Executive Office Services Overview
Office (404) 378-3164; Fax (404) 373-0084

	WHEN YOU CALL EXECUTIVE OFFICE FOR:	YOU SHOULD ASK TO SPEAK WITH:
	*Note – Annie is backup for most Affinity Programs Convention Locations & Contracts House Corporation & Housing Questions Insurance Issues & Claims Issues to be Discussed with Grand Council Legacy Issues Memorial Gardens Media - Interviews Panhellenic Questions Parents of Members or Potential Members SLT Retreats Staff Issues Vendors	Executive Director **Linda Ablard** lablard@alphadeltapi.com Ext. 101
Member Services Department	Alumnae Association Billing Information Alumnae Association Information / Programming / Supplies Alumnae Initiates Chapter Associations Legacy Verification (if local search is unsuccessful) – Kandi is backup Membership Cancellation Appeals Re-instatement Requests *Backup for:* Chapter Supply/Ritual Paraphernalia Orders MH/EO Tours Travel Arrangement Questions Potential Member Profile Questions & Requests	Member Services Manager **Sally Thomas** sthomas@alphadeltapi.com Ext. 104
	Alpha Member Information and Releases Alpha Member Packets Badge/Guard/Certificate Information and Replacement Chapter Supplies – Sally is backup Inactive Membership Status – Jen Davis is backup Initiation Information and Releases Membership Cancellation Paperwork – Jen Davis is backup Pi Portal - Chapter Statistics and Information Pi Portal - New Member Intake and Payments Transfer Approvals Pride Online Recruitment Ritual Paraphernalia – Sally is backup Requesting Standards Codes	Collegiate Relations Coordinator **Meg Hoffay** mhoffay@alphadeltapi.com Ext. 115
	Chapter Roster/Questions Data Requests (requests for information/lists) Deceased Member Notifications Labels/Printouts/CDs Member Statistics – Jen Davis is backup Membership Status ReMember Dues Entries Updates to Database Records (address, name, birthday, etc.) Creates records for Chapters/Provinces/Alumnae & Chapter Associations *Backup for*: Legacy Verification Potential Member Profile Requests Pride Online - trouble logging onto website	Database Coordinator **Kandi Hammond** khammond@alphadeltapi.com Ext. 124
	All Calls from Hotels/Convention Centers Convention and Visitors Bureaus - meeting related vendors (AV) Conventions/Leadership Seminars District Leadership Conferences Greek Meetings & Conferences Questions Meals for Meetings at Executive Office SLT Retreats Logistics Travel Arrangement Questions – Sally is backup	Meeting Planner **Amanda Shumaker** ashumaker@alphadeltapi.com Ext. 107

