**BID DAY**

* *List and describe all Bid Day activities and details.*
* *Utilize a timed outline to estimate the length of each activity. Begin prior to the new members arrival, account for set-up/decorating time and any time needed to assign Bid Day Buddies, Pi Pals or Diamond Sisters.*

**Date:** January 23, 2011 **Start Time:** 3:30 **End Time:** 9:30pm

**Location:** Chapter Room

**Transportation:** N/A

**Decorations/Theme: “**Welcome Home Alphas” banner and aqua, blue and pink decorations that match our recruitment theme.

**Gifts:** ADPi Cup with candy

**Bid Day T-shirt:** *(Attach visual proof of T-shirt design)*

**Bid Day Timed Outline:**

3:30 pm- Delta sisters arrive to set up the Chapter Room for bid day.

4:40 pm – Delta Members go to the Student Union for a campus wide “walk”.

5:00 pm – Walk

5:30 pm – Return to Chapter Room with Alphas

5:35 pm- Introduction of Delta Sisters to Alphas.

5:45 pm- Dinner in the Chapter Room- Subs and Cake from Wal-Mart

6:30 pm - Bid Day Alpha Session- Alphas will be informed of the financial obligations throughout their alpha period. The NMC will go over in detail the calendar and will explain how to access the alpha member session quizzes. The NMC will then request that quiz one be completed by their first alpha member session and that they bring a copy of the completion certificate or send it via email. Alphas will be asked to fill out emergency contact forms and forms that will be used by Delta sisters to decorate their doors. Alphas will also go over the Statements of Policy with the Standards chair and sign the policy in the presence of the President. Alphas will also be provided with a contact list of phone numbers and screen names of all the Delta sisters. Finally, alphas will be reminded to bring the alpha fee, which they need to be reminded that it needs to be in check form and all white church attire for the Alpha Ceremony the next evening. (Sisters will clean-up from dinner during this time. Sisters, other than Violet sisters and potential Big Diamond sisters, are free to leave for the night. However, they have the option to return for the ice-breaker games).

6:30 pm- During this time, lion pals will leave and decorate the Alpha Sisters’ doors with streamers, signs, candy, and balloons.

7:30 pm – Alphas will be given their Violet sister. See reveal plans below.

8:00 pm – Alphas will return home to change into their all white church attire for Alpha Ceremony

9:00 pm- Alpha Ceremony

9:30 pm – Violet Sisters will walk their Alpha Sister home.

**MENTORS -** *Must be assigned on Bid Day to support member until Diamond Sister Reveal.*

**What will Mentors be called?** Mentors will be called Violet sisters.

**Describe your plan for utilizing mentors:** Violets sisters will be an older sister of the chapter who can be there for the Alpha sisters throughout their Alpha period. Violets will be asked to set up a lunch date with their Violet Alpha sister so they can get to know each other better. Violet sisters will be there for any questions or concerns the Alpha Sisters have, or if they need to just talk to someone.

**Responsibilities of Mentors:** Violets will need to be present on bid day as well as during the Alpha Ceremony. Violet sisters will walk their Alpha sister home both after the bid day activities and after the Alpha Ceremony. Also, Violet sisters will be asked to set up a lunch date with their Alpha sister so they can get to know each other better. Violet sisters will be responsible to inform their Alpha Sister about appropriate pin attire and how to put the pin on properly.

**How & when will Mentors be assigned?** Violets will be older Delta sisters of the chapter who do not yet have a younger Violet sister. Violets will be assigned randomly with their Alpha sister. Violet sisters will be assigned to their Alpha sister on Bid Day, but will have previously been informed and trained to be a Violet Sister.

**How will Mentors be revealed?** Violet sisters will be revealed after the Alpha Sisters bid day Alpha Member Session. The NMC will have before-hand asked for a random fact about each of the Violet sisters and will write one fact per note card about each older Violet sister. The NMC will then pass these note cards out at random to the Alpha Sisters. The Alpha Sisters will then go around asking each of the Violet sisters if the fact on the card applies to that sister. They will continue doing this until they have found their match.

**Mentor Training Session Date & Time:** January 19, 2011 @ 8pm.

**Detailed Outline of Training Session:** Violet sisters will first be informed of their responsibilities as stated above. At this time the NMC will ask for a fact about each of them and explain to them how they will be revealed to their Alpha sister.

