Member Portal: The new Member Portal was launched in May and we hope you have logged into your new accounts. If you have any trouble accessing the portal, let us know at IT.support@kappadelta.org.

President and VP-Finance

Chapter Roster: Fall dues will be billed based on the Sept. 15 roster, so you’ll want to make sure the chapter roster on the Member Portal is accurate by this date to avoid being billed for members no longer in the chapter. The Schedule of National Fees document, that lists the dates that each fee is billed on your chapter statement and the cash account that each fee should be paid from in Billhighway, is on the Resouce Library if you need.

President

Goals: The start of the new academic year is the perfect time to revisit those goals you made with your council in January and reflect on your progress. The fall semester is a new opportunity to foster growth, encourage upcoming leadership, and make the most of the last leg of your council term. Looking for ideas to do that? Check out the Officer Experience Toolkit!

LDC Calls: By now, calls and check-ins with your LDC should be in full swing! If you haven’t already, be sure to email the Academic Term Chapter Grade Report to your LDC.

Vice President

Efficiency Calendar: The efficiency calendar is your best friend, so don’t forget to utilize it this fall and ensure the rest of the governing council are keeping up with their deadlines!

Chapter Calendar: It’s a new semester and that means it’s time to plan a new chapter calendar! Double check that all officers are planning events in advance and putting them on the chapter calendar. Keep the chapter calendar updated regularly and make sure members have access to the platform you’re utilizing. Communicating events in advance is a great way to increase attendance and chapter morale!

Chapter/Governing Council Meeting Minutes: As we get into the swing of having chapter and governing council meetings again, make sure you’re emailing these minutes to your CAB and LDC, as well as uploading the chapter minutes to the Member Portal in chapter documents section.
VICE PRESIDENT (continued)

Leadership Roster: Has your chapter been having special elections? Please be sure to update your leadership roster in the Member Portal!

Officer Transitions: As we approach the time of elections, don’t forget that the officer transition timeline and report is due Sept. 15. You’ll want to review these with your CAB counterpart to make officer transitions as smooth as possible!

VP-EVENTS & PROGRAMMING

PCAA’s Back-to-School Campaign: Help PCAA celebrate 50 years of progress, working to create a better tomorrow for all children – with your help! Visit their website, add your photo, and join PCAA in working to cultivate relationships, connections, and environments that help every child thrive. Encourage your sisters to act – so all of us are #GrowingBetterTogether!

Event Planning: Think about events you may be hosting this semester, like Shamrock Events, International Women’s Friendship Month, Girl Scout Events, Social Events, etc. Planning is key, so take a look at the resource guides to get a little refresher as the school year starts!

- Confidence Planning Event Resource
- Event Resource Guide

And don’t forget to review expectations with your members – setting the expectations in advance can lead to a safer event, where members can have more fun!

VP-INCLUSION

Guidebooks: A great way to start the semester is reviewing your guidebook and checking-in with your executive board and appointed officers.

Think Ahead: The beginning of the school year is a great time to create a membership retention plan for your chapter. Do you have accountability and support board training on the calendar? Anything planned for National Wellness Month? This is a great collaboration point with the director of health and wellness especially so the chapter can start the academic year off strong!

IWFM: September is Kappa Delta’s beloved celebration of International Women’s Friendship Month. Encourage the celebration within your chapter, panhellenic community, and with other friendships on campus by collaborating with your Panhellenic delegate and VP-E&P!
**VP-FINANCE**

**Children in Need Commitment Form:** This form is used to submit the dollar amount each chapter member annually pledges to the Kappa Delta Foundation’s Children in Need Fund. Please reference your budget workbook for your chapter’s per-member contribution (minimum requirement of $2) and complete the commitment form in the Member Portal before Oct. 1 by going to: Finance Officer Reports > Children in Need Commitment Form. This contribution will appear on your chapter statement on Nov. 1 under Statement > Foundation Financial Statement in the Member Portal and should be paid using a check or scheduled payment made out to the Kappa Delta Foundation by Dec. 1.

