



## **20 Tips for Developing Better Campus Relations**

- 1) Let the Greek Life Advisor know early when there is bad news.
- 2) Let the Greek Life Advisor know when there is good news.
- 3) Have your Executive Board and your Chapter Advisor meet at least once a semester/quarter with the Greek Life Advisor.
- 4) Ask for advice when you need it.
- 5) Utilize campus resources.
- 6) Turn things in the Greek Life Office on time, return calls and/or reply to emails promptly, and attend (on time) meetings.
- 7) Invite Greek Life staff and other administrators to chapter events (Parents Day, Scholarship Dinner, Awards Dinner, community service projects, etc.)
- 8) Invite the Greek Life Advisor to speak at a chapter meeting and/or meet with your new members once a semester/quarter.
- 9) Set up appointments (at least a week in advance) when your national consultant or regional officer going to be visiting the chapter.
- 10) Include the Greek Advisor on mailing lists for alumni newsletters, parents newsletters, etc.
- 11) Volunteer to do community service work for the campus.
- 12) Have members run/apply for leadership positions within the Greek community and on campus.
- 13) Follow campus policies. If you're not sure about a policy – ask!
- 14) Always demonstrate honesty, integrity and cooperation.
- 15) Take time to show appreciation/recognition to campus personnel.
- 16) Maintain your chapter house and show consideration to your neighbors.
- 17) Give appropriate feedback (positive or negative).
- 18) Get (and use) a faculty advisor.
- 19) Think about the messages your signs, T-shirts, web sites, and actions send to the faculty and administrators.
- 20) Live by your creed.

## 20 Things to Build Good Relations with your Neighbors

- 1) Introduce yourself to every neighbor on your immediate borders.
- 2) Be sure to pick up your yard after an event at a chapter house.
- 3) Be sure to pick up your neighbor's yard after an event.
- 4) Assure neighbors that your members will keep a watchful eye on their property during their absence.
- 5) Always keep your yard and your neighbors neat and picked up.
- 6) Send your neighbors a greeting card on special occasions like holidays, birthdays, etc.
- 7) Send your neighbors a holiday turkey or ham.
- 8) Invite neighbors to special functions like Founders' or Parents' Day. Do not feel you have to invite them to your "best party."
- 9) Always be the first around to shovel snow off your driveway and sidewalk; then shovel your neighbors.
- 10) Park only in designated chapter spaces.
- 11) Always keep noise at an acceptable, low level especially late at night.
- 12) Keep neighbors informed of various activities the chapter has planned. Emphasize philanthropic events.
- 13) When appropriate, ask neighbors for advice, opinions.
- 14) The chapter president should introduce themselves and maintain an excellent relationship with the local chief of police.
- 15) Maintain a good relationship with the university Greek advisors; they are your liaison to the community.
- 16) Plan and advertise community projects that directly affect your neighbors.
- 17) If and when neighbors complain be patient, courteous and polite.
- 18) Have responsible and sober members at chapter social functions.
- 19) As neighbors move in or leave the area, be the first to offer assistance.
- 20) Always remember building and maintaining good public relations is contingent upon individual members' actions. Fair or not, one inadvertent or stupid move by a member, or group of members, is attributed to the entire chapter and hence all Greeks. We all have as part of our rituals statements reminding us to never dishonor nor embarrass our Greek letters' true meaning.

## **Ideas for your Chapter**

- 1) Hold a chapter retreat at the beginning of each term.
- 2) Arrange for a central press release service for new members, neophytes, officers of your chapter.
- 3) Establish a hospitality/host/hostess committee. Members should meet guests and alumnae at the door, introduce guests to members, and perform other acts of courtesy.
- 4) Ask a communication/speech professor to speak to the members about “body language” and how it can affect communication.
- 5) Establish a “secret brother/sister” program.
- 6) Sponsor study skills sessions
- 7) Plan midterm and final exam study breaks with popcorn, cookies, fruit and drinks, or go out for ice cream.
- 8) Keep members informed of the latest fashions or cosmetics/product by having special interest chapter programs.
- 9) Establish an annual Brotherhood/Sisterhood Award to be presented on Founders Day.
- 10) Maintain colorful and exciting bulletin boards by listing current and pertinent information.
- 11) Sponsor a “Safe Ride” program so that intoxicated brothers/sisters and/or guests have a safe ride home.
- 12) Invite local businesspersons to speak with seniors about the job market.
- 13) Invite Career Services to the chapter to instruct members on interviewing skills, resume writing, etc.
- 14) Submit annual honors and activities list (along with pictures) to your Inter/National magazine to receive recognition for individual members at an international level.
- 15) Invite a local financial manager to talk to the members about saving money, credit cards, budgeting skills, etc.
- 16) Hold a seminar in income tax preparation for members.
- 17) Have a dinner exchange program with fraternities and sororities.
- 18) Invite a local insurance man to speak in general terms about what to look for in buying insurance.
- 19) Hold workshops by Counseling Services on time and stress management, motivation, etc.
- 20) Encourage the activities chairperson to have an activities banquet/dinner where members receive recognition for their accomplishments within the chapter, on campus or within the community. Give small plaques, gifts or certificates. This could be combined with the scholarship banquet, if time is limited.
- 21) Have a suggestion box for ideas to make living in the house more enjoyable.
- 22) Display the chapter’s term or semester calendar in an appropriate place. Members need to know dates in order to schedule working hours, home visits, etc.
- 23) Install a phone with an answering machine or set up a screen name on instant messenger for the sole purpose of giving chapter information (dates, times, events) to out-of-house members.
- 24) Give flowers, cards, balloons to members who are ill.
- 25) Appoint a spirit or sunshine committee to keep members excited and interested in recruitment events and other chapter interests.
- 26) Have a sweetheart dinner for Valentine’s Day (each member invites a guest).
- 27) Have a “Chapter Member of the Month” award. Announce the winner monthly, and make a fun recognition pillow that can be passed on. Put her name on a bulletin board with a current picture and reasons why she was chosen. The recipient could be a new member too.
- 28) Along with officer training, discuss communication skills and how to present reports or announcements effectively.

