



OMEGA PHI ALPHA

NATIONAL SERVICE SORORITY

Fall 2020 Chapter Operations Toolkit

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Introduction

Dear Sisters of Omega Phi Alpha,

The health and safety of our members, volunteers, and staff are of the utmost importance.

We want to assure all our members that we are closely monitoring the COVID-19 (coronavirus) situation. As it has rapidly evolved over these past few months, we have been gathering information from appropriate health experts and officials. While we cannot foresee what will happen next, we are working diligently to address the continued impact of the coronavirus pandemic on Omega Phi Alpha as an organization as well as on our membership.

The mission, principles, and values of Omega Phi Alpha remain the same amidst this global pandemic. The vision of Omega Phi Alpha holds strong, and we will still strive to be an inclusive and diverse provider of lifelong, service-oriented leadership development rooted in our community of dedicated sisters. We see Omega Phi Alpha as far more than just letters. Membership in this organization is an opportunity to be woven together into a fabric that stands the test of time, rises to the occasion, and excels in the hardest moments in time.

We have crafted this toolkit to empower and help you through these unprecedented times. As you delve into this guide for the fall 2020 semester, here are a few key highlights you will find:

- Omega Phi Alpha will require members to wear a mask in accordance with CDC guidelines and asks that members take the “Sister Safety Pledge”
- We recommend that chapters evaluate all their planned events and activities for the semester and carefully consider whether events can be held virtually
- The Board of Directors and Executive Director have carefully evaluated the national budget and has made significant changes to operating expenses and reallocated funds where possible
- We have provided a guide to completing service requirements virtually along with recommended virtual service projects for chapters
- We have attempted to prepare you for conducting recruitment in several settings

We hope that you consider all parts of this toolkit seriously. We view this pandemic as one of the toughest times we have faced in recent memory. We hope you trust that the decisions and suggestions we’ve made as to the operations and future of Omega Phi Alpha have not been made lightly or without deep thought and consideration.

If you have any questions or concerns about this semester, please contact your Chapter Success Coordinator.

Forever in Service,

Jan Titsworth, National President

Jenn Schimmel Stanley, Executive Director

Who to Contact

If you have questions that are not answered in this toolkit, please direct questions to your Chapter Success Coordinator.

Each chapter has an assigned Chapter Success Coordinator (CSC). Your assigned Chapter Success Coordinator will:

- Serve as the first line of support from and main contact to the national organization
- Communicate proactively with your chapter by phone/email
- Advise on OPA policies, procedures, and best practices
- Help active chapters on Chapter Assistance Plans (CAPs) or Suspension Plans to meet their requirements

Unsure of how to get in touch with your CSC? Email them at yourchaptername.csc@omegaphialpha.org (for example, Alpha Chapter's CSC would be: alpha.csc@omegaphialpha.org, Alpha Gamma Chapter's CSC would be: alphagamma.csc@omegaphialpha.org)

If you aren't able to connect with your CSC or aren't receiving timely responses, please contact the Chapter Support Director, Katie Brown, at support@omegaphialpha.org

Section 1: COVID-19

Information regarding COVID-19 changes rapidly, so please continue to check [this webpage page](#) for the latest information and guidance.

Stop the Spread

Members of Omega Phi Alpha are expected to adhere to guidelines provided by the Centers for Disease Control and Prevention (CDC), state/local health department, university officials, and/or chapter leadership regarding:

- Hygiene
- Social and physical distancing
- Face covering/masks
- Cleaning
- Limitations on mass gatherings and attendance at events
- Participation in activities that are not required

Wearing a Mask

According to recent CDC guidelines, cloth face coverings reduce the spread of COVID-19 when widely used in public settings by protecting you and those around you. Limiting close face-to-face contact with others also reduces the spread of coronavirus. Unless wearing a mask creates a serious health hazard, members are required to wear a mask at any Omega Phi Alpha function, especially when:

1. You are in an indoor space with more than one person
2. You cannot maintain 6 feet of distance outdoors
3. You are in a vehicle with two or more people

This list is not exhaustive of all scenarios. The CDC has [additional information](#) available on how to wear and wash your cloth mask. The chapter should purchase masks to pass out to members who do not have their own.

Sister Safety Pledge

We encourage all sisters to take the “Sister Safety Pledge.”

“I pledge to wear a mask to protect my sisters and my sisters will wear a mask to protect me.”

S A F E	Stay at home if you are sick! Please monitor your temperature daily and stay home if you are sick or experiencing any symptoms of COVID-19, including cough, shortness of breath, or a fever of 100.4 degrees or higher.
	Avoid getting too close