**ALPHA CEREMONY –** *Must be held within 36 hours of bid acceptance. List dates of each planned ceremony.*

**Date:** Sunday, January 23, 2011 **Time:** 9:00pm

**Location:** Chapter Room

**Attire:** All white pin attire

**DIAMOND SISTERS -** *Must be assigned before chapter retreat.*

**Describe your plan for utilizing Diamond Sisters:** Diamond sisters will be a resource for the alphas so they will be there for any questions the alphas have as well as they will be one of the many pillars of support for the alphas during their alpha period.

**Responsibilities of Diamond Sisters:**

1) Participate in ALL ceremonies and sisterhood events! Make sure Diamond Sister understands the relevance of each ceremony and the importance of keeping them sacred.

2) Spend time making diamond sister feel welcome and comfortable in Alpha Delta Pi. She is the future of our sorority.

3) Make sure you are helping her out. If you know of events going on in her life remembering them and wishing her words of encouragement will mean a lot coming from her diamond sister.

4) As a diamond sister, you are one of the most essential parts of our sorority. You are the link in the chain that connects and binds the parts.

5) You are Alpha Delta Pi’s spokeswoman and representative who will guide the Alpha member through her first year in our sisterhood. You will connect the link when you place the Alpha Delta Pi badge over your Diamond Sister’s heart come initiation.

6) When an Alpha member first enters our sorority, she is confronted with a long list of rules and obligations and an entirely new routine of living. You are the one who will be explaining many things to her, but your job does not end here!

7) In order for an Alpha to respect the rules and understand the reasons for them, you must explain “why”. Sometimes an example or a personal experience may help her understand. You are responsible for making sure she understands the secrecy and tradition of our sorority.

8) Actions speak louder than words. How can an Alpha make grades and obey rules if her diamond sister is careless about her own work and the rules. Therefore, you must SHOW the rules, not just use words.

9) Always remember that you will be the CLOSEST LIVING EXAMPLE of our motto, “We live for each other.”

**How will Diamond Sisters be assigned?** Diamond Sisters will be chosen from Delta sisters that do not have a little Diamond Sister. We will select the appropriate number of Big Diamond sisters needed.

**How will Diamond Sisters be revealed?**

Both Diamond sister pairs will be given matching socks. The alphas will be asked to put on the corresponding socks that match with their Big Diamond Sister (which the NMC will have labeled beforehand). Big Diamond sisters will be in the chapter room standing behind a blanket. When the alphas go into the chapter room they will line up in front of their matching socks. They will then be informed that on the other side of the blanket is their big diamond sister and on the count of 3 the blankets will be dropped and Diamond Sisters will be revealed to each other.

**Date:** Wednesday, February 2, 2011 **Time:** 8:00pm

**Diamond Sister Training Session Date & Time:** Monday, January 24, 2011 @ 8pm

**Detailed Outline of Training Session:** See attached packet at the end of the plans. During this session we will go over this packet, especially the responsibilities of being a Diamond Sister. At this time, Commitment Forms will be signed by those interested in being a Big Diamond Sister. The NMC will answer any questions and address any concerns brought up during this session. The Finance Vice President will be present during the training session to help the NMC discuss the responsibilities involving finances and reimbursements to the potential Diamond Sisters.

**ALPHA MEMBER SESSIONS**

* *Alpha Member Education Program should extend between four (4) and six (6) weeks including Diamond Days.*
* *Use the Alpha Member Session teaching guides to create plans for each session.*
* *Provide DETAILED plans including activities and team building exercises that will be utilized to review the content taught in the online exercises. Plans must include:*
	+ *How will online content will be reviewed (no tests are to be given).*
	+ *What icebreakers/team building activities will be used?*

**Supplemental Materials** – Submit any additional handouts that will be distributed to alpha members. (IE – Letters from chapter officers, chapter history, financial info etc.)