- 29) Publish a chapter directory. Include pictures, hometowns and other interesting information.
- 30) Have scheduled room checks, especially if the chapter has visitation hours in living areas.
- 31) Have a chapter merit point system.
- 32) Have a recognition bulletin board which has space to honor seniors, new members, individual accomplishments, etc.
- 33) To honor birthdays of members give them cards, love notes, balloons or candy. Have a birthday cake once a month for all birthdays during that month. Remember summer birthdays, too.
- 34) Publish a chapter newsletter with member biographies (“get to know” type articles), recognition section and publicity for chapter activities.
- 35) Take a brother/sister to lunch, or treat him/her to a Coke or ice cream cone.
- 36) Publicize chapter activities through posters, newspapers, newsletters, skits, bulletin boards. Get the membership excited about chapter events.
- 37) Establish an affiliation program for those chapter members who have transferred to your school.
- 38) Research the chapter’s history by calling alumnae. Begin creating chapter pride through past achievements and traditions.
- 39) Hold frequent fireside chats or gavel passings where members share their thoughts and feelings.
- 40) Have a prize drawing for bills paid on time.
- 41) Place motivational signs in the house.
- 42) Make motivational cards for members. (Good Job, Great Work, Thanks, Congrats, Get Well, Miss You, Sorry, etc.)
- 43) Have a phone etiquette informational session. Then schedule all members for phone duty.
- 44) Have Chapter Days once a week where members wear letters on campus.
- 45) Dress nicely for meetings and wear new member pins or badges. Enforce proper dress for chapter meetings. Enforce the wearing of badges and new member pins at formal meetings.
- 46) Recognize members’ accomplishments by placing ads in the campus newspaper.
- 47) Post chapter minutes for members who had to miss a meeting.
- 48) Have rewards for members who have the cleanest rooms.
- 49) Have a designated driver program for the chapter. Brothers/Sisters sign up for weekend nights when they will give any sister a ride home for any reason, if called.
- 50) Have well planned Initiations.
- 51) Put the names of new members and members in the campus newspaper through the personal column.
- 52) Give Chapter Awards to brothers/sisters who have gone out of their way to help a sister during the week.
- 53) Develop an awards program for outstanding achievements of members.
- 54) ELIMINATE ALL HAZING!
- 55) Establish house director etiquette. He/She should be treated as one would treat the father/mother of a best friend. The house director should always be consulted well in advance about plans for parties and dinners. Little courtesies during the year should be shown (birthday, a flower occasionally for his/her room, an escort to church, an invitation to a program). She is the official host/hostess in the dining room and should be escorted to his/her place and be the first to enter the dining room. All entering late should go to him/her upon entering the room to apologize for being late. All leaving early should go to him/her and ask permission to leave.
- 56) Give out a public relations award each month to a member who displayed good manners in his/her day-to-day living. Recognize his/her efforts by giving him/her an ice cream certificate, a dinner certificate or movie certificates. Be selective.

- 57) Have a chapter “work day” when every member helps clean the chapter house – closets, silver, supply cupboards, chapter room, grounds.
- 58) Buy an etiquette book for the chapter and have it available for members.
- 59) Have a Thanksgiving dinner where flowers and candles are used.
- 60) Have your house director present a table etiquette program.
- 61) Develop a peer support group where members with like challenges meet once a week to work through their difficulties and share their feelings in a non-judgmental environment.
- 62) Give small chapter memento gifts to thank outside speakers for coming to the chapter (notepaper, pen, pencil, plastic cup).
- 63) Have a super brother/sister program where members place the names of super brothers/sisters into a basket. At each meeting all the super brothers/sisters names are read and a super brother/sister is chosen. He/She is then given the brother/sister plant to love and care for that week as he/she has loved and cared for his/her brothers/sisters.
- 64) Start a Brother/Sister Love Book. The fabric covered blank book is given to a member who has shown brotherhood/sisterhood during the month. The chosen brother/sister keeps it for the month and when he/she decides to whom to pass it on, he/she writes a poem or letter to that brother/sister. It is passed on at the end of a chapter meeting.
- 65) Have theme night dinners. Example: At Halloween, have members pick a piece of hard candy out of a jack-o-lantern. They then sit at the table that displays that type of candy. Great mixer.
- 66) Give a small gift to the best dressed member during a formal chapter meeting.
- 67) Give the retiring president a small gift from the membership as a thank-you for representing the chapter.
- 68) Establish permanent awards for the chapter – outstanding member in the different classes (i.e. “Best Brother/Sister,” “Leadership,” “Inspiration,” “Press” award – a non-officer who is committed to promoting your chapter.)
- 69) Present a chapter “Athlete of the Week” award to the brother/sister who helped the most in a recent intramural game or sporting event. This could be given during the Activities Banquet or chapter meeting.
- 70) Recognize housing staff by asking them to dinner or giving them a small gift, especially during the holidays. Birthday cards are fun, too.
- 71) Officers or chairpersons should thank brothers/sisters for their extra help after a major event like Homecoming, parents Weekend, Founders Day. A note in their mailboxes is nice.
- 72) Have a phone committee or a way to communicate with members when an event is cancelled or some change has occurred.
- 73) Have “guest night dinners” for members to invite their favorite person.
- 74) Encourage members to invite their real brothers/sisters to the chapter house for a dinner or a weekend.
- 75) Encourage out-of-house members to come by often. Have an area for them to store their things or get small lockers for them. It’s great to have a change of clothes or toothbrush at the house.
- 76) Have a quiet place for out-of-house members to study.
- 77) Establish a monthly “Happy Face” award for the brother/sister who smiled the most during the past month. Give him/her a big cookie with a happy face.
- 78) Using the book *14,000 Things to be Happy About*, post a list of the things that make your chapter members happy in their daily lives.

