

## ALPHA SIGMA ALPHA CHAPTER RESPONSE GUIDELINES FOR UNIVERSITY SCHEDULE CHANGES

Colleges and universities are taking a number of preventative measures to maintain healthy environments for their students. In the event your college/university takes preventative action, your chapter should follow expectations released by your college/university administrators.

### What types of preventative action may necessitate a chapter response?

The following chart is designed to assist you in understanding potential college/university actions and the appropriate chapter response. If your college/university takes actions other than what is listed below, contact your chapter advisor, region facilitator or national headquarters staff for assistance.

COLLEGE/UNIVERSITY ACTION	ALPHA SIGMA ALPHA CHAPTER ACTION
College/University bans organization/group meetings	Alpha Sigma Alpha in-person chapter meetings and activities cancelled in conjunction with the timeline specified by the college/university.
College/University moves to online courses	Alpha Sigma Alpha in-person chapter meetings and activities cancelled in conjunction with the timeline specified by the college/university.
College/University closes student housing	Alpha Sigma Alpha in-person chapter meetings and activities cancelled in conjunction with the timeline specified by the college/university.
College/University closes (i.e. cancelling classes, limiting operations to essential personnel)	Alpha Sigma Alpha in-person chapter meetings and activities cancelled in conjunction with the timeline specified by the college/university.

### FREQUENTLY ASKED QUESTIONS

#### Who should I notify if my college/university takes preventative action?

If your university takes preventative action that requires your chapter to cancel meetings or activities, contact your chapter advisor and region facilitator. These volunteers will help you assess your chapter calendar to identify if events need to be cancelled or rescheduled based on the action taken by your university. Only essential chapter business needs to be completed this academic year.

#### What is essential chapter business?

Essential chapter business for the remainder of the academic year includes:

- ◆ Collecting all dues and paying all invoices.
- ◆ Approving the chapter budget for the 2020-21 academic year
- ◆ Discussing proposed bylaw amendments in preparation for the national convention & leadership conference (These will be announced by April 1<sup>st</sup>)
- ◆ Selecting a convention delegate and alternate delegate

- ◆ Gathering 10 copies of your ritual books for shipment to national headquarters (more information on this coming soon- just make sure you have access to these books)
- ◆ Submitting all on-line forms that are due between now and the end of the semester.

### **What if our college/university has cancelled activities through the remainder of the academic year?**

Chapters may conduct chapter business virtually. Depending on how much and what business your chapter still needs to conduct at the time that meetings and activities are cancelled, may depend on how these meetings take place. For example, if you have already presented your chapter budget and simply need to vote. This may be best conducted via email. Conversely, if your treasurer needs to present the budget this might be better accomplished via video conference. Work with your chapter advisor and region volunteers to determine the best option for your chapter in the event that activities and meetings are cancelled.

### **What should we do about chapter dues and fees if activities are cancelled?**

Chapter officers should work with their finance advisor, chapter advisor and region finance leader to determine if it is appropriate to pro-rate and refund chapter dues. Chapters should consider the amount of activities that have already been offered during the academic term to make determinations about appropriate pro-rate/refund amounts. All dues to the national organization remains the same and is due as stated on the chapter invoice.

### **What if we have a signed contract for an event and we have to cancel the event?**

Review the contract for cancellation verbiage. Reach out to the venue to determine cancellation fees and/or additional financial obligations. Contact your chapter advisor, region finance leader and/or region facilitator for guidance.

### **We have members returning from study abroad, what should we do?**

Members returning from study abroad should follow guidance from the college/university's study abroad office regarding returning to campus.

### **We have a leadership consultant scheduled to visit our chapter. Will she still be coming?**

Alpha Sigma Alpha leadership consultants will not be traveling to colleges/universities that are closed. Depending on the timing and the chapter, the leadership consultant may schedule virtual meetings with chapter officers.

### **When/how will we initiate our new members?**

Your vice president of membership education may offer to hold membership education meetings via web conference. The *Sanctuary Degree Service* can be rescheduled once the college/university's restrictions are lifted. Should the college/university close for the remainder of the term, contact your chapter advisor and region facilitator to determine whether membership education and the *Sanctuary Degree Service* should be postponed until the fall semester.

### **If we ordered badges and certificates when will we receive them?**

All shipments of any orders (badges, certificates, new member manuals and supplies) will be halted until we can guarantee that the college/university will be open and will be able to

receive the packages. If your chapter reported members for initiation and that initiation is no longer happening or the date has changed, please contact Finance Manager Jane Rauck at [jrauck@alphasigmaalpha.org](mailto:jrauck@alphasigmaalpha.org) immediately.

### **How can we still celebrate our sisterhood if we are not together?**

- ◆ Schedule a weekly Google hangout or Snapchat group video call to keep in touch with sisters.
- ◆ Set up virtual study sessions.
- ◆ Snail mail – send each other cards and notes via mail.
- ◆ Create a chapter tumblr account and share appropriate photos with each other.
- ◆ Ask each member to create a virtual memory board that visually shows why Alpha Sigma Alpha is important to her. Share your boards with each other.
- ◆ Wear your letters! You may not be on campus, but you can still show your Alpha Sigma Alpha pride. Designate a day to wear letters and post on Instagram using a specific #hashtag.
- ◆ Practice your recruitment conversation skills via individual phone or video calls. Create a list of commonly asked recruitment questions and practice with a partner.
- ◆ Post a daily inspirational quote for that day in your group chat
- ◆ Post a story on your Instagram account about what you love about your chapter and use a specific #hashtag
- ◆ Highlight a member each day to do a takeover on the chapter's Instagram story
- ◆ Create a weekly sisterhood challenge to have members reach out to a different member each week to say "hi"
- ◆ Create a fitness challenge for members to complete on their own
- ◆ Ask members to like the post of how their doing as a virtual check-in. For example, "like this if you're doing great," "like this if you're feeling ehh," "like this if you're doing not so great". Follow up with members who may not be feeling great.
- ◆ Have members showcase their hometowns by doing social media highlight – hometown tours.