sponsorships
9. Credit Card Applications
10. Magazine Sales

Sample Corporate Sponsorship Letter
By Arashiro, Schroeder, and Shoulders

**Delta Sigma Pi
Epsilon Xi Chapter
Management Office, WB 205
Ball State University**

January 20, 20xx

Dear Community Business Partner:

My name is Brother A and I am the organizer for a corporate sponsorship project. I am seeking sponsors for the Fraternity of Delta Sigma Pi for the spring 20xx semester. With careful planning and dedicated work, this endeavor will be prosperous for all parties involved.

We are planning to design shirts in which will we partition the back of the shirt into a grid of **1 inch high by 5 inches long** in which a company can display it's logo or company name. Each cell of the grid will be sold for **\$50**. If you wish to display your name larger than a cell high, you may purchase additional cells.

This is a very inexpensive way of advertising. To ensure that your investment is being protected, all of the brothers will purchase a shirt to wear. We currently have 40 active brothers. These shirts will also be purchased and worn by several alumni of our chapter.

The money raised from the t-shirts will go toward several of the activities that our chapter coordinates. Some of the activities we do are charitable events, leadership conferences, and professional events.

We hope that you seriously consider this opportunity and we look forward to hearing back from you. If you have any questions, please call me at home at xxx-xxxx. I will be more than happy to talk to you.

Sincerely,

Vice President of Financial Activities

Advice

Maintain Accurate Accounting Records

The Vice President of Finance (VPF) must keep track of all chapter income and expenses. Also, he/she must ensure that officers only spend their allotted money from the budget. If there isn't enough money in the chapter's account when an officer asks for money, the VPF shouldn't be afraid to deny their request or to give them a smaller amount. If the chapter is in trouble financially, it is imperative that the VPF inform the President, so he/she has an idea of the problem and can possibly help the VPF find a solution. In the beginning of the semester, dues need to be paid to Central Office early to obtain CEI points. If brothers or pledges haven't paid dues, the VPF needs to inform the chapter, because a little peer pressure pushes the delinquent brothers or pledges to pay. Also, every month the VPF should send a Balance Sheet and an Income Statement to Central Office.

Plan Fundraising Events to Finance the Chapter's Activities

The VPF should plan two fundraisers a semester to help the chapter financially. He/she should try to plan one big event that could possibly turn into an annual event. The bigger events may take more planning time, but they are usually handsomely rewarded. When he/she plans an event, the VPF should utilize his/her committee and the various connections brothers have. For example, when the chapter is trying to obtain corporate sponsors, the VPF should ask the brothers to talk to any family or friends that may know of companies that would be interested in helping the chapter.

Vice President of Alumni Relations

Description of Office

The Vice President of Alumni Relations (VPAR) maintains communication with alumni and plans events for alumni to attend. He/she is responsible for locating lost brothers. The VPAR is encouraged to work with the Public Relations/Deltasig Correspondent on the Alumni newsletter.

Responsibilities

	<u>Date Due to Central Office</u>
A-8 Vice President of Alumni Relations Goals	Dec. 15/May 15
Homecoming Extravaganza	
Alumni Newsletter	

Vice President of Alumni Relations

Goals for Spring 20xx

1. Hold one event to include alumni
2. Prepare an alumni newsletter to be issued at the end of the semester
3. Locate lost brothers
4. Update alumni database

Sample Homecoming Letter
By Bernardi and Duquaine

Delta Sigma Pi
Epsilon Xi Chapter

September 27, 20xx

Dear Deltasig:

Are you ready for a little fun and a chance to catch-up with some old friends? It's Homecoming time again at Ball State University and members of the Epsilon Xi Chapter would like to invite you to join us for a pre-game celebration. We can't promise a good game, but we can promise a good time!!

The game is on Saturday, October 20 and begins at 1:00 p.m. We will begin our tailgate at 11:00 a.m., and will be having a cookout in the field/parking lot across from the stadium. Our tables will be decorated with purple cloths and we'll have a sign with our name on it so you can easily find us.

We hope you can attend. Please feel free to bring any guests you would like. It will be great catching-up with old friends and meeting new ones. Also, we will be selling t-shirts for \$10. If buying a t-shirt indicate the size on the return card, and if you send checks please make them payable to Delta Sigma Pi. Please RSVP as soon as possible so we can plan our food preparations! You can return the enclosed card to the address below, you can call me at the phone number below, or you can e-mail me at the address below. We're excited to see you!!