- 79) Praise members who display good manners by having the standards chairperson put a silver spoon (cardboard covered with aluminum foil) with a bow on it in members' mailboxes. Have members turn in names or have committee members select recipients.
- 80) Use a bulletin board for "thank yous." Decorate it with bright colors, using small shapes of your mascots, crest, etc. Give it a creative title and remove notes at the end of each week. For example: "Thanks, Sue for taking me to the Circle K meeting for donuts...I was starved! Love, your Roomie."
- 81) Before Initiation elect the members who most represent the Four Founders. Have the ritual chairperson read about each woman before the election.
- 82) Surprise a brother/sister by decorating his/her door on his/her birthday or for a special achievement.

## **Ideas for your chapter to work with your Inter/National Headquarters**

- 1) Send the regional coordinator a birthday, anniversary and holiday card.
- 2) Send holiday cards to Inter/National Council.
- 3) Become “pen pals” with another member from another chapter.
- 4) Send congratulatory notes to new chapters and colonies.
- 5) Give visiting Inter/National officers a small gift of flowers, fruit basket, or crackers and cheese during their visits to the chapter.
- 6) Have a welcome banner or poster for visiting Inter/National officers.
- 7) Prepare a list of the chapter officers and their phone numbers for visiting officers.
- 8) Visit other chapters when traveling.
- 9) Request assistance from Inter/National officers regarding special needs. They are there to assist your chapter.
- 10) Send the other members of your regional team a holiday card.
- 11) Invite any local international officers living in the area to Founders Day, Initiation or other special events.
- 12) Order and use Inter/National Headquarter resources (video tapes, DVDs, manuals, brochures).
- 13) Support any and all Inter/National public relations events or projects.
- 14) Work toward Inter/National awards.
- 15) Encourage members to apply for the collegiate leadership consultant position.
- 16) Send “In Celebration” donations to your Inter/National Foundation for birthdays, new jobs or engagements.
- 17) Support the Foundation by contributing an annual gift.
- 18) Order your organizations jewelry through your Inter/National organizations official jeweler.
- 19) Initiate new members (mothers, special friends) through the annual alumnae initiate program.
- 20) Encourage members to notify Inter/National Headquarters when they have a change of address.
- 21) Plan a fun activity, such as a picnic, with a nearby chapter.
- 22) Have a joint Founders Day celebration with a nearby chapter(s).
- 23) Visit nearby chapters during away football or basketball games. Let them know you plan to visit their campus.
- 24) Do a joint philanthropic project with a nearby chapter.
- 25) Have an affiliation program for transferring sisters. Assign big sisters and give them an informational packet about the chapter.
- 26) Look for and visit with brothers/sisters attending regional IFC/NPHC/PHC conferences.
- 27) Correspond with chapters in your region and exchange pictures, newsletters, names of members; invite members to visit.
- 28) Have a T-shirt exchange with another chapter. Send leftover event T-shirts to each other and give them as awards, gifts or prizes.
- 29) Send holiday cards to chapters in your region.
- 30) Send “welcome aboard” notes to the chapter’s new regional coordinator and other new members of your chapter’s regional team.
- 31) Send congratulatory notes to new chapters.
- 32) Send a Founders Day contribution to your Inter/National organization.
- 33) Ask area Inter/National officers to present a chapter program on your Inter/National organization.
- 34) Encourage as many members as possible to go to your organization’s Conventions.

## **Ideas for your chapter to work with** **Greek Life/IFC/NPHC/PHC**

- 1) Promote pride in being Greek.
- 2) Encourage IFC/NPHC/PHC participation and cooperation.
- 3) Have dinner exchanges with other sororities and fraternities.
- 4) Provide assistance during emergencies (i.e. assist members or a chapter whose house burned down).
- 5) Positive and cooperative attitude at IFC/NPHC/PHC meetings and functions.
- 6) Show class when dealing with fraternities or sororities; class is ALWAYS in style. (i.e. serenades: coat and tie, flowers, no drinking songs, etc.)
- 7) Sponsor a study skills program for all of your IFC/NPHC/PHC member chapters.
- 8) Host fraternity/sorority “officer roundtables” to meet and discuss ideas, concerns, etc. (tables are divided by chapter offices).
- 9) Host an open house for other Greeks.
- 10) Invite other Greeks to open to the public chapter programs, especially new members.
- 11) Have each new member invite someone he/she met during recruitment (who pledged another fraternity/sorority) to a dessert event soon after recruitment. If new members get to know each other, communication will be easier each year as they progress through college.
- 12) Promote dry functions with fraternities and sororities.
- 13) Host a “House Director Appreciation Dinner” and invite all house directors on campus. Assign a host/hostess to each one.
- 14) Display congratulatory banners or signs wishing other chapters good luck on their finals, recruitment, Greek Week, etc.
- 15) Take balloons, candy or flowers to fraternities/sororities before recruitment to wish them luck.
- 16) Send holiday cards to other Greek chapters on campus. Do the same for other campus organizations.
- 17) Carve pumpkins for fraternities/sororities at Halloween.
- 18) Make door decorations for fraternities/sororities on St. Valentine’s Day, St. Patrick’s Day, etc.
- 19) Send notes of congratulation or appreciation and flowers on Founder’s Days for other fraternities and sororities.
- 20) Select a “Chapter Sweetheart of the Month” and present him/her with flowers and candy.
- 21) Organize a bridge event, tea or dessert for all the Greek house directors.
- 22) Give cookies or candy to other Greeks as a welcome back gesture.
- 23) Sponsor a picnic with your Greek neighbors.
- 24) Be positive in comments about all Greek groups.
- 25) Submit articles and information about the chapter to the campus Greek newspaper.
- 26) Regularly invite the Greek advisor to dinner or to a special chapter event.
- 27) Volunteer to work in the Greek Life office or to host/hostess a meeting.
- 28) Wash car windows in a fraternity or sorority parking lot and leave notes that say “Courtesy of your chapter.”
- 29) Take donuts to a fraternity or sorority.
- 30) After working with a fraternity or sorority on an event, surprise the men or women with a “thank you” dinner. Remember to let someone at the fraternity or sorority know it will be a surprise.
- 31) Give the sorority with the highest GPA a “smarty plant” for its house.
- 32) Send congratulatory notes to the winners of Greek awards.
- 33) Design and sell IFC/NPHC/PHC T-shirts. They promote the Greek system.
- 34) Promote dry functions and the development of a Greek alcohol policy.
- 35) Invite a sorority or fraternity to attend an open to an open to the public chapter program, and have dessert or go out for ice cream afterward.
- 36) Help plan a Faculty Appreciation Month during the school year. IFC/PHC/NPHC could host one planned event each week of the month and each sorority could hold one event separately during the month. Chapters with a large Greek community could combine when hosting events.
- 37) Invite chapter presidents to dinner – one or two at a time or as a group. Introduce them.

