



Make new friends...



Kappa Delta **PARENTS CLUB**

Be a part of her sorority life...



Offer support and encouragement...





Purpose of a Kappa Delta **PARENTS CLUB**

- 1.** To promote the principles of Kappa Delta friendship among Kappa Delta parents.
- 2.** To provide information about the chapter to all parents.
- 3.** To provide moral and material support to the chapter.
- 4.** To promote interaction between parents and their daughters.
- 5.** To broaden parents' understanding of Kappa Delta and the campus Greek system.
- 6.** To share parents' professional resources and talents with the chapter.



Why a Kappa Delta Parents Club?

It probably seems like just yesterday when you were bringing your pink little bundle home from the hospital. You were there for those first steps, scraped knees, and graduation — both kindergarten and high school. Now she's off to college! What's a parent to do?

Your daughter's college years are a time to test her wings, to make her own decisions and to grow into an independent and confident woman. Through a Kappa Delta Parents Club, you can be there to cheer her on.

Parents Clubs provide the opportunity for parents to do what they do best— care for their daughters. Clubs also provide the opportunity to extend parents' involvement with their daughters' activities beyond the high school years. Parents Clubs can enhance a daughter's Kappa Delta experience and can give parents the opportunity to experience it with her! An added personal benefit is that parents have the opportunity to make wonderful friendships with other parents.

Traditionally, Parents Clubs lend both physical and monetary support to the chapter through workdays, social events, fundraising activities and minimal annual dues. Parents Clubs activities will vary greatly from one campus to another, but they all have one thing in common — they are there to support the chapter. Some may choose to meet twice a year for organizational and planning purposes, while some enjoy new friendships so much that they may choose to meet monthly.

A parent or guardian of a Kappa Delta becomes eligible for membership in a Kappa Delta Parents Club on the day that his/her daughter accepts her bid, and remains eligible for the duration of his/her daughter's undergraduate education, assuming she remains affiliated with Kappa Delta. Parents are *not* required be an initiated member of Kappa Delta or member of another Greek organization. Furthermore, no parent is required to be a member of a Parents Club. Membership is strictly voluntary.

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Steps for Organizing a Parents Club

If you are establishing a new Parents Club for your daughter's chapter, there are five essential steps to take:

- 1.** The first step is to contact the member who serves as the chapter parents' liaison, usually the chapter secretary, and have her send you a list of all members and their parents' names, addresses, phone numbers, and e-mails. (You can find out how to contact her through the chapter president.) This information will be included in the Parents Directory that you will send to each girl's parents.
- 2.** Elect officers. If you only have five or six parents who live nearby, they may be the natural ones to hold an office. In this case, you will want to have a more informal approach to running your club. If you have several parents interested in getting involved, you may want to hold official elections. (See the sample bylaws included.)
- 3.** Open a checking account. For convenience, a checking account should be established under the name of the club, with the president's and treasurer's signature being required on checks. Usually a no-interest, low balance account is best.
- 4.** Establish the amount of your dues. Some clubs offer varying levels, from \$5 to \$100 and raise a great deal of money from dues. Some clubs charge a set amount (around \$25 annually) and charge out-of-town parents an additional amount (perhaps \$10 for a total of \$35) since they are less likely to contribute in the areas of time and effort. You know best the economic level of your parents—use your best judgment! Dues paid to the Parents Club are not tax-deductible under IRS regulations.
- 5.** Determine your focus for the year. Meet with the chapter, chapter advisory board and chapter house corporation board to discuss the chapter's needs. If your daughter's college or chapter has a Parents Weekend in the fall, that would be a great time to schedule a planning meeting. Several months worth of activities could be planned at one time. You may also want to schedule a meeting when parents gather to assist the chapter's recruitment activities. Remember to establish a means of communicating your goals and plans with all of the parents, i.e., e-mail, letters, phone calls, newsletter.

NOTE: Parents Clubs exist under the authority of Kappa Delta Sorority, Inc. No changes to or gifts made for chapter housing facilities (including landscaping) may be enacted or given without the express consent of the sorority and/or local house corporation board. To secure approval for a project or gift, contact the local chapter house corporation and the chapter advisory board.



How to Operate a Parents Club?

There is no right or wrong way to operate your club. Parents Clubs are as individual as our chapters. Some may take a casual, less formal approach to meetings, while others may prefer to use Roberts' Rules of Order. It's up to you!