**Form 990:** Did you see the email that went out Aug. 15 about launching the IRS Form 990 process? If not, you can check it out [here](#)! The most important thing to complete this month is choosing your accountant and providing them with the needed financial information. If you’ll be utilizing Kappa Delta’s preferred accounting vendor, AGL, please submit the data request list and engagement letter to Bradley Sienkiewicz at bsienkiewicz@aglcpa.com and Rina Tokhi at rtokhi@aglcpa.com by Sept. 15. This gives AGL plenty of time to prepare your 990 and return it to the chapter for review and approval before submitting to the IRS by Nov. 15. If your chapter will be using a local accountant, confirm the accountant’s name with your CAS and keep her updated on where you are in the 990 process over the next few months. Once the 990 is filed with the IRS, the chapter needs to upload a copy of the 990 and the signed e-file authorization form (8879) to the Member Portal no later than Nov. 15.

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**VP-RECRUITMENT & MARKETING**

**Post Recruitment Surveys:** Bid Day is happening now for our fall recruiting chapters! We have two membership surveys that your members and new members will need to complete following primary recruitment. Collaborate with your VP-L&D to get these surveys out to your membership:

- **New-Member Recruitment Survey** (taken during Stage 1 for both primary recruitment and COB new members)
- **Initiated-Member Recruitment Survey** (taken during first chapter meeting following primary recruitment)

**Roster Updates:** Collaborate with your chapter president to update your chapter roster on the Member Portal! This includes adding new members and removing any members who may have graduated or left school so you can determine if the chapter needs to COB after primary recruitment.

**Recruitment and Marketing Webinar.** If your chapter is participating in COB this fall, you’ll want to attend the next session in the Recruitment and Marketing Webinar series! This webinar will give you tips on how to successfully recruit new members through the COB process. Register in advance using the link below! After registering, you’ll receive a confirmation email containing information about joining the meeting.

- Sept. 1 – Successfully Recruiting Through COB, 7 p.m. CST. [Click here to register.](#)

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**VP-LEARNING & DEVELOPMENT**

**Welcoming New Members:** Make sure you feel confident in your new member plans by checking in with your CAB-L&D! She’s your go-to-gal for all things learning and development in the chapter. You’ll also want to make sure that new members are added to your roster. Head to the Member Portal and click on New Member List. From there, it’s just a two-step process to complete!

**Plaid:** This fall, thanks to funding from the Kappa Delta Foundation, we are providing harm reduction training once more through our partnership with Plaid, LLC. All new members and third-year members will participate in the courses. We have provided you all with instructions to help!
Managing Recruitment Documents after Recruitment: For the integrity of the recruitment process and the confidentiality of membership information, it’s important that our members don’t save any recruitment materials to their personal phones, laptops, tablets, etc. Follow these best practices to secure our membership information:
- The computer chair should erase all release and flex lists from their computer.
- Flash drives should be given to the CAB-R&M.
- VP-I should erase all CEVC submissions and inquiries from their inbox.
- Permanently delete all documents, spreadsheets, and forms from Google drive.

Connect with KD: Keep up with Kappa Delta at the national and local level! Encourage your new (and active members) to follow Kappa Delta Headquarters and their local chapter on all social media platforms.

NPC Manual of Information Update: NPC has published the latest version of the NPC Manual of Information. You can find it here.

Questions or Concerns? Please contact your Panhellenic specialist if you have any questions or concerns regarding recruitment, resetting total, changes to bylaws or other governing documents. The Panhellenic specialist team is listed below:
- Divisions 1, 4, 17 – Samantha Dutton, samanthakd1897@gmail.com
- Divisions 2, 7 – Leslie Merritt, leslie.merritt@mtsu.edu
- Divisions 3, 11, 18 – Kim Ryan, kimfloodryan@aol.com
- Divisions 5, 6, 8 – Cheryl Sizer, csizerkd@gmail.com
- Divisions 9, 13, 15 – Karen Fesmire, vuktf@aol.com
- Divisions 10, 12, 14 – Corre Stegall, corre@LaTechalumni.org
- Divisions 16, 19 – Julie Johnson, jjohnsonkd@gmail.com