- 38) Put personals in the campus newspaper to thank or congratulate other Greek groups.
- 39) Senior Appreciation Flowers – during your chapter’s Senior Celebration Week, spread the appreciation campus-wide by sending flowers to other fraternities or sororities to honor their seniors also.
- 40) Wear “GO GREEK” buttons.
- 41) Support your local Alumnae IFC/NPHC/PHC by attending teas, luncheons, informational events for incoming students or selling/buying raffle tickets for scholarships.
- 42) Invite the Greek advisor to speak about National Panhellenic Conference, National Pan-Hellenic Council, North-American Interfraternity Conference or Greek issues.
- 43) Strive to have chapter members serve as IFC/PHC/NPHC officers.
- 44) Encourage members to attend IFC/NPHC/PHC meetings.
- 45) Sponsor a date rape workshop for Greeks (use campus or community resources).
- 46) Purchase advertising space in the campus newspaper to help promote the Greek System and Gamma your chapter; advertise philanthropic projects.
- 47) Sponsor seminars, workshops or retreats on topics of mutual interest or benefit.
- 48) Create a portfolio of chapter accomplishments to be used when looking for sponsorships.
- 49) Organize and publish a Greek directory.
- 50) Publish newsletters, press releases, etc.
- 51) Participate in fraternity/sorority exchanges, serenades, etc.
- 52) Sponsor a tutorial program for Greeks.
- 53) Promote the development of a prank and raid policy.
- 54) Have a chapter open house (tour) for sororities/fraternities.
- 55) Write articles for the university/college alumni magazine about accomplishments of your chapter and the Greek system.
- 56) Assist in developing an IFC/NPHC/PHC speakers bureau.
- 57) “Plant-a-Tree-a-Year” for the Greek garden – environmental improvement on campus.
- 58) Sponsor a Greek Faculty Person of the Year Award.
- 59) Send congratulatory notes to newly elected officers in sororities and fraternities.
- 60) Along with a fraternity, “adopt” an athlete. Support her/him at meets on campus and encourage her/him in other competitions. This could be done for a sport without widespread support.
- 61) Make sunglasses out of cardboard, write “Have a Great Spring Break” on them, and deliver to other Greeks before vacation.
- 62) Take animal crackers to other sororities or fraternities and make a sign that says, “Have a grrrrreat recruitment!” This could be used on other occasions too.
- 63) Sponsor a scholarship chairperson’s workshop for all sororities/fraternities.
- 64) Join a fraternity/sorority in sponsoring a softball tournament for the city’s youth. Provide the umpires, the score keepers, handouts, trophies and prizes.
- 65) Participate in Homecoming activities with other Greeks.
- 66) Support other Greek philanthropies with a small donation.
- 67) Who has the best cook? Have a bake-off competition among all the sorority and fraternity cooks. Ask the local newspaper food editor to judge the entries. Award the winning cook dinner for two at a restaurant in town.
- 68) Host a Greek barbecue.
- 69) Join a fraternity/sorority in sponsoring a local 10K or a golf tournament to raise money to send underprivileged children to camp for the summer. Meet with a local track club or golf pro to learn how to sponsor the event.
- 70) Join a fraternity/sorority in shoveling snow for shut-in or elderly people. Local hospitals, churches and social agencies know the people who need help. During good weather, offer lawn service (i.e. trimming trees and bushes or raking leaves.)
- 71) Have a “make your own sundae event” with a fraternity/sorority. Communication always leads to a better understanding.
- 72) Participate in the intramurals, IFC/NPHC/PHC games and projects.

- 73) After intramural games, send notes or place personals in the campus newspaper to those sororities or fraternities you competed with in intramurals; thank them for the great time.
- 74) Sponsor a “roast” of the Greek advisor. Do it in good taste and ask other sororities and fraternities to help.
- 75) Host a tea for academic VIP’s and student government members to promote better university/Greek relations.
- 76) Design a Greek bumper sticker and sell them for a fundraiser to help sponsor a campus philanthropy.
- 77) Establish a Chapter Public Relations Award on your campus.
- 78) Serenade fraternities/sororities before parties.
- 79) Put posters and signs on doors of other Greek organizations for holidays and other special occasions.
- 80) Have guest night at the chapter house. Invite a fraternity or sorority for dinner or to watch T.V.
- 81) Send congratulatory notes to fraternities and sororities on new members.