For your convenience, a copy of suggested sample bylaws are included in the appendix. Whether you use them or not, they can serve as general guidelines in the operation of your club. There are two very important areas which **MUST** be followed by all clubs, regardless of the form of organization you choose. These are Article II, regarding membership, and Article VI, Sec. 4, regarding improvements or gifts to chapter housing facilities. Other than these two areas, the bylaws are entirely optional—we want you to operate your Parents Club in the way that is the easiest and most enjoyable for you!

Organization of a club can be accomplished by mail or e-mail, if necessary. Some Parents Clubs choose to publish and distribute a directory of all parents. This takes a little time, but is always very appreciated. When putting together a directory, be sure to include the name of the daughter with the listing of the parents. Ask for both mailing addresses and e-mail addresses. (E-mail is a great way to save on postage when sending letters and newsletters.) It really is fun to see where all your daughter's friends are from. You might even find out that you know some of the other parents!

A semi-annual newsletter (or more often if you like) is a nice gesture since it keeps the out-of-town parents informed of activities and they can see how their dues are used. You may also want to organize and use a phone chain to keep members informed.

When the chapter sends informational packets to parents of new members, it should contain a membership letter that will give new parents the option of joining the Parents Club. (See sample letter in appendix.) Use this letter to ask all parents to indicate whether or not they are willing to be listed in the Parents Directory.

Ideas for Activities

Be creative when developing ideas for activities. Activities should meet the needs of the active chapter members and take advantage of the skills and interests of the parents involved. Needs are best determined through joint discussions with the chapter, house corporation, and chapter advisory board. Suggestions include:

1. Providing meals to chapter members during recruitment events
2. Making and/or serving refreshments during recruitment parties
3. Helping with sound, lighting, backgrounds for recruitment skits or other chapter events
4. Providing raffle items for chapter meetings (Certificates to restaurants, KD theme gifts, body lotions and such may donated by parents who own local businesses or can be purchased with monies collected from Parents Club dues.)
5. Decorating for the holidays
6. Delivering goodies during exam week
7. Organizing a father/daughter sports day
8. Hosting a mother/daughter tea
9. Giving a farewell party and/or gift for graduating seniors
10. Holding a silent auction fundraiser during Parents Weekend
11. Participating in educational programming (Consider providing guest speakers on alcohol awareness, financial management, and business etiquette, etc.)
12. Baking birthday cakes for collegians on a monthly basis
13. Entertaining the house director during ritual services
14. Planting flowers or other landscaping work (Get permission from the house corporation.)
15. Providing rewards for scholastic achievement, such as a small gift or gift certificate
16. Hosting a party for new members and their parents to introduce them to the chapter
17. Holding a kitchen shower for the housing facility
18. Hosting a pre-game mixer for parents and collegians before a major sporting event
19. Providing support and/PR assistance during philanthropy events





Suggested Projects and Gifts for the Chapter

1. Holiday decorations
2. Tents for use at outdoor chapter functions
3. Furniture/equipment for chapter housing facility, i.e. chairs, sofas, appliances (Get permission from house corporation.)
4. Favors for recruitment and other chapter events
5. Scholarship for most improved GPA, perhaps one per new member class
6. Computers and printers (Get permission from house corporation.)
7. Internet access for study areas (Get permission from house corporation.)
8. Set-up and tear-down equipment, skit decorations, etc. during recruitment
9. A commemorative brick in the chapter's name at Kappa Delta Headquarters (Contact the Kappa Delta Foundation at (800) 536-1897 or visit the KD Web site at www.kappadelta.org for more information.)



Appendix

Sample

Kappa Delta Parents Club Membership Form

Daughter's Full Name _____ Graduation Year _____

Mother's Full Name _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ E-mail _____

Occupation _____

Father's Full Name _____

Address _____

City _____ State _____ Zip _____

Phone (_____) _____ E-mail _____

Occupation _____

Dues: In-town member (\$25) Out-of-town member (\$35)

(Please make checks payable to KD Parents Club *Name of Chapter*.)

Please check areas where you can provide assistance or resources:

Handiwork/Crafts/Sewing

Landscaping/Gardening

Calligraphy

Copying/Printing

Contracting Work

Phone Committee

Other: _____

Please complete the information above and send it along with your dues to: Ann Treasurer, 1234 Main Street, City, State 00000. If you have questions, please call (901)555-1212 or e-mail e-mailaddress@server.com.