Fraternally Yours,

Brother A
Vice President for Alumni Relations
(xxx) xxx-xxxx
brothera@bsu.edu

RSVP FOR HOMECOMING

Name _____
_____ Yes, I will be attending
_____ No, I am unable to attend

Number of guests _____

T-shirt size:
Medium _____
Large _____
Extra Large _____

Please mail to:
Delta Sigma Pi
Epsilon Xi Chapter
Ball State University
College of Business
Muncie, IN 47303

RSVP FOR HOMECOMING

Name _____
_____ Yes, I will be attending
_____ No, I am unable to attend

Number of guests _____

T-shirt size:
Medium _____
Large _____
Extra Large _____

Please mail to:
Delta Sigma Pi
Epsilon Xi Chapter
Ball State University
College of Business
Muncie, IN 47303

RSVP FOR HOMECOMING

Name _____
_____ Yes, I will be attending
_____ No, I am unable to attend

Number of guests _____

T-shirt size:
Medium _____
Large _____
Extra Large _____

Please mail to:
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Epsilon Xi Chapter
Ball State University
College of Business
Muncie, IN 47303

RSVP FOR HOMECOMING

Name _____
_____ Yes, I will be attending
_____ No, I am unable to attend

Number of guests _____

T-shirt size:
Medium _____
Large _____
Extra Large _____

Please mail to:
Delta Sigma Pi
Epsilon Xi Chapter
Ball State University
College of Business
Muncie, IN 47303

Advice

Locate Lost Alumni

Throughout your term, the main objective of the Vice President of Alumni Relations (VPAR) should be to locate lost brothers by means of other alumni, brothers, or the internet. After he/she has located alumni, he/she should inform the Central Office of their new addresses. After the beginning of the fall semester, the VPAR should e-mail all brothers that graduated in the last year to obtain their new address. Locating these addresses enables him/her to send out Homecoming Extravaganza information to all alumni, even recently graduated alumni. By locating lost alumni, the chapter will be able to contact them for professional events and donations. To maintain communication with alumni, the VPAR should send out a newsletter called "Ear to the Ground" once a semester.

Vice President of Chapter Operations

Description of Office

The Vice President of Chapter Operations (VPCO) is in charge of the Chapter Efficiency Index and ensuring that officers turn in the correct forms to Central Office. He/she records minutes of the meetings and submits them to the Central Office. He/she must maintain an address list and an officer list.

Responsibilities

	<u>Date Due to Central Office</u>
A-8 Vice President of Chapter Operations Goals	Dec. 15/May 15
B-10 Executive Committee Minutes	15 th of the following month
B-10 Chapter Meeting Minutes	15 th of the following month
B-11 Operations Special Merit	
D-1 Officers Roster	7 days after the start of classes
D-6 Membership Status Report	June 15
E-1 Membership Applications	7 days after the pinning ceremony
F-5 Scholarship Special Merit	
F-10 Operations Update	May 15
F-12 General Special Merit	

Vice President of Chapter Operations

Goals for Spring 20xx

1. Report all events to the Central Office
2. Communicate the Chapter's CEI total to the brothers
3. Record the minutes of the meetings adequately and submit them to the Central Office
4. Distribute an address list to the brothers by the third week of the semester
5. Complete the officer roster, membership status report, membership applications, and the operations update
6. Assist the President and Chancellor in the running of the meetings

MINUTES 9-5-xx**BUSINESS MEETING****Officer's Present:**

President, Brother A

Senior Vice President, Brother B

VP Pledge Education, Brother C

VP Professional Activities, Brother D

VP Finance, Brother E

VP Chapter Operations, Brother F

Historian, Brother G

Chancellor, Brother H

Membership Secretary, Brother I

Ritual Advisor, Brother J

Community Activities Chair, Brother K

Officer Reports:**Brother A**

Our chapter received most improved chapter in the Central Region with 81,000 CEI points

Interviews and pinning are next week and she reminded us to be very professionally dressed to give a good impression about our organization.

October 13, 14 is a LEAD School in Cincinnati, OH. Registration is \$30.00 if you pre-register before the end of September. A hotel will cost approximately \$89.00 per night.