## **Ideas for your chapter to work with your *Campus (Ball State)***

- 1) Be friendly on campus and say “hello” to brothers/sisters and other students; spread the PRIDE of your chapter everywhere.
- 2) Invite campus newspaper staff members to dinner and ask them to speak about campus issues.
- 3) Encourage members to apply to be orientation leaders.
- 4) Encourage members to apply to be admission tour guides.
- 5) Encourage members to run for student government offices, chairmanships and participate on committees.
- 6) Support school teams by wearing school colors.
- 7) Print book covers with Greek information on it.
- 8) Attend sporting events en masse. Have block seating and wear your chapter letters.
- 9) Assist with residence hall move-in during the first week of school.
- 10) Set up a campus orientation booth during the first week of school.
- 11) Assist with residence hall move-out during the last week of school.
- 12) Invite members of campus organizations to the chapter housing facility for dessert or dinner.
- 13) Establish an escort service for the campus.
- 14) Organize a recycling program on campus.
- 15) Offer to clean up after a campus event.
- 16) Have social functions with non-Greek organizations.
- 17) Encourage officers to meet with their counterparts in other campus organizations and invite them to a leadership workshop.
- 18) Provide care packages for students during finals (send advertisements to parents).
- 19) Organize an annual campus beautification project.
- 20) Develop an athletic support program – invite student(s) to dinner or out for a Coke, send congratulations, good luck and “great job” notes to students or the coaching staff.
- 21) Provide students with a calendar or desk blotter with campus information on it – courtesy of your chapter. Check IFC/NPHC/PHC rules first.
- 22) Sponsor an all-university scholarship for a needy student.
- 23) Sponsor an all-university scholarship for a foreign student.
- 24) Sponsor an all-university athletic competition or tournament.
- 25) Invite campus organizations to use the chapter housing facility, if convenient and the house corporation board approves.
- 26) Advertise your chapter with banners at football games.
- 27) Invite resident advisors to a social or open to the public chapter program.
- 28) Encourage the activities chairperson to have an Activities Night; invite club presidents to speak to members about their organizations. Sponsor the event for all sorority new member classes.
- 29) Have guest nights – invite non-Greek friends.
- 30) Assist disabled students in class (i.e. read to the blind, take notes for a person with a broken hand, etc.).
- 31) Present an Athlete of the Month/Term Award to a university/college athlete and invite him/her to dinner; present a plaque or small gift.
- 32) Chapters housed in residence halls with non-Greeks should encourage good relations through joint activities.
- 33) Co-sponsor a pep rally with UPB or athletics prior to a home game.
- 34) Foster campus spirit with flyers which say, “(Insert chapter name) backs the Cardinal (insert team).”
- 35) Do philanthropic projects with non-Greek groups.
- 36) Organize a campus trivia contest. Ask merchants to donate prizes.
- 37) Have fundraisers on campus and include the entire campus population, rather than just Greeks.

- 38) Sponsor men/women's seminars with workshops presented by faculty men/women. Plan once a week workshops for three weeks or have one day workshops. Senior chapter members could be discussion leaders.
- 39) Volunteer to sit on campus steering committees.
- 40) Sponsor a reception for outstanding men/women leaders on campus; invite university/college officials.
- 41) Support all-campus philanthropic projects by serving on committees and attending events.
- 42) Sponsor a leadership workshop on campus and invite a prominent speaker.
- 43) Letter Days – letters are important for your chapter public relations and should be worn at least weekly. All members must be dressed appropriately and wearing **big smiles!!**
- 44) Remove campaign posters after campus elections.
- 45) Develop an assistance program for disabled students.
- 46) Sponsor an all-campus dance early in the fall term with all proceeds (after expenses) going to charity. Hold it at the beginning of the term before other social activities are planned by other organizations. Pay for the band, but get all the refreshments donated. Remember publicity and media coverage.
- 47) Volunteer to wash campus police cars. Invite a fraternity/sorority to assist.
- 48) Arrange for all fraternities and sororities to assist with residence hall check-in during the first week of school. Provide manpower/womanpower to move luggage and have a lemonade stand to provide refreshments for tired parents and new students.
- 49) Send congratulatory notes to other campus organizations.
- 50) Be active in campus politics.
- 51) Develop a program with the counseling or academic services department to provide a tutorial service for other students on campus or for nearby elementary schools.
- 52) Have a campus bleed-in. Work with the local Red Cross and sponsor a local drive. Provide a trophy for the organization that has the highest percentage of donors.
- 53) Organize a reception for all straight "A" students on campus.
- 54) Support minor sports on your campus by attending games as a chapter. For sports that are inadequately funded, help raise money for scholarships by sponsoring a fraternity/sorority softball tournament or another event.
- 55) Help organize a campus share-a-ride program for holiday travel to various sections of the country.
- 56) Organize a Senior Forum with the placement office. Hold the event at the chapter house and present workshops on resume writing, interviewing and so on, or sponsor a career panel.
- 57) Before Valentine's Day organize a rose or carnation sale and delivery service. Work through a local florist and sell flowers on campus. Offer to deliver flowers for a local florist on Valentine's Day, free of charge.
- 58) Host a recognition reception for ALL students on the Dean's list (not just Greeks).
- 59) Sponsor a campus video contest. Decide the themes or categories, borrow video equipment from the campus instructional center and have a special event to view the finished products. Ask a teacher/professor from the department of public relations or communications to judge the contest. Be sure rules address what is and is not appropriate.
- 60) Hold a campus volleyball marathon to raise funds for scholarships. Begin the tournament with a celebrity team of local dee-jays or campus celebrities (athletes, deans, teaching assistants). Remember to have the marathon in a central place on campus.

## **Ideas for your chapter to work with your *Community (Muncie)***

- 1) Invite the police chief or mayor to dinner.
- 2) Invite a police officer to speak on drug or alcohol abuse.
- 3) Initiate a neighbor who has been helpful in neighborhood relations.
- 4) Keep the areas around the chapter house clean at all times.
- 5) Wash city police cars or fire engines – invite a fraternity/sorority to help.
- 6) Pay bills on time.
- 7) Provide a summer list of contacts (officers and alumni/ae) to the police in case something happens to the house over the summer (broken windows, vandalism, etc.)
- 8) Participate actively in neighborhood associations – you are taxpayers and have a vested interest in the future of your neighborhood.
- 9) Attend city council meetings regularly, not just when a problem occurs.
- 10) Organize a city-wide cleanup project.
- 11) Notify neighbors about recruitment week and thank them for their patience when recruitment activities cause noise.
- 12) Participate in local elections:
  - a. Register chapter members to vote in your college town; local officials are more likely to be concerned about a chapter of local voters than students who are registered in other communities.
  - b. Drive senior citizens to the polls.
  - c. Assist with voter registration of senior citizens, disabled citizens and college students.
- 13) Organize a public service weekend where the chapter does odd jobs (clean ups, rake or mow lawns, etc.) for neighbors, then host a dinner.
- 14) Initiate a local police officer who has been helpful in neighborhood relations.
- 15) Send Christmas cards to firms with whom the chapter does business.
- 16) Present police chief or city officials with complimentary tickets to a campus event.
- 17) Schedule an open house for neighbors.
- 18) Assist with a city beautification project.
- 19) Teach swimming and/or arts and crafts to disabled children.
- 20) Send letters to neighbors before a social event.
- 21) Adopt a set of “grandparents” (senior citizens in the area). Have them come to the house for dinner, take them shopping, etc.
- 22) Send thank you notes, Christmas cards, etc.
- 23) Welcome new neighbors to the neighborhood.
- 24) Sponsor a “You and the Law” program using lawyers, judges and police to provide information on the law.
- 25) Initiate a city administrator who has been helpful in neighborhood relations.
- 26) Sponsor a voter awareness program.
- 27) Sponsor legislators for a campus visit on a current issue.
- 28) Work with the city to provide assistance for a beautification project by planting trees, shrubs or flowers in a local park or boulevard.
- 29) Provide ample off-campus parking for all functions. EVERY college town has a shortage of parking. The chapter which does this will win friends.
- 30) Sponsor sports competition with the police or fire department.
- 31) Sponsor a car safety check inspection.
- 32) Organize a neighborhood week to provide services for neighbors.
- 33) Assist with a Neighborhood Watch program (i.e. team up with another fraternity/sorority and watch a specific neighborhood during Halloween).
- 34) Have members speak at local clubs and organizations about fraternity and sorority life.
- 35) Sponsor an Easter Egg Hunt for the neighborhood kids.
- 36) Organize and distribute a coupon book that recommends local businesses.

