

Forget Me Not

RICHMOND/CENTRAL VA ALPHA PHI ALUMNAE
VOLUME 9, ISSUE 2

PAY YOUR DUES ONLINE WITH PAYPAL!

Click on the link on our website or login to your Paypal account at www.paypal.com, choose "Send Money" and enter

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President's Note:

Dear Alpha Phis:

My term as President is nearing the end. In March, we will install a new board of officers. Any dues-paying member can hold an office. I will be accepting nominations for the new board in early October, and the nominating committee will present the slate at our Annual Wine & Cheese Business Meeting in March. I encourage all to attend the meeting, although only dues-paying members may vote. And speaking of dues, our 2007-2008 dues year begins Oct. 1. Please consider paying dues this year. There is a dues form in this newsletter, a file posted on our website and you can always pay with PayPal. Our upcoming calendar contains a variety of events. Join us for an event and bring a friend! I look forward to seeing you all soon.

Fondly in Alpha Phi,

Krissie - Eta Pi - University of Richmond '96

Alpha Phi News



Member News

Congratulations to Anne P (Richmond) who participated in the Ford Ironman Triathlon September 9th. She swam 2.4 miles, biked 112 miles and ran a full marathon - 26.2 miles - in 13:34:40



Collegiate News

Formal recruitment for Alpha Phi at JMU (Theta Iota) was great! JMU's President, Cathy, reported that they matched quota and have "a fabulous group of new members." Our chapter sent good luck wishes to JMU by mailing inspirational notecards in early September. We also sent a bouquet of flowers to the chapter house in the colors pink and green, which reflects the theme of Theta Iota's recruitment week. The JMU President wrote, "We had the flowers and cards nicely presented on the front console like table in our lobby. They were perfect! Thanks for making the cards match so well, as they looked great on display"



Alumnae Initiation

Do you know someone who has all of the qualities we seek for Alpha Phi? We hope to initiate several new members into the alumnae chapter at JMU's Initiation Ceremony in November. Any woman who is unaffiliated with a Greek sorority and reflects the ideals of Alpha Phi can become an alumnae member. If you would like to sponsor someone for membership in time for the November initiation, please contact Krissie. Application forms and information can be found on our website at www.richmondalphaphi.com.



Regional Conference

The 2008 Southeast Regional Conference will be held in Virginia Beach in February. Anyone wishing to attend can find more information at the Alpha Phi International Website at www.alphaphi.org.

Short Pump Fundraiser Information

Rain date: Nov. 11

Richmond/Central VA alumnae will sell tickets for this exclusive event. The mall will open only for ticketholders, provide an event guide, prizes and raffles. All stores will be open, and the guide will tell you which ones have special discounts just for this event.

If we sell 100 tickets total (\$5 each) by October 15, we could be eligible to sell walk-up tickets on the night of the event and keep the money earned.

We also get to keep all proceeds from our advanced ticket sales.

This ticket-only shopping event will be advertised in a variety of magazines as well as the Richmond Times-Dispatch.

If you would be willing to help us sell tickets and reach our fundraising goal, please email [lynn](mailto:lynn@shortpumpmall.com).

Calendar of Upcoming Events!

Sun. Oct. 14 - 1 pm
Founder's Day Potluck
Diana M's house
3406 Walkers Ferry Rd.,
Midlothian
804 763-3669

We'll celebrate Founder's Day and get to know our soon-to-be alumnae initiates! Please bring a hot or cold dish to share; contact [Diana](mailto:diana@shortpumpmall.com) for more information or directions. Wear your pin!

Sun. Nov. 4 - 10 am
JMU Initiation

A chance to re-live some of the beautiful ceremonies we experienced as Alpha Phis. We hope to initiate new alumnae members as well! Carpooling will be available. Meet at the commuter lot at Rockville/Manakin Park N Ride off I-64 W.

Sun. Nov. 4 - 6-9 pm
Short Pump Town Center Exclusive Shopping Extravaganza

11800 W Broad St., Richmond

A special night of shopping only for ticket holders! And a great opportunity to get an early start on holiday gifts. As a fundraiser, we will sell tickets for this event (\$5). We hope to invite the Tidewater Chapter to join us, as they have expressed a desire to visit Richmond and shop at Short Pump Town Center.

More information is in the sidebar to the left. Visit www.shortpumpmall.com.

Mon. Dec. 3 - 6:30 pm
Holiday Dinner
[Tj's in The Jefferson Hotel](http://www.tjs.com)
101 W Franklin St., Richmond
804 424-8014

A great way to kick off the holiday season—join us for some good cheer!

Sat. Jan 26 - 10 am
Pottery Painting/Lunch
All Fired Up
3311 W Cary St., Richmond
804 355-3412

Unleash your inner artist! Pieces costs between \$2-\$20 and the studio time will be \$7. Snacks will be provided, and we'll also head out to Carytown for lunch when we finish exercising our creativity. Visit www.getallfiredup.com.