Sample Invitation

You are Invited to a

Meet & Greet Reception

Come meet the new Kappa Delta members
and their families!

DATE: October 19, 2008

TIME: 4:00 – 5:00 PM

PLACE: Kappa Delta House

Casual Dress

Event is sponsored by the Chapter Name Kappa Delta Parents Club.
The Parents Club will have a general meeting
at 3:30 PM, prior to the reception.

Sample Letter for Parents

Dear Parents,

We would like to take this opportunity to welcome you to the world of Kappa Delta! Your daughter is embarking on a journey that will prepare her to be her best in college and beyond. Through Kappa Delta, your daughter will be making lifelong friends, developing her leadership skills, making a difference through community service, and, of course, having lots of fun.

Now you can be there to cheer her on! We would like to invite you to become a member of the Chapter Name Kappa Delta Parents Club. As a member of the Parents Club, you will have the opportunity to be a part of your daughter's sorority life — watch her grow, offer encouragement and support, and develop friendships with the parents of other Kappa Delta members.

The Parents Club hosts several events during the school year, including a mixer for new Kappa Delta members and their parents, a mother/daughter tea and a father/daughter sports day. The Parents Club also provides much appreciated goodies during exam week and recruitment. There are many opportunities to be involved. Please complete the enclosed membership form and mail it along with your dues of \$25 if you live in the area or \$35 if you live out-of-town. (Out-of-town parents pay a little more because they are often not as available to give of their time.) Membership in the Parents Club is voluntary.

Parents are so special to Kappa Delta that there is a unique pin that may only be worn by mothers of Kappa Deltas. The pin may be ordered by contacting Herff Jones at 1-800-422-4348 or by visiting their website at www.HJGreek.com. We would love to have you visit the sorority Web site at www.kappadelta.org. Click on the "Friends and Family" link for many resources specifically for parents.

Sincerely,

Chapter Name Parents Club Executive Committee

Sample Newsletter

Kappa Delta PARENTS CLUB News



Chapter Name, School Name

September 2008

Recruitment Wrap-Up

Recruitment was a huge success for the Texas A & M chapter of Kappa Delta this year. The chapter met quota by pledging 59 women!

Susie Hamlett, the chapter's vice president of new member education, has asked us to extend her thanks to the Parents Club for its help. Susie said the Snack Attack and the Subway Sandwiches kept the girls going strong during Spirit Week and Recruitment Week.

The new flowerbeds in front of the KD House and freshly-painted doors and railings captured the eyes of the recruits. (We hear the outside of the KD House was "the most beautiful" of all the houses!)

We would like to send special thanks to Kathy and Jim Manfield, Ross Barber, and Charlene Orr who worked late every night of recruitment setting up or taking down skit stages and props and even washing dishes. For those of you who don't know, Kathy and Jim built the skit backdrop and stage.

Charlene worked all summer on the videos, nine station TV wall, props and the beautiful decorations. The KD House was transformed into a Chapel Pref night with help from Charlene.

We would like to extend our thanks to all the parents who stepped forward with funds and personal time on the many projects for recruitment. All of the Parents Club initiatives, in this our first year, were a success because of your efforts and enthusiastic support. We now have 58 members in the Parents Club.

Meet New KDs and Parents

The Parents Club is hosting a reception at the KD house for new members and their parents after their presentation on Saturday, October 19, from 4:00 until 5:00 p.m. Plan on attending to welcome the new members and their parents. This will be a great opportunity for you to visit with your daughter, meet her new friends, meet other parents and tour the house.

The Parents Club will hold a brief general meeting at 3:30 p.m. prior to the reception.

Donate Seasonal Treats

Special thanks to Kathy and James Mannett for volunteering to be the seasonal treats chair. They will be filling treat bags for all the KD Ladies for Halloween.

Please contact Kathy or James if you can help. Donations of candy can be brought to the house by October 19th or money for treats can be mailed directly to the Mannetts.

Cheer the KDs at Songfest

Chapter alumna advisor, Margaret Howard, has brought it to our attention that the annual Chi Omega Songfest will be held on campus on Saturday, November 23. Our KD Ladies will be singing and dancing with the Sigma Chis. Mark your calendars and come cheer for the KDs!