Weekly time slips were passed out to collect everyone's time slips. Hopefully this will aid in planning events because we will know the brothers' schedules.

Brother B

We only had 2 people attend the second rush party, but we had 21 people interested in all. Of the 21 interested, 5 are seniors. We discussed and voted on letting these seniors interview; however we need to evaluate each case individually to decide if they will get to pledge.

The rush social is at 5:30 on Thursday, September 4 at the Student Center. We will be bowling and playing pool.

Brother C

Please sign up for Big Bros. There was a discussion to have Secret Pals for the pledges. This is where actives secretly buy small gifts for their pledge as encouragement, etc. We decided to table this idea until we know how many pledges we will have.

Brother K

It was discussed and voted on to have Adopt-A-Highway on Wednesday, September 26. We will leave from the office at 5:00. This is a **required event**, and the dress is come as you are. Brother K also wants suggestions for community activities.

Brother F

Dues are due today, Wednesday, September 5. If you haven't paid yet, please get in touch with her.

Brother I

Points for the Golden Rose system will be posted on September 17 in the office. They will be posted thereafter on the 17th of each month.

Brother J

Initiation is Saturday, November 10 at 3:00 pm.

Dr. Gupta needs volunteers to serve food at a party he is hosting for the new dean. If you are interested, it will be Saturday, September 29. Please see Brother J if you are interested.

Brother H

If you have notes from your previous classes, please give them to Brother L.

Sample CEI Points Projection Worksheet

CEI Code	Description	Points Received	Points We Will Receive	Projected Points this Semester	Projected Points Next Semester
A-1	Professional Strategic Plan				
A-2	Recruiting Strategic Plan				
A-3	Pledge Education Strategic Plan				
A-4	Budget				
A-5	Fundraising Strategic Plan				
A-6	Community Service Strategic Plan				
A-7	Calendar				
A-8	Officer Transition and Goals				
B-1	Professional Events				
B-3	Risk Management Events				
B-4	Recruiting Events				
B-5	Community Events				
B-7	Charitable Donations				
B-8	Faculty Relations				
B-9	Fundraising Activities				
B-10	Minutes				
B-11	Operations Special Merit				
C-1	Dues Payment				
C-2	Monthly Financial Strmts.				
C-3	Year-End Financials				
C-4	Annual Review				
C-5	Insurance Payment				
D-1	Officers Roster				
D-2	Chapter Inspection and Survey				
D-3	Chapter Bylaws				
D-4	New Member Initiation Goal				
D-5	Minimum Membership				
D-6	Membership Status Report				
E-1	Membership Applications				
E-2	Regalia Reservation				
E-3	Badge Order				
E-4	Permission to Initiate Report				
E-5	Initiation Fees				
E-6	Faculty/Honorary Initiates				
E-7	Ritual Memorization				

Sample CEI Points Projection Worksheet

F-1	Leadership Foundation				
F-2	Conference Representatives				
F-3	Scholarship Key				
F-4	Grade Report				
F-5	Scholarship Special Merit				
F-6	Collegian of the Year				
F-7	Chapter Interaction				
F-9	Founders' Day/ Chapter Birthday				
F-10	Operation Update				
	Totals	0	0	0	0
	Projected Grand Total	Semester:	0	Year:	0

Advice

Report all CEI points promptly

After every event, the Vice President of Chapter Operations (VPCO) should report the event to the Central Office. Most events can be reported online at the Delta Sigma Pi website. He/she will need to know what the event was, how many brothers were there, who the speaker was, and how much money was earned. All points should be reported by the 15th of the following month. The VPCO needs to pay close attention to the Central Office deadlines. It is very easy to miss a deadline when activities become hectic throughout the semester. Also, enclosed is a worksheet to help the VPCO keep track of the points and to project how many more the chapter needs.

Maintain Accurate Minutes

The VPCO needs to report the minutes of every business and executive meeting to the Central Office. It is very beneficial to the chapter if the VPCO e-mails the minutes to the chapter advisors as well as the brothers. E-mailed minutes enables the brothers that were unable to attend a meeting be aware of what is upcoming within the chapter.