Tues. Feb. 12 - 6:30 pm
Not-Quite-Valentine's-Day Dinner
Copeland's Cheesecake Bistro
9200 Stony Point Pkwy, Ste 101, Richmond, VA
804 323-1133

Significant others and friends are always welcome!

We may participate in a Go Red event with one of the collegiate chapters or volunteer in Richmond for heart!

cardiac care. Stay tuned ...

Sat. Mar. 15 - 5 pm
Annual Wine and Cheese Business Meeting/Election of Officers
Kathy M's house
7103 Foxbernie Dr.,
Mechanicsville
804 730-0170

Hors d'oeuvres and drinks will be provided. We will install the new slate of officers. For more information on positions, and how to nominate someone, see page 4 of the newsletter. All outgoing and incoming officers required to attend; all are welcome.

Watch your email for exciting events in April, including a Richmond Panhellenic event and JMU's Senior Ceremony!

◆ ◆ ◆ ◆ ◆

Recurring Event:

Craft 'n' Chat
Café Gutenberg
1700 E Main St
Richmond
804 497-5000



Bring any project! Learn to knit! Or just come and eat and chat with your sisters!

Thurs. Oct. 18
Thurs. Dec. 13
6:00 pm

Why support your local Alpha Phi Alumnae Chapter?

Your dues allow the chapter to:



Support collegiate chapters in Virginia.



Keep in touch with Alpha Phi alumnae in the area with our newsletter and emails.



Send a delegate to the annual regional conference. With more dues paying members, we could even have a vote at convention!



Hold fundraisers for the Alpha Phi Foundation.



Recognize 25-, 50-, 65- and 75-year alumnae in our area. Any 25-, 50-, 65- or 75-year member *who is also a dues paying member* of our alumnae chapter will receive Alpha Phi's commemorative pin with our compliments.



We need you! Be a part of our sisterhood!

Please make check payable to **Alpha Phi Richmond Alumnae Chapter** and mail to:

Diana McKinney, 3406 Walkers Ferry Rd, Midlothian, VA 23112, by November 15, 2007. Or pay online!

NAME: _____

First

Maiden/Middle (circle one)

Last

ADDRESS _____

CITY _____ STATE _____ ZIP _____

COLLEGIATE CHAPTER _____

YR OF INITIATION _____ YR OF GRADUATION _____

HOME PHONE (____) _____ EMAIL _____

DATE OF BIRTH: _____

LOCAL DUES: Please join us at one of the following levels:	
Ivy level - New grads - first year since graduation: \$15	\$ _____
Bordeaux level - standard membership: \$25	\$ _____
Silver level - outstanding membership: \$35	\$ _____
Optional chapter donation:	\$ _____
TOTAL	\$ _____

Circle one: I am willing to host an event at my home: Yes / No

I am willing to bring food or beverage to an event: Yes / No

I would like to help out in the following way(s):

All dues paying members will receive a thank you gift and have their name posted on our web site at www.richmondalphaphi.com.

2008-2010 Executive Board Positions

President:

- Preside at all meetings and events and prepare an agenda if necessary
- Read or summarize any chapter communications to the members
- Send monthly updates/emails to chapter and global email lists
- Communicate with the EO and the Regional AMC
- Complete appropriate forms as requested by the EO (such as Annual Report and Roster) and submit in timely fashion
- Assist the chapter in choosing a Convention/Regional Conference delegate
- Perform appropriate ceremonies (Founder's Day, Welcomes, Seniors, Recognition)
- Check Alpha Phi International web page for news and updates and report back to chapter
- Follow up with all officers to make sure goals are met
- Write a president's letter for each fall newsletter
- Hold elections for new board every two years and notify EO of changes



VP Membership:

- Update and maintain chapter member database, updating EO when necessary
- Help members achieve goals of higher dues paying members in relation to total mailables
- Organize the publishing and distribution of a Member Roster each calendar year
- Provide mailing labels for bi-annual newsletter, and coordinate efforts with VP Programming and VP Communications to produce newsletter
- Coordinate welcome of new members with nametags, icebreakers, etc. and contact President if ceremonies are needed
- Follow up with new faces after events to ensure their return
- Coordinates Alumnae Initiate program and encourages members to recruit alumnae initiates
- Keep President updated on member status

VP Communications:

- Coordinate and produce bi-annual newsletter (2X year), with input from Executive Board
- Keep an accurate record of chapter activities, including attendance records for each event
- Maintain minutes of any official chapter meetings
- Keep record of all member names and contact information (from VP Membership)
- Attend to all external chapter communications
- Maintain copies of any chapter reports, correspondence, awards, etc.
- Maintain chapter email
- Write reports for the Quarterly

