

Alpha Delta Pi

BE THE FIRST

WEEK OF SERVICE PLANNING GUIDE

Alpha Delta Pi's Annual Week of Service, established in 2018, takes place each fall and provides an opportunity for collegians and alumnae to give back to their communities—locally, virtually, or wherever they may be living. Throughout the week, every alumnae association and collegiate chapter is encouraged to host at least one service activity.

STEP	TASK	DESCRIPTION
1	Choose your event.	- Your service project can be any activity that benefits your community or local nonprofit. - While Alpha Delta Pi proudly supports Ronald McDonald House in many ways, feel free to consider other organizations throughout the week to support as well. - Ideas for service activities include volunteering in person, assembling kits or grab-and-go bags, fulfilling wish lists, stocking pantries, writing letters to patients, and more. - Suggestions when looking into organizations to support include volunteering in-person, making kits or grab-and-go bags, fulfilling wish lists, filling pantries, writing letters to patient, and more.
2	Register your event.	- Registration is essential—it helps sisters find events near them, prevents overlapping or conflicting activities, and provides useful information for event organizers. - Registration occurs each fall on Pride Online. To properly register, the following is needed: (1) Event name, (2) Short event description, (3) Local information, (4) Date and time, (5) Maximum number of participants allowed (if applicable), and (5) Virtual event link (if applicable). - Once event registration opens to all members, organizers should share the link widely so other sisters can officially sign up.
3	Spread the word about the event.	- Promote your event across as many channels as possible to encourage participation. - Ideas for promotions include: - Post on association/chapter social media channels. - Use the hashtag whenever possible #ADPiWeekofService. - Add event to the Pride Online calendar. - Log-in to Pride Online. - Click on the CALENDAR tab. - Use SUBMIT AN EVENT. - Request a list of local alumnae and send personal emails to them, advertising the event.
4	Prepare for the event.	- Send a welcome/informational email to all registrants with specific event logistics at least one week prior to the event. Make sure to include what to expect, times, locations (map, parking instructions, etc.), what to wear (ADPi letters if possible), food options (if applicable), etc. - Post your event on your alumnae association or chapter's social media to encourage registrations and support of your event. Make sure to link the registration site with the post. - Prepare all materials needed (kits, supplies, collection bins, etc.). - Create and order personal event swag—water bottles, lanyards, buttons, stickers, etc. - Print a flyer with your association's upcoming events to give to attendees (especially those who are not already members of your association). - Have nametags available.

		• Ask someone ahead of time to take photos and upload videos on Instagram stories as the event takes place. • Encourage alumnae and collegians to sign-up ahead of time for the event through Pride Online. ◦ If easier, you can offer an alternative way for registration (such as a Google form or SignUpGenius). ◦ If you go this route, be prepared to manually enter participants on the back end in Pride Online as a result to have accurate event reporting.
4	Host event.	• For in-person events: ◦ Have a point person to oversee the event. ◦ Be flexible and as accommodating as possible with changing circumstances. ◦ Take lots of photo. ◦ Make everyone feel welcome. ◦ Enjoy serving with sisters. ◦ Create nametags for all attendees. • For virtual events: ◦ Use Zoom/Webex and share the link at least 48 hours in advance for people to join. ◦ Make sure to send the event link at least 48 hours in advance with instructions on who to log-in. ◦ Keep events an hour or less. ◦ Plan a way for attendees to socialize in breakout rooms and/or the overall chat.
5	After the event.	• Email all participants, thanking them for participating, within three days of the event. • Post photos of the event on your social media. • Submit high quality event photos to Alpha Delta Pi (photos@alphadeltapi.com). • Include a summary of the event in the next association newsletter. • Complete the Philanthropy Contribution Form for any funds raised differently than on CrowdChange. • If you event raised any money, send it to the Alpha Delta PI Foundation to make sure it is accurately recorded and credited toward ADPI's annual philanthropy impact report. • Reminder volunteers who are a part of the association to log their hours on Pride Online to help keep track of volunteer hours for the association's Philanthropy Report. • Send a second email within two to three weeks following the event to touch base and encouraging non-association members to try an upcoming event or to join the association.

Questions about Week of Service? Contact the Alumnae Engagement team at alumnae@alphadeltapi.com.