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	ADPi Historical Information Anniversary Preparation Chapter History Information Donations of Items and Publications to the Archives Tours of Memorial Headquarters and Executive Office	Archivist **Karen Reece** kreece@alphadeltapi.com Ext. 110
Financial Services Department	Budget Questions-EO Budget Chapter/HC Loan Applications (How to) Financial Questions Relating to Sorority GIN System Financial Questions/Development iMIS Go Live-Financial Only International House Corporation Questions/Problems IRS Questions/Problems OmegaFi Reporting/Development/Interface w/iMIS *Backup for*: Loan Questions	Controller **April Caltabiano** acaltabiano@alphadeltapi.com Ext. 103
	Account Receivable Questions Chapter Audits Support Chapter Billing Information Chapter & Individual Badge Order Financial Report Questions for GC, DTDs, EO, Committees Loan Questions – April is backup *Backup for:* Accounts Payable	Senior Financial Accountant **Wanda Burley** wburley@alphadeltapi.com Ext. 117
	AmEx Coding Questions Chapter Audits Chapter Accounting & Billing Financial Questions Relating to Chapters OmegaFi Questions/Instruction & Policy Square Support Visa Cardholder Questions/New Cards	Chapter Accountant **Deborah Easler** deasler@alphadeltapi.com Ext. 105
	Accounts Payable – Wanda is backup Expense Report Questions ReMember Dues Questions Square Support *Backup for*: Account Receivable Questions Chapter & Individual Badge Order iMIS Financial Questions	Financial Accountant **Maria Hickman** mhickman@alphadeltapi.com Ext. 132
Leadership Services Department	Fraternity Health and Safety Initiative Program Greek Advisors Individual Awards (Palmer, Stafford, Shaw, Boatright, Mason) LC Schedule and Related Matters Backup for: *Executive Director* *Leadership Services Department*	Leadership Services Manager **Annie Hardie** ahardie@alphadeltapi.com Ext. 161
	Pi Portal Pride Online - trouble logging onto website Website Content (other than posted spreadsheets) Website Questions / Problems / Technology / Broken Links	Technology Services Manager **Thomas Oates** toates@alphadeltapi.com Ext. 120
	Branding (logos, official colors, etc.) Media Approval for Chapters Social Media Management	Marketing Coordinator **Liz Jackson** ljackson@alphadeltapi.com Ext. 106
	ADPi Blog Content Manuals, Website Content, and Form Revision (forms) *The Chronicle* Creation and Distribution *The Collegiate Chronicle* Creation and Distribution	Communications Coordinator **Hannah McCulley** hmcculley@alphadeltapi.com Ext. 116
Developme nt	ADPi Expansion Colonization Questions New Chapter Development Team New Chapter Installations NPC Extension Policies Re-Colonization Questions	Growth & Development Manager **Jen Dickinson** jdickinson@alphadeltapi.com Ext. 108

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	Advisory Board Position Openings for Colonies & New Chapters Colonization and New Chapter Support Colony Leadership Consultants Colony Marketing - Social Media and Websites	New Chapter Specialist **Anna Kate Sumler** aksumler@alphadeltapi.com Ext. 121
	Donations to Colonies Expansion, Colonization and New Chapter Support Starting a New Chapter on Campus	Expansion Coordinator **Katie Buteau** kbuteau@alphadeltapi.com Ext. 119
Office Services Department	Arrange Conference Calls – Jen Davis is backup Executive Office Calendar International Officer Changes/Mail/Supplies Printing, Phone Needs or Questions Schedule Meetings at Executive Office Service/Maintenance issues for MH/EO – Sally and Robert are backup ReMember Dues Labels Process & IO Payment Tracking Vendors	Office Services Manager **Debbie Black** dblack@alphadeltapi.com Ext. 102
	Alumnae Association Certificates Alumnae and Chapter Association Contact Lists Chapter Disciplinary Correspondence Chapter Leadership Changes House Corporations - directories & support Insurance Certificates & Additional Insured International Officer Directory Changes Licensed Vendors - contract and design approval Potential Member Profile Requests – Sally & Kandi are backup Prepare FedEx shipments ReMember Dues Thank You Gifts *Backup for*: Arranging Conference Calls Inactive Membership Status Membership Cancellation Paperwork Member Statistics	Office Services Coordinator **Jen Davis** jdavis@alphadeltapi.com Ext. 113
	Address Changes Incoming Phone Calls and Postal Mail Member Number Requests Non-ADPi Sorority Magazine Distribution / Questions Potential Member Profile/Legacy Introduction Forms & Procedures (alumnae questions) Scanning Chapter/Alumnae Documents	Customer Service Coordinator **Robin Stephens** info@alphadeltapi.com Ext. 111
	Donations/Memorials Philanthropic Contributions Scholarship/Grant Information	Foundation **Jen Webb**, Foundation Executive Director Ext. 122 jwebb@alphadeltapi.com **Sarah Cone**, Director of Annual Giving Ext. 123 scone@alphadeltapi.com **Liz Helmer**, Development Coordinator Ext. 158 lhelmer@alphadeltapi.com **Maurinda Scales**, Business Manager Ext. 156 mscales@alphadeltapi.com