VP Programming:

- Plan each bi-annual calendar of events with input from other Board members and members-at-large, including diverse types of events and locations
- Provide invitations (Evites, emails or mailings) and reminders for each chapter event and coordinate RSVPs
- Contact hosts/locations of events and set up times and reservations, if needed
- Provide information about events to Community Liaison for publicity
- Work with VP Communications and VP Membership to ensure all information about events is published in the bi-annual newsletter
- Make sure that VP Membership or another Board member is available for each event to provide nametags, etc if needed
- Write thank you notes to hosts of meetings or events
- Coordinate with President if any ceremonies are required (e.g. Founder's Day)

Elections will be held at the Annual Wine and Cheese Business Meeting on Saturday, March 15 at 5 pm. All are welcome to attend but only current dues-paying members can vote.

Dues-paying members: keep an eye on your email for your chance to vote on the slate if you cannot attend the meeting. Our current president, **Krissie**, will send it out and you will have until March 8th to get your vote in.

There have been some changes in the Board, so please read through the descriptions. Any dues-paying member is eligible to hold office, and the time commitment is small, so consider getting involved in your local alumnae chapter!

Collegiate Chapter Liaison:

- Coordinate and direct the support of collegiate chapters, including donations of monies, time or gifts
- Serve as primary collegiate contact, with monthly conversations with Collegiate Chapter Advisors and Presidents to stay informed of activities, announcements, and availability for alumnae visits
- Encourage and plan joint events with collegiate chapters – try to plan at least one function/year
- Inform local collegiate chapters about the alumnae chapter and encourage participation after graduation (also use Senior Ceremony—ask President)
- Keep President informed about status of collegiate chapters
- Assist collegiate chapters with MAP, if requested, as well as identifying possible recruits
- Keep up to date with new collegiate chapters colonizing and arrange for gifts

Treasurer:

- Keep financial records in permanently bound form
- Give receipts for all monies reimbursed and keep track of all monies spent by upkeeping chapter bank account
- Distribute at least once a year a detailed budget describing expenditures and incomes
- Collect dues from all members and update VP Membership with roster
- Distributes thank-you gifts to dues-paying members
- Draft dues form to be included in annual fall newsletter
- Encourage members to pay international dues as well as local chapter dues in order to obtain assistance in sending a delegate to Convention (collect and send in)
- Maintain savings for sending one delegate to convention every other year
- Send annual donation to Foundation, as well as local Panhellenic dues and scholarship fund
- Keep President informed of financial status of chapter

Community Liaison:

- Identify and plan ways for the chapter to be more visible in the public arena, suggesting events to VP Programming
- Maintain a supply of Legacy and Personal Reference Forms
- Send press releases about events, fundraisers, etc. to newspapers if appropriate
- Encourage chapter members to MAP in everyday life and especially at public events
- Update and maintain chapter website
- Receive input from all VPs and chapter members for materials to post
- Maintain and add to chapter scrapbook with pictures and descriptions of events
- Take photographs at all events (or find substitute to do so)

- Retain souvenirs of chapter events
- Keep copies of all chapter newsletters in archive
- Keep chapter charter and bylaws
- Coordinate and distribute chapter awards as determined by the Board

VP Ways and Means:

- Plan at least two (2) fundraising efforts each year, with help of VP Programming and/or committee members if needed
- one event for monies for chapter use and Foundation donations
- one event for monies for sending a delegate to Convention
- Work with Community Liaison to publicize fundraising efforts to chapter and public
- Communicate with Treasurer and Board Members to budget for donations to collegiate chapters and Foundation
- Initiate new fundraising or philanthropic events, tied into chapter functions or stand alone
- Update the chapter with reports from the Foundation and assess any needs

Panhellenic Delegate:

- Represent the alumnae chapter at Panhellenic meetings and events, in a voting capacity
- Report to the chapter about Panhellenic functions, announcements, etc.
- Make sure the chapter contributes its Panhellenic and scholarship dues annually
- Promote Panhellenic in the community



*“Alpha Phi
develops
character for a
lifetime”
- Alpha Phi
International*

Alpha Phi Alumnae Chapter Quick Reference Calendar

Oct. 14	1 pm	Founder’s Day Potluck
Nov. 4	10 am	JMU Initiation
Nov. 4	6 pm	Short Pump Fundraiser
Dec. 3	6:30pm	Holiday Dinner at TJ’s
Jan. 26	10 am	Pottery Painting
Feb. 12	6:30pm	Copeland’s Cheesecake Bistro
Mar. 15	5 pm	Annual Business Meeting
Apr. TBD		JMU Senior Ceremony
Apr. TBD		Panhellenic Spring Event