Sample Calendar

CALENDAR OF EVENTS

May & June

TBA - Organize landscaping, Recruitment Week, and Spirit Week

July

13th – Workshop @ KD House (Meet with the alumnae & collegians new member recruitment committee) to plan for Spirit Week and Recruitment Week

August

17th & 18th – Drop off snacks for “Spirit Week”

24th & 25th – Drop off snacks for “Recruitment Week”

25th – “Parent Showoff” landscaping day

October

19th – Parents Club Reception @ KD House for new members and parents

November or December

TBA - Christmas Party and Tree Trimming, (Care Bear bags for finals)

January

16th – Organize Valentine’s Day “Treats for our Sweets” and membership drive

February

9th – Stuff Valentine’s Day Bags and generate membership forms and letters for Parents Weekend package

March

17th – Organize Parents Weekend

April

12th – Parents Weekend Mixer & Senior Presentation

May

14th – Planning Meeting

Sample Bylaws

Kappa Delta Parents Club Bylaws

ARTICLE I

NAME AND OBJECT

- Sec. 1. The name of the club shall be (name of collegiate chapter, ex. Alpha Alpha Parents Club of Kappa Delta).
- Sec. 2. The object of the club shall be to act as an association of mutual friendship and to support and serve the local collegiate chapter of Kappa Delta Sorority.
- Sec. 3. This club shall exist under the authority of the Kappa Delta Sorority, Inc.
- Sec. 4. No work of the Parents Club shall act in contradiction to the chapter's best interest.
- Sec. 5. No attempt at solving active chapter or campus problems should be made by any member of the Parents Club.

ARTICLE II

MEMBERSHIP AND DUES

- Sec. 1. Membership shall be limited to parents of current new members and collegiate members of Kappa Delta.
- Sec. 2. Membership dues are decided upon at the local level. Membership dues for _____ chapter of the Parents Club shall be _____ for local parents and _____ for out-of-town parents.
- Sec. 3. All funds generated by the Parents Club shall belong to the local Parents Club and shall be used to aid or benefit _____ collegiate chapter at _____ (name of college/university) and/or its members.

ARTICLE III

OFFICERS

- Sec. 1. The officers of this organization shall be a president, a vice-president, a recording secretary, a corresponding secretary, and a treasurer. These officers shall be known as the executive committee. (NOTE: These are suggested offices. You may operate a Parents Club with only a president and treasurer.)
- Sec. 2. The executive committee shall decide all matters requiring immediate attention in the interim of meetings and shall have power to call special meetings and to postpone regular ones. It may recommend plans for the club activity to the business meeting of the club.
- Sec. 3. The officers shall be elected annually.
- Sec. 4. Any vacancy shall be filled by the executive committee for the unexpired term.

ARTICLE IV

MEETINGS

- Sec. 1. The regular meeting of the club shall be held _____ unless otherwise specified.
- Sec. 2. A simple majority of executive committee members shall constitute a quorum.
- Sec. 3. An annual meeting is required.

ARTICLE V

DUTIES OF OFFICERS

- Sec. 1. The duties of these officers shall be the usual ones devolving on such offices.
- Sec. 2. The vice-president shall serve as the chairman of one of the standing committees of the club

ARTICLE VI

COMMITTEES

(NOTE: These are suggested only.)

- Sec. 1. There shall be four standing committees: recruitment committee, communications committee, housing facility committee, and fundraising committee (all of which shall be appointed by the president).
- Sec. 2. The recruitment committee shall assist with decorations, set-up, refreshments, and kitchen duties during recruitment.
- Sec. 3. The communications committee shall be responsible for printing and mailing a parents' directory and any newsletters. This committee may also develop phone chains and provide assistance with the website.
- Sec.4. The housing facility committee shall plan and execute projects for the improvement of the chapter's housing facility. No improvement shall be undertaken, no gift given, and no project undertaken without the express consent and approval of the local house corporation board.
- Sec. 5. The fundraising committee shall plan activities involving fundraising.
- Sec. 6. The president shall be ex-officio member of all committees with voting privileges, with the exception of nominating committees.

ARTICLE VII

AMENDMENTS AND PARLIAMENTARY AUTHORITY

- Sec. 1. Amendments of these bylaws may be made at any regular meeting of the club by a two-thirds vote of the members present, the proposed amendment having been submitted in writing at the previous regular meeting. Without such notice, the bylaws may be amended by unanimous vote.
- Sec. 2. The questions of order not provided in these bylaws shall be decided by Roberts' Revised Rules of Order.