OMEGA PHI ALPHA
NATIONAL SERVICE SORORITY

Calendar Planning Guide

Last Updated: July 23, 2020

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Introduction

The national team recognizes that the current collegiate environment is not ideal and we strive to ensure some sense of continuity and normalcy through Omega Phi Alpha. To create a meaningful experience virtually, in person, or a mix of both, it is important that your chapter prioritize member retention, member well-being, service, chapter growth, and chapter operations.

This guide is intended to help chapter executive officers plan the chapter calendar of events with all the updated COVID-19 guidelines in consideration.

Calendar Planning

Planning for this semester is going to look extremely different than before and it will require flexibility and adaptability as things change quickly.

Priorities

To the extent that state, local, university, and CDC guidelines allow, Omega Phi Alpha expects chapters to include the following items in chapter planning. Please review the COVID-19 resource page for OPA's requirements for any in person events.

Member Retention

- Chapter meetings
- Sisterhood events
- Member appreciation
- Committee meetings
- Leadership Development
- National programming participation

Member Well-Being

- Mental health programming
- Wellness activities

Service

- Chapter projects in all 6 areas of service
- Minimum of 10 individual service hours in chapter planned projects
- National Service Week (1st week of November)

Chapter Growth

- Recruitment
- New Member ceremony
- Bid day
- Big/Little (virtually)

Chapter Operations

- Executive Board meetings
- Chapter Standards Board meetings
- Elections
- Officer training and transition
- Fundraisers

Important Dates

When planning out your calendar, be sure to mark important dates for your chapter such as Founder's Day, regularly planned service projects/causes, and any national awareness weeks your chapter honors.

Major holidays and religious holidays should also be added to ensure no chapter meetings or events are scheduled on these days.

Federal Holidays

- Labor Day - September 7, 2020
- Columbus Day - October 12, 2020
- Veterans Day - November 11, 2020
- Thanksgiving Day - November 26, 2020
- New Year's Day - January 1, 2021
- Martin Luther King, Jr. Day - January 18, 2021
- Presidents' Day - February 15, 2021
- Memorial Day - May 31, 2021
- Independence Day - July 4, 2021

Religious Holidays

- Rosh Hashanah - September 18-20, 2020
- Yom Kippur - September 27-28, 2020
- Hanukkah - December 10-18, 2020
- Christmas - December 25, 2020
- Passover - March 27-April 4, 2021
- Easter - April 4, 2021
- Eid Al Fitr - May 12-13, 2021
- Eid Al Adha - July 19-20, 2021
- Diwali - November 14, 2020
- Holi - March 28-29, 2021

Additional Dates

- Election Day - November 3, 2020
- Kwanzaa - December 26, 2020 - January 1, 2021
- Juneteenth - June 19, 2021

History and Heritage Months

- February - Black History Month
- March - Women's History Month
- May - Asian/Pacific American Heritage Month
- June - LGBTQ Pride Month
- September 15 - October 15 - Hispanic Heritage Month
- November - Native American Heritage Month

Scheduling Recommendations

Event or Activity	Scheduling Recommendation	Notes
Member Retention		
Chapter meetings	Weekly	Virtually meet or follow state, local, university, and CDC guidelines if meeting in person
Sisterhood events	Once per month	Review the virtual sisterhood guide
Committee meetings	Monthly	Virtually retain members without officer positions through committee meetings
Leadership development	At least once per semester	Utilize the national leadership development program or other virtual training opportunities
Member appreciation	Weekly	Virtually highlight graduating members through this
Member Well Being		
Wellness activities	At least once a month	Virtually meet to participate in self-care and wellness activities
Constitution and bylaws review workshop	At least once per semester	This review workshops can be help during a chapter meeting at the beginning of each semester to set clear expectations and ensure understanding of membership

Event or Activity	Scheduling Recommendation	Notes
Service		
Project Plan	Schedule 60% projects within 2 weeks of start of semester and submit to Service Program Coordinator for review	Consider virtual projects only even if your university allows in-person events
Chapter Growth		
Recruitment	Market recruitment 1 month before recruitment starts Recruitment week should start a week or two after classes have started Recruitment should be 1-2 weeks long (longer this semester due to COVID)	Virtually, in-person or a combination of both depending on university guidelines
Bid day	Immediately following recruitment	Virtually, in-person or a combination of both depending on university guidelines
New member ceremony	Recommend to be held on same day as bid day	Virtually, in-person or a combination of both depending on university guidelines
Big/Little	Reveal should happen halfway through the NM process	Virtually, in-person or a combination of both depending on university guidelines
Chapter Operations		
Executive Board meetings	Weekly	Recommended to be held virtually once a week even if more often than in past semesters
Chapter Development Meeting with EB (CEP)	Early in fall semester	Recommended to be held virtually only
CSB meetings	As defined in chapter bylaws	Recommended to be held virtually only
Elections	As defined in chapter bylaws	Virtually or hybrid, depending on university guidelines
Officer training and transition	At the end of term post-elections with continued training as necessary	Virtually or hybrid, depending on university guidelines
Fundraisers	At least twice a semester	Virtual only for Fall 2020