Historian

Description of Office

The Historian is responsible for maintaining records of chapter membership. He/she is in charge of organizing the photo shoot for the Composite picture every year. The Historian must facilitate a celebration for Founder's Day and the Chapter Birthday every year. At the end of the school year, the Historian must hold elections for Educator of the Year.

Responsibilities

	<u>Date Due to Central Office</u>
A-8 Historian Goals	Dec. 15/May 15
F-9 Founder's Day Celebration	Dec. 15
F-9 Chapter Birthday	May 15
F-12 Educator of the Year Elections	May 15

Historian

Goals for Spring 20xx

1. Plan a new way to celebrate the chapter's birthday
2. Facilitate the Educator of the Year Elections

Advice

Plan an Activity for Founder's Day and Chapter Birthday

The Historian should arrange for a celebration for Founder's Day and the Chapter Birthday. He/she should encourage brothers to wear Letters all day to remind them and others of the special day each semester. During the event closest to each day, the Historian should bring cake and cookies to celebrate.

Organize the Educator of the Year Elections

During the last week before finals of the spring semester, elections should be held for the Educator of the Year. He/she should set up tables in the Whiting Building Concourse and also arrange to possibly enter classrooms to allow students to vote. The Historian should try to find a way to make the elections more effective and prestigious. Before the end of the semester, he/she should inform the Dean's Office of the winner. Also, before the beginning of the next semester, someone from the chapter should present the award to the winner during a faculty meeting.

Chancellor

Description of Office

The Chancellor must maintain order at all meetings and trials. He/she is required to run the meetings by Robert's Rule of Order. Every year, the Chancellor must update the Bylaws. He/she must also report any violations of the laws of the Fraternity to Central Office. In the event of a tie, the Chancellor casts the deciding vote.

Responsibilities

	<u>Date Due to Central Office</u>
A-8 Chancellor Goals	Dec. 15/May 15
D-3 Chapter Bylaws	Nov. 15

Chancellor

Goals for Spring 20xx

1. Maintain order in the meetings
2. Run an efficient meeting
3. Have an agenda prepared before every meeting
4. Update the Chapter Bylaws

Sample Agenda

January 10, 20xx

1. Opening Ritual
2. Roll Call
3. Approval of previous minutes
4. Officer reports
 - President
 - Senior Vice President
 - VP of Pledge Education
 - VP of Professional Activities
 - VP of Alumni Relations
 - VP of Finance
 - VP of Chapter Operations
 - Membership Secretary
 - Historian
 - Chancellor
5. Committee Reports
 - Community Activities Chair
 - Ritual Advisor
 - Faculty Chair
 - PR/ Deltasig Correspondent
 - Brotherhood Chair
6. Old business
7. New business-none
8. Comments for the good of the chapter
9. Adjournment of meeting
10. Closing Ritual

**Sample Officer Notification Form of Motion
For Business Meetings**

Date of Business Meeting _____

Officer in charge of event _____

Event _____

Type of Event _____

Date _____ Time _____

Location _____

Attendance required? Yes _____ No _____

Dress Requirement _____

Any other important information _____

If motion to be passed is not related to an event (i.e. budget, financial, bylaws, etc.)
please briefly describe in the following space.

Advice

Assist the President Facilitate the Business Meetings

The Chancellor should become an expert on Robert's Rules of Order to be able to run an efficient meeting. Also, when there is a discrepancy as to the next action, he/she will be able to inform the chapter. The Chancellor should strictly enforce the deadline for motions; therefore he/she won't have any last minute changes to the agenda. As motions are proposed to amend the Chapter Bylaws, it is important to update the Bylaws.

Membership Secretary

Description of Office

The Membership Secretary records attendance at all events and maintains an up to date list of all the absences. He/she shall enforce the Attendance Policy and Dress Code. The Membership Secretary should help the Vice President of Chapter Operations when needed. He/she should also facilitate the Golden Rose Program.

Sample Excuse

Name: Brother A

Event: Adopt-A-Highway

Date of Event: April 18, 20xx

Reason: I have to work.

Sample Attendance Policy Violation Letter

January 12, 20xx

Dear Brother,

It has come to the attention of the Executive Board of the Epsilon Xi chapter of Delta Sigma Pi that last semester your attendance failed to comply with the Bylaws as written by the International Fraternity. Last semester, you attended 10 events, had 8 excused events, and had 4 unexcused events. These are the events that you had an unexcused absence:

- 1.
- 2.
- 3.
- 4.