***WEEK 1 – History***

**Date:** Sunday, January 30, 2011 **Time:** 9:00pm

**Location:** Chapter Room

**Detailed outline for the session:**

* We will start by doing an ice breaker. The NMC will pass around a bag of Jelly Beans (or M&M’s) and have each person take one. Make sure to tell them not to eat them! Each color will have a category and the alphas and potential Big Diamonds will have to share something related to their candies color. For example Red= something about your family, green=tell us something you did over Christmas break, etc.
* Then after that the NMC will pass around the Jelly Beans (or M&M’s) again. The NMC will ask each person to take one, considering the color of the jelly bean. They need to hold the candy and not eat them. The NMC will then tell them to break up by the various colors and spread around the room. The NMC will instruct the entire group that they have 2 minutes to find out what they all have in common **besides** Alpha Delta Pi and the color of the candy they are holding. While the groups are working on the activity, the NMC will distribute one piece of construction paper to each group to write down what they have in common. After the 2 minutes are up, each group will tell the other groups what they have in common. While they are still divided up the NMC will explain the significance of each color one at time.
* The NMC will then collect the completion certificates for Unit 1.
* The NMC will also answer any questions the Alphas had about the Unit 1 information.
* The Alphas will then start learning about our local chapter. The potential Big Diamond Sisters will be assigned to stations and the Alphas will be broken up into groups and rotate throughout the stations. At least one potential Big Diamond sister will be at each station and inform them of the importance of each item. The stations will be as follows:
	+ Station 1- The Charter
	+ Station 2- Old Composites
	+ Station 3- Scrapbooks
	+ Station 4- Loyally, Sisters, and *The Adelphean*
* We will also briefly talk about the colors of Alpha Delta Pi and their importance. We will discuss our own definitions for friendship, truth, and sincerity and discuss what it means to be a good friend.
* We will then start learning about our founders. The NMC will have prepared information sheets about each founder along with a picture. The NMC will share this information with the alpha members and this will help them associate a name and description with each founder (attached at end). The NMC will then have them pick a founder that they think they have the most in common with. This will allow the alpha members to really know our founders and their values because they will feel like they can really relate to them. The NMC will also have a word search handout about the founders that will help them study and learn each founders name (attached at end).
* The Alphas will then write a letter to themselves about their future in Alpha Delta Pi, Epsilon Chi as well as their future. This letter will be reopened when they are a senior and they will be able to see how much they have accomplished in their years in Alpha Delta Pi. This letter will be called “My Epsilon Chi Time Capsule”.
* The NMC will also go over any upcoming events and remind the Alphas to complete the Unit II quiz and bring the completion certificate to the next Alpha Member Session.

**Additional Chapter Members who will be in attendance at the session and how they will be utilized:** potential Big Diamond Sisters and NMC

**Additional activities planned for the Alpha Members during the week:** *(include time, date, location, transportation & who will be at activity)*

* Alphas will have an opportunity to get to know the Delta Sisters at a “Speed dating session” on **Wednesday, January 26, 2011 @ 8pm**. Alpha sisters will be asked at the end of their first alpha member session to write some “get to know you” questions on index cards that they would like to ask Delta Sisters. The speed dating session will then begin with the girls rotating after 1.5 minutes. Snacks will also be provided for sisters. No transportation is needed for this activity and this will take place in the chapter room.
* Alpha and Delta hang out on **Monday, January 31, 2011 @ 8pm**. Game night in the chapter room. Games such as, Taboo, Chutes & Ladders, Catch Phrase, and Monopoly will be provided. Light refreshments will be available.
* Diamond Sisters will also be revealed this week on **Wednesday, February 2, 2011**

-Any Pride Events

***WEEK 2 – International Organization (Part One)***

**Date:** Sunday, February 6, 2011 **Time:** 9:00pm

**Location:** Chapter Room

**Detailed outline for the session:**

* The NMC will then collect the completion certificates for Unit 2.
* The NMC will also answer any questions the Alphas had about the Unit 2 information.
* In order for the alpha members to learn about the members of the Advisory Board the NMC will have a picture of each member of the Advisory Board along with their description (attached at end). The alphas and the NMC will also compile a list of any questions the alpha members may have about our Advisory Board and write a letter that contains these questions to our Advisory Board members.
* Then the NMC will hand out the list of Districts and Provinces (attached at end) and a picture of the United States (attached at end). The Senior Delta Sisters and alpha members will color code the districts using color pencils provided. We will then go over our District and Province and identify the other colleges and chapters in our Province.
* Next, we will review the Greek Alphabet. The NMC will have made Greek Alphabet Memory Game’s for each alpha member to match the Greek letter to the correct Greek word. Each alpha member will get her own Greek Alphabet Memory Game. The NMC and Senior Delta Sisters will be there to answer any questions. The alpha members will be able to keep these Greek Alphabet Memory Game’s to practice with at home.
* The Senior Delta sisters will then talk to the alphas about their experiences during their alpha period, as well as their experiences in Alpha Delta Pi and then ask the alphas if they have any questions about Alpha Delta Pi. This is to create bonding between the alphas and the seniors that will be leaving that semester.
* The NMC will also go over any upcoming events and remind the Alphas to complete the Unit 3 quiz and bring the completion certificate to the next Alpha Member Session. The NMC will be give them a crossword puzzle of the 15th Psalm to use as memory tool (attached at end).