- 37) Join a walk-a-thon for the local March of Dimes or other marches, fun runs, bike-a-thons or lift-a-thons.
- 38) Visit orphanages or retirement homes.
- 39) Sponsor an underprivileged child overseas (i.e. Christian Children's Fund, etc.).
- 40) Make door decorations for neighbors during holiday seasons.
- 41) Organize a Greek speakers bureau for presentations to clubs and organizations.
- 42) Provide manpower/womanpower for a community project.
- 43) Sponsor a youth athletic time in a local league (i.e. YMCA, Boys & Girls Club, Little League Baseball, etc.).
- 44) Make toys or sew stuffed animals for children in a local hospital or day care center.
- 45) Provide program assistance during the Special Olympics.
- 46) Sponsor an all-city or all-campus basketball tournament with entry fees donated to charity.
- 47) Sponsor an all-sports day for underprivileged children.
- 48) Participate in community Adopt a Highway or Adopt a Park programs.
- 49) Volunteer for special projects at a museum or library.
- 50) Assist in a Toys for Tots campaign – collect toys for local underprivileged children at Christmas or Easter.
- 51) Volunteer to assist the Junior League with its annual rummage sale or other special projects.
- 52) Sponsor a food basket program – collect canned foods for distribution in special holiday baskets to local underprivileged families.
- 53) Sponsor parties for local underprivileged children – around Christmas, Easter, Halloween and St. Valentine's Day.
- 54) Have a charity sale – Light bulbs, candy, flowers, art prints, etc. – with proceeds going to charity.
- 55) Develop an educational program for high school boys/girls on safe sex, eating disorders; work with a school counselor.
- 56) Participate in city volunteer programs.
- 57) Join the local chamber of commerce. It expresses interest in the future of the community. When attending meetings, GO TO LEARN! There will be plenty of time to share your wisdom later in life.
- 58) Sponsor a career day and invite local businessperson to present workshops.
- 59) Donate turkeys to needy families at Thanksgiving or work on holiday food or toy drives in your area. Volunteer to help through churches or local social agencies.
- 60) If you live in a residential neighborhood, have a cookout for your neighbors. Let them know how much you appreciate their tolerance of noise and crowded parking.
- 61) Offer a tutoring service for underprivileged children. Work through the public schools or a government agency.
- 62) Operate a haunted house at Halloween. Charge admission and donate the money (after all bills and insurance are paid) to a charity.
- 63) Work with the neighborhood homeowner's association, if chapter housing is located in a residential area.
- 64) Run concessions or booths at local fairs (exhibitions, carnivals, etc.) for charity.
- 65) Collect aluminum cans for environmental and philanthropic purposes.
- 66) Ask community leaders to speak on community service opportunities and public information.
- 67) Assist with community elections and campaigns.
- 68) Answer telephones during a telethon.
- 69) Become involved in the Big Brother & Big Sister program.
- 70) Adopt a day care center for a year; read to the children, help paint the building, help make teaching aids, weigh and measure children, give Valentines or make cookies.
- 71) Provide a shopping service for elderly or shut-in people.
- 72) Initiate a local businessperson who has been especially helpful to the chapter.
- 73) Invite a local community leader to dinner.
- 74) Invite the editor of the local paper to talk to the chapter about journalism or a "hot topic" in the city.