Excuses for events must be put in the Membership Secretary's mailbox by 5:00 p.m. prior to that day's event. Only three unexcused absences are allowed before further action is taken. Also, last semester the bylaws were amended to require brothers to be in attendance of at least 40 percent of the required events. A detailed explanation of the Attendance Policy is posted in the office.

This letter is a warning that during this upcoming semester attendance will be taken more seriously. Anyone failing to comply with Bylaws will be brought in front of the Executive Board.

If you have any questions or need any clarification about the Attendance Policy, please leave a note in the Membership Secretary's mailbox or call me at xxx-xxxx.

Sincerely,

Membership Secretary

Golden Rose Society

Goal: Obtain 1962 points

Opportunity	Points per Activity
Business Meetings	100
Recruiting Events	75
Interviews	100
Pinning	150
Initiation	200
Professional Events	75
Risk Management Events	75
Civic Events	75
Fundraising Events	75
Faculty Events	75
Alumni Events	75
Executive Meetings	15
Pledge Meetings	50
Big Bros	100
Pledge Events	25
Dues	50
Peer Advising	25
Committees	15
LEAD	100
Grand Chapter Congress	100
Unexcused Absences	-25

- After 3 unexcused absences, each unexcused absence is -100 points each.
- Points will not be given if you are not wearing the dress specified for the event.

Advice

Record All Attendance at All Events

The Membership Secretary must take attendance at all events. If he/she is unable to attend an event, the Membership Secretary should ask another brother to record attendance. It is important that the Membership Secretary strictly enforce the Attendance Policy and Dress Code. If there are any attendance problems with any brother, he/she should inform the Executive Board immediately.

Utilize the Golden Rose Program as Motivation

The Golden Rose Program is used by several chapters to motivate their brothers. The Membership Secretary should keep track of the points brothers receive throughout a semester. As brothers achieve the goal, they should be rewarded first with a pin and each time after with an increasingly better prize.

Community Activities Chair

Description of Office

The Communities Activities Chair is responsible for organizing four community service events a year and facilitating two charitable donations. The Community Activities Chair is also responsible for running the Junior Achievement Program.

Responsibilities

	<u>Date Due to Central Office</u>
A-6 Community Activities Strategic Plan	Dec. 15/May 15
A-8 Community Activities Chair Goals	Dec. 15/May 15
B-5 Community Service Events – 2 per semester	15 th of the following month
B-6 Junior Achievement	
B-7 Charitable Donations – 1 per semester	15 th of the following month

Epsilon Xi Chapter
For the period January 1 – June 30, 20xx

January 8, 20xx	First day of classes
January 22, 20xx	Adopt-A-Highway <ul style="list-style-type: none">• 20-30 Brothers needed to clean Highway 3 for the Muncie Department of Transportation
February 7- March 22, 20xx	Junior Achievement <ul style="list-style-type: none">• 2 or more Brothers needed to teach local Muncie students about business and the importance of higher education
April 1, 20xx	Adopt-A-Highway <ul style="list-style-type: none">• 20-30 Brothers needed to clean Highway 3 for the Muncie Department of Transportation
April 7, 20xx	Easter canned food drive <ul style="list-style-type: none">• 25-30 Brothers needed to go around a local neighborhood and collect canned goods for the Muncie Mission
May 4, 20xx	Last day of classes

Community Activities Chair**Goals for Spring 20xx**

1. Encourage attendance at Adopt-A-Highway
2. Encourage brothers to participate in the Junior Achievement program
3. Get the chapter involved in activities with Ball State's Student Voluntary Services
4. Facilitate a new community service event

Ideas for Community Service Events

1. **Adopt-A-Highway**
2. **Habitat for Humanity**
3. **Meals on Wheels**
4. **Rake leaves and do yard work for the elderly**
5. **Hold a canned food drive**
6. **Hold a winter coat drive**
7. **Sponsor a family for Christmas**
8. **Trick or Treat for Canned Goods**
9. **Volunteer at a Nursing Home**
10. **Volunteer at the Muncie Mini-Marathon**
11. **Create gifts for the children in the Pediatric Ward of Ball Hospital**

Advice

Plan Annual Community Service Events

The Community Activities Chair should plan events that could become annual events. Also he/she should look for new events to excite the brothers. The chapter should make one charitable contribution per semester.