**Additional Chapter Members who will be in attendance at the session and how they will be utilized:** Senior Delta Sisters, NMC. They will also participate in helping with the Greek Alphabet Memory Game, writing the Advisory Board our letter as well as coloring the map of the U.S. based on the districts.

**Additional activities planned for the Alpha Members during the week:** *(include time, date, location, transportation & who will be at activity)*

* Any Pride events

***WEEK 3 – International Organization (Part Two)***

**Date:** Sunday, February 13, 2010 **Time:** 9:00pm

**Location:** Chapter Room

**Detailed outline for the session:**

* The NMC will then collect the completion certificates for Unit 3.
* The NMC will also answer any questions the Alphas had about the Unit 3 information
* The Philanthropy Chair will then discuss the Ronald McDonald House and our philanthropy event that we do to raise money. They will bring with them craft supplies to make a philanthropic craft for our local Ronald McDonald house.
* In closing, the NMC will review the things learned, the Alpha member closing, and the Creed. The NMC will also go over any upcoming events and remind the Alphas to complete the Unit 4 quiz and bring the completion certificate to the next Alpha Member Session.

**Additional Chapter Members who will be in attendance at the session and how they will be utilized:**

A different pride, the Philanthropy chair, and the NMC. The pride will participate in the philanthropic craft as well as participate in the 15th Psalm game as described above. The Philanthropy chair will discuss the Ronald McDonald House and our philanthropy event that we put on to raise money.

**Additional activities planned for the Alpha Members during the week:** *(include time, date, location, transportation & who will be at activity)*

* Sisterhood Serenade- The Alpha members will learn some songs of Alpha Delta Pi. Delta sisters will be serenading Alpha Sisters with songs of Alpha Delta Pi to the Alpha members. Alpha and Delta sisters will be dressed in all black pin attire because we feel any time we incorporate ritual, we should dress appropriately. This will occur on **Tuesday, February 15 at 9:15**. After the serenade, we will return to the Chapter room for ice cream.
* **Sunday, February 20, 2011**- Diamond Sister Ropes Course. This is an activity put on by the Longwood Recreational department. It is a low ropes course in which team work is the focus. It is facilitated by trained personnel. This is a great opportunity for Big Diamond Sisters and their Little Diamond sisters to learn to trust each other and work together. This will take place at the Longwood University Ropes course from **10:30am -12:30pm.** The New Member Coordinator will be present to encourage teamwork and may also participate. We will ask for volunteers to drive to the ropes course, located on the Longwood President’s lot. The cost will be $5/per person which will be funded by the NMC’s budget for Sisterhood events.
* Any pride events

***WEEK 4 – Greek Life & Review of International Exam***

**Date:** Sunday, February 20, 2011 **Time:** 9:00pm

**Location:** Chapter Room

**Detailed outline for the session:**

* **­**We will first play the same game to review. The winning team will receive a piece of candy.
* The NMC will then collect the completion certificates for Unit 4.
* The NMC will also answer any questions the Alphas had about the Unit 4 information
* The NMC will then split the pride and Alpha Sisters into two teams (with an even number of pride members and Alpha Sisters on each team) and we will play jeopardy review. This is review for the initiation exam in the form of Jeopardy.
* The NMC will also have the leadership chair join us to inform the alpha members of leadership opportunities and to make sure they are maintaining a healthy lifestyle.
* In closing, the NMC will also go over any upcoming events and remind the Alphas about the Initiation Examination and Initiation Preview Workshop.

**Additional Chapter Members who will be in attendance at the session and how they will be utilized:** A different pride, leadership chair, NMC. The pride will participate in Jeopardy review. Teams will be evenly compromised of Alpha and Delta Sisters. The leadership chair will be there to inform the alpha members of leadership opportunities and show her support.

**Additional activities planned for the Alpha Members during the week:** *(include time, date, location, transportation & who will be at activity)*

* Any pride events

***WEEK 5 – International Exam & Initiation Preview***

**Date:** Sunday, February 27, 2011 **Time:** 9:00pm

**Location:** Chapter Room

**Detailed outline for the session:**

* Alpha sisters will then take their Initiation exam
* Upon completion of the exam, the guard will facilitate the Initiation Preview Workshop with the assistance of the NMC and MEVP. The workshop will follow accordingly to Section VII of the Guard’s Manuel.
* To celebrate the success and accomplishments of the Alpha Sisters, the NMC will provide celebratory snacks (cookies, cake, candy etc.) for the Alpha Sisters. In addition, the NMC will present all the Alpha Sisters with certificate of completion that the NMC will make (attached)