## **Ideas for your chapter to work with your Alumni/ae/Advisors/House Corporation Board**

- 1) Publish an alumni/ae directory.
- 2) Send a newsletter each term to each alumnus/a in the area as well as to chapter alumni/ae.
- 3) Use computer generated mailing labels (usually available through your Inter/National Headquarters).
- 4) Invite prominent chapter alumni/ae to campus to speak about their profession.
- 5) Invite a representative from the alumni office to talk about alumni/ae programming.
- 6) Offer to host an alumni/ae chapter meeting at your house.
- 7) Attend alumni/ae association meetings on a regular basis.
- 8) Develop an alumni/ae awards program. A special plaque could be awarded at the Founders Day celebration to the "Alumnus/a of the Year." Throughout the year, quarterly or monthly awards of a day of babysitting or a day of house cleaning could be awarded to the winning alumnus/a.
- 9) Plan a joint chapter/alumni/ae function shortly after pledging.
- 10) Hold an Appreciation Night for advisors; give flowers, cards, coupon books, T-shirts, love notes, etc.
- 11) Send thank-you notes to alumni/ae who provide special help.
- 12) Invite alumni/ae well in advance of all events; ask for an RSVP and follow-up with a call.
- 13) Organize a blitz and deliver flowers to all area alumnae.
- 14) Send publicity information to your Inter/National magazine (including pictures) for any alumnae-collegiate events.
- 15) If an alumnus/a has special needs, find out how you might be able to help and offer assistance, e.g., taking him/her to the grocery store, running errands, reading the paper, etc.
- 16) Send Valentine cards to children of alumni/ae.
- 17) Assist house corporation board with any fundraiser for the chapter house (repairs/additions/decorating), fold letters, stamp envelopes, etc.
- 18) Ask the recruitment advisor to meet with graduating members to review the reference process.
- 19) Include local alumni/ae in Senior Celebration by inviting them for dessert and asking them to share some of their alumnae experiences.
- 20) Send a congratulatory note to new alumni/ae chapter presidents.
- 21) Assist the alumni/ae with the alumni/ae initiate program.
- 22) Sponsor a cookie exchange during the holidays. Ask alumnae/i to bring their children, give out chapter balloons, etc.
- 23) Involve alumni/ae in open to the public chapter programs by asking them to speak or find resources.
- 24) Assist alumni/ae in their projects and offer services such as childcare, contributing articles for bazaars or sales, selling tickets for social events, etc.
- 25) Work with the membership vice president to coordinate alumni/ae participation throughout recruitment. Solicit their help during recruitment.
- 26) Appoint various collegiate members as secret brothers/sisters to local alumni/ae. Send fun cards during the fall and during a holiday party, reveal the secret brothers/sisters in much the same way as chapter secret brothers/sisters are revealed.
- 27) Send special thank yous; such as, small personal gifts, flowers and/or cards to tell alumnae/i their efforts are appreciated.
- 28) Ask alumni/ae to plan the induction ceremony for Senior Celebration Week.
- 29) Send birthday cards to advisor(s).
- 30) Surprise your advisor with a night on the town by offering to baby-sit and providing a dinner gift certificate for birthday, wedding anniversary or just to say "thanks."
- 31) Invite alumni/ae to Initiation and/or Initiation banquet/brunch.
- 32) If there is no alumni/ae group in your area, write Inter/National Headquarters for the names of members who have been members for fifty (50) or more years. Recognize them on Founders Day with a fifty year pin. (Contact Inter/National Headquarters for details).
- 33) If there is no alumni/ae group in your area, write Inter/National Headquarters for a list of area alumni/ae and begin notifying them of chapter events by invitation or flyers.

- 34) Locate faculty or staff who are members of your organization and invite them to dinner.
- 35) Recognize the house director on his/her birthday, Christmas and other special occasions.
- 36) Recognize the housing staff during dinner by giving them flowers or a fun award.
- 37) For Homecoming, remember to invite alumni/ae in your area as many return for Homecoming. Send invitation two months in advance.
- 38) Take plenty of pictures when alumnae/i are present; send to your Inter/National magazine and remember to identify the men/women in the picture by name and Greek-letter chapter affiliation.
- 39) Make cookies for a house corporation board meeting.
- 40) Install a Web site for the sole purpose of communicating chapter activities, especially during recruitment.
- 41) Invite alumnae/i to attend Bid Day activities. It demonstrates the importance of lifetime commitment.
- 42) Ask the historian to visit chapter alumnae/i to research the chapter's history and traditions.
- 43) Promote your chapter with the sons/daughters of alumni/ae by having an activity for fathers/mothers and sons/daughters.
- 44) Include alumni/ae in local leadership conferences.
- 45) Have your Inter/National Directory available during Homecoming and Founders Day so that alumni/ae might find lost brothers/sisters.
- 46) Have a house tour during Homecoming and Founders Day; always have a room check before these events.
- 47) Use a hospitality committee or host/hostess committee when alumni/ae are invited to the house. Meet them at the door, have a guest book and use nametags.
- 48) Make welcome banners or signs for Homecoming, Parents Weekend and other special occasions.
- 49) Hold an alumni/ae/guest picnic and give fun prizes for games, relays, etc.
- 50) Invite alumni/ae to dinner, introduce them and ask them to tell about their collegiate days.
- 51) Invite prominent alumni/ae to speak at an all-Greek or all-campus event.
- 52) Have a formal dinner/dessert for alumni/ae on Founders Day.
- 53) Support your Alumni/ae Panhellenic by attending luncheons, helping during the annual recruitment tea/party for high school seniors.
- 54) Have a Homecoming reception/barbecue for alumni/ae. Over the summer, send out "save the date" notes.
- 55) Sparkle up the house and invite alumni/ae to "return" for fun and reminiscing at a bed and breakfast weekend. Couple this with a nominal fee and make it a fundraiser.
- 56) Have a "thank you" brunch/picnic/dinner after recruitment for the children and husbands of alumnae who helped. Include those local alumnae who wrote references, too.
- 57) Attend an alumni/ae chapter meeting; take a dessert, talk about your recruitment plans, take the host/hostess a bouquet of flowers and sign up alumni/ae to help during recruitment.
- 58) If there is no local alumni/ae group, communicate with the closest one for assistance during recruitment. Visit the alumni/ae in the spring and give them definite dates and times so they can mark their calendars. Send postcards as reminders a month or more before recruitment. Let them know their assistance is important and appreciated. When the alumni/ae volunteers arrive, give them a list of responsibilities which you have prepared ahead of time.
- 59) Send congratulatory notes to the new house corporation board officers.
- 60) Invite the house corporation board to dinner.
- 61) Encourage the house corporation board to have the annual meeting at the chapter house to increase awareness of the board's yearly activities, finances and future plans for the chapter housing facility.
- 62) Get a strip list from Inter/National Headquarters and send out an interest survey to local alumni/ae to see if they would be willing to mentor a senior in their career field for a semester.
- 63) Develop an IFC/NPHC/PHC alumni/ae award. Be sure to nominate an alumni/ae from your organization for the award.