Ritual Advisor

Description of Office

The Ritual Advisor ensures that Ritual is followed accordingly. He/she is also responsible for organizing Initiation.

Responsibilities

	<u>Date Due to Central Office</u>
E-2 Regalia Reservation	60 days prior to Initiation
E-3 Badge Order	30 days prior to Initiation
E-4 Permission to Initiate Report	7 days after Initiation

Advice

Plan the Initiation

The Ritual Advisor should become an expert on the fraternity's ritual. Then, he/she will be able to advise the chapter in ritual related matters. The Ritual Advisor should plan Initiation, including reserving rooms, reserving the regalia, leasing badges, and organize a rehearsal for officers. The regalia should be reserved as soon as the Initiation date has been set.

Faculty Chair

Description of Office

The faculty chair is responsible for coordinating two events with the faculty.

He/she must maintain contact between the faculty and the chapter.

Responsibilities

	<u>Date Due to Central Office</u>
B-8 Faculty Relations	15 th of the following month
1) Prof N' Golf	
2) Faculty Coffee Hour	

Advice

Notify Faculty of Upcoming Events

The Faculty Chair should send monthly notices to the faculty brothers of all upcoming events in Delta Sigma Pi. He/she should remind the faculty brothers of the Founder's Day and Chapter Birthday by presenting them roses or a chapter birthday card.

Plan Events for Brothers to Interact with Faculty

The Faculty Chair should schedule a Coffee Hour for the faculty once a semester in the Hall of Fame Room. He/she should encourage all brothers to personally invite at least one faculty member. The Faculty Chair should also put notices in the faculty members' mailboxes. Every spring, he/she should plan a golf outing for the brothers and the faculty to have a fun day. The Faculty Chair should also brainstorm other ways to provide an opportunity for the brothers to interact with the faculty.

Public Relations/Deltasig Correspondent

Description of Office

The Public Relations/Deltasig Correspondent is responsible for maintaining the chapter display case and posting flyers throughout the College of Business that informs others of events. He/she is responsible for submitting an article or picture to “The Deltasig” every semester. He/she also puts together the newsletter with the help of the Alumni Chair.

Responsibilities

	<u>Date Due to Central Office</u>
Deltasig Article	Nov. 15/Apr. 15
Chapter Display Case	
Informational Flyers	

Advice

Advertise the fraternity and chapter

The Public Relations/ Deltasig Correspondent should post flyers in the College of Business about the Educator of the Year, recruiting, the new pledges, and the new members. He/she should also submit one article to “The Deltasig” once a semester to notify others fraternity brothers of the activities of the Epsilon Xi chapter.

Brotherhood Chair

Description of Office

The Brotherhood Chair is responsible for organizing events that increase Brotherhood. He/she announces members' birthdays. The Brotherhood Chair holds elections for Geek of the Week and Brother of the Month. He/she plans sports and social events for the chapter. He/she is also responsible for organizing intramural teams, the Rose Dance, Initiation Dinners, and the Christmas Party.

Responsibilities

Geek of the Week Elections

Brother of the Month Elections

Brother of the Semester Elections

Initiation Dinners

Rose Dance

Senior Gifts

Christmas Party

Senior Cookout

Advice

Plan all Fraternity Social Events

The Brotherhood Chair should arrange all Initiation Dinners. He/she should speak with one of the faculty advisors to plan the Christmas Party during the second to last week during the fall semester. During the spring semester, the Brotherhood Chair should plan the Rose Dance and the Senior Picnic. He/she should also purchase gifts for the graduating seniors to be given at the last business meeting of the semester. During each semester, the Brotherhood Chair should brainstorm new events to increase brotherhood.

Organize Elections and Awards

At every business meeting, the Brotherhood Chair should provide an opportunity to vote on the chapter Geek of the Week. Also, once a month an election for Brother of the Month should take place. At the end of every semester, the Brother of the Semester should be elected. During the Christmas Party and the Senior Picnic, Silly Awards should be voted on and presented.

Works Cited

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Wagner, Shannon. "Business Meeting Minutes." Epsilon Xi. Ball State University. 2001.