**Additional Chapter Members who will be in attendance at the session and how they will be utilized:** NMC, MEVP, Guard, and President

**Additional activities planned for the Alpha Members during the week:** *(include time, date, location, transportation & who will be at activity)*

* Big Diamond sisters will plan a lunch date with their Little Diamond Sisters during the upcoming week to answer any questions or concerns about the upcoming events (Initiation). This is a time when Alpha Sisters need their Big Diamond sisters as support and therefore Big Diamond Sisters will be there to check-in and see how things are going with their Little Diamond Sister.
* Initiation practice for Delta sisters in the front row during initiation, following chapter.
* “New Delta Celebration” - a celebration that consists of toasts to the New Delta Members. Any Delta Sister is welcome to speak. Sisters will be encouraged to say accomplishments they have already seen from the New Delta Members, the potential that they can already see in the New Delta Members, words of wisdom, how excited they are to be able to call each New Delta Member their sister, or any kind words they would like to share. The NMC will provide sparkling cider and plastic cups for this event and it will be held in our Chapter room, so no transportation in required. The date and time of this event is **Wednesday, March 9, 2011** at 8:00 pm.

**LAST FEW DAYS**

* *Must be held over 3 consecutive days with initiation on the third day.*
* *Provide DETAILED plans including ALL activities that will take place. Plans must include:*
	+ *Timed Outline of activities*
	+ *Ceremony Plans*
	+ *Refreshment & Decorations*
	+ *Additional activities*
	+ *All information for Delta & Alpha Members*

***DAY ONE –Ceremony***

**Date:** Friday, March 4, 2011 **Time:** 9:00pm

**Advisor/Approved Alumnae in Attendance:** Aimee Hollander, Allyson Bruhn, Michelle Dillon

**Location:** Chapter Room

**Method of Transportation:** none

**Attire:** All black pin attire

**Diamond Sister Responsibilities:** plan a lunch date with their Little Diamond sister as described above

**Alpha Gifts:** a red rose

**Detailed Outline for ALL Activities:**

* Black Diamond Ceremony will be carried out according to the Ritual Book.
* Initiation practice for Big Diamond sisters either before or after ceremony, depending on class schedules.

***DAY TWO***

**Date:** Saturday, March 5, 2011 **Time:** 2:00pm

**Advisor/Approved Alumnae in Attendance:** Aimee Hollander, Allyson Bruhn, Michelle Dillon

**Location:** Chapter Room

**Method of Transportation:** none

**Attire:** Blue & White Snazz Wear

**Diamond Sister Responsibilities:** none

**Alpha Gifts:** none

**Detailed Outline for ALL Activities:**

* Big Diamond sisters and their little diamond sisters will have the opportunity to enjoy breakfast together in the chapter room at 10:30am. Breakfast food will be provided (doughnuts, muffins, juice). This is a time for Big Diamond sisters to answer any questions the Alphas may have and calm any nerves.
* Initiation practice for all Delta sisters.

***DAY THREE Initiation***

* *Initiation must start after 6am and end before 12 am.*
* *No blindfolds or covering of eyes.*
* *If it’s not in the ritual book, it is not ritual.*

**Date:** Sunday, March 6, 2011 **Start Time:** 8:00pm **End Time:** 9:30pm

**Set-up Time:** 5:00pm

**Advisor/Approved Alumnae in Attendance:** Aimee Hollander, Allyson Bruhn, Michelle Dillon

**Members Responsible for set-up:** prides

**Delta Member Arrival Time:** 6:00pm

**Alpha Member Arrival Time:** 7:30pm. Alpha Sisters will be encouraged to eat dinner together before meeting at 7:30pm.

**Location:** Chapter Room

**Method of Transportation:** none

**Attire:** ALL white including undergarments and socks

**Diamond Sister Responsibilities:** Follow Initiation instructions according to Ritual

**Alpha Gifts:** A small diamond-shaped board containing a wooden replica of our crest as well as the name of our chapter and the Big and Little Diamond sister name. All purchases for this will be refunded to the Big Diamond Sister. They will also be given hand-me-downs from their Big Diamond Sisters, such as previously worn raised letter t-shirts, date party t-shirts, or philanthropy t-shirts.

**Detailed Outline for ALL Activities:**

* We will celebrate as a Chapter with a decorated cake from Wal-Mart.
* Big Diamond Sisters will walk their Little Diamond Sisters home.

**Members Responsible for clean-up:** All sisters (not including the new initiates) will assist in cleaning up after Initiation.