## **Ideas for your chapter to work with Ball State**

### **Administration/Faculty**

- 1) Hold faculty dinners. A professor could be invited to lead a chapter discussion, give a speech or take part in a panel discussion.
- 2) Hold an Easter egg hunt or holiday event for the children of faculty and staff members; invite children of alumnae also. Make certain introductions are made.
- 3) Host an "Apple-Polishing Tea" or faculty appreciation day for the faculty once a year. Present a short program about the chapter. Get acquainted (use your recruitment skills!) and escort faculty members to and from the event.
- 4) Distribute Happy Academic New Year cards to all faculty and staff members at the beginning of the academic year. After a weary registration period, faculty and staff members will welcome a greeting of appreciation. Ask an art major to design the card.
- 5) Sponsor a reception to introduce the Greek Advisor to chapter members.
- 6) Investigate and determine the favorite project or charity of the college/university president or his or her spouse. Provide assistance or help raise money for the project.
- 7) The chapter president should visit the vice president of student affairs to introduce himself/herself at the beginning of his/her term in office.
- 8) Contact the foreign student advisor and offer to help with the new student orientation. Foreign students often need help locating banks, post offices and grocery stores. You can provide a real service by showing them the community.
- 9) Sometimes professors need help running errands. Check with the provost to provide assistance.
- 10) Volunteer to collect date for a university project.
- 11) Donate manpower/womanpower to the Office of University Development during the annual phone-a-thon.
- 12) Contact the athletic department and offer to serve as escorts for prospective recruits and their families when they visit campus.
- 13) Sponsor a campus "roast" of a famous campus personality. Do it in good taste and ask college/university officials to help.
- 14) Invite faculty members to present an open to the public chapter program to the chapter.
- 15) Create a Professor of the Month Award in recognition of outstanding teaching and/or research work.
- 16) Sponsor a fraternity or sorority/faculty athletic competition with mixed teams (play softball, volleyball, etc.)
- 17) Invite faculty to Parents Day activities. Give them an opportunity to speak to parents about the education their daughters are gaining.
- 18) Send congratulatory notes to recognize faculty members who are doing outstanding research or teaching who have received campus, state or national awards.
- 19) Place an advertisement in the campus newspaper on Secretary's Day in late April thanking college/university clerical staff for their hard work.
- 20) Hold a cultural program and invite faculty members to discuss other cultures.
- 21) Encourage each brother/sister to visit regularly with each of his/her professors/instructors to develop a greater understanding of lecture material.
- 22) Invite a faculty member to speak at the scholarship banquet.
- 23) Develop a speaker's series program; invite faculty members and administrators to speak after the dinner.
- 24) Go Christmas caroling to university administrators' homes.
- 25) Send congratulatory notes to faculty or administrators for their outstanding work.
- 26) Promote the development of a new academic program on campus. Use your creativity.

- 27) Sponsor a "Faculty Member of the Term/Year Award" which could be presented at a Greek awards banquet.
- 28) Cultivate and recruit five to six faculty members to assist the chapter on a regular basis as faculty friends/fellow and/or chaperons. Find a faculty advisor.
- 29) Develop a system of welcoming new faculty members to the campus.
- 30) Volunteer the chapter housing facility for department gatherings and other meetings, if house corporation board approves.
- 31) Volunteer at the alumni center.
- 32) Use campus facilities for meetings or banquets.
- 33) Invite campus police to speak to members on university/college rules/policies.
- 34) Provide magazines for the health center.
- 35) Locate alumni/ae faculty or staff members and invite them to dinner.
- 36) Ask members to invite their favorite instructors to an "Apple-Polishing Dinner." Be sure to make appropriate introductions and state why their teaching is meaningful to you.
- 37) Develop a program with counseling or academic services department to provide a tutorial service for other students.
- 38) Contact the placement office and invite recruiters to the chapter house for lunch while they are on campus. Many recruiters will appreciate the home cooked meal and friendly atmosphere.
- 39) If the campus does not have a "Lost and Found," organize one with the help of the administration.
- 40) Organize a Senior Forum with the placement office. Hold the event at the chapter house and present workshops on resume writing, interviewing, etc. Develop a career panel.
- 41) Present an annual gift/donation to the university/college; plant a tree, donate goods, volunteer time.
- 42) Support minor sports on your campus by attending games as a chapter. Since some are inadequately funded, help raise money for scholarships by sponsoring a sorority tournament or another event.
- 43) Send notes of congratulations and encouragement to football, basketball, baseball and other teams and coaches. Put ads in campus newspaper.
- 44) Host a tea/dessert for faculty spouses.
- 45) Donate books to Bracken Library.
- 46) Raise/donate money to purchase library books.

## Ideas for your chapter to work with your chapter member's *Parents*

- 1) Invite parents to dinner or special programs at the chapter house.
- 2) Send holiday cards from the chapter to parents.
- 3) Send newsletter to parents.
- 4) Invite local/area parents to an open to the public chapter meeting.
- 5) During Parents Weekend have a barbecue; have a house tour, get block seating at the football game, etc.
- 6) Hold a Mom's Weekend; have a fashion show, go to a cultural event, go shopping, have brunch, or go out to dinner.
- 7) Have a Dad's Weekend: attend a sporting event, go to the horse races, visit a point of interest, have a barbecue, go bowling, go dancing.
- 8) Send congratulatory/recognition notes to parents when a member receives an award, gets special recognition or accomplishes a special achievement (academic, community, athletic, etc.).
- 9) Invite parents to assist in decorating the chapter house, suite or lodge for Homecoming or other special occasions. Send thank you notes when completed.
- 10) Ask mothers and fathers to help the chapter by bringing food for recruitment or exam week.
- 11) Prior to Initiation, send letters to new members' parents to let them know the Initiation date so they can send flowers or congratulatory notes.
- 12) Send Valentine cards to parents from the chapter.
- 13) Invite the local Fathers/Mothers Club to an event or program.
- 14) Invite fathers/mothers to assist during recruitment by working in the kitchen or behind the scenes. When the volunteer dads/moms arrive, give them a list of responsibilities that you have prepared ahead of time.
- 15) Prepare a talent show and reception for Parents' Weekend. Put some fun into the weekend and give them something to talk with each other about afterward.
- 16) Invite parents to New Member Presents.
- 17) Have a picnic with the alumni/ae and parents to say "thank you."
- 18) Attend a university sporting event with parents.
- 19) Give parents coupon books for spring cleaning, window washing, grocery shopping.
- 20) Do a community service project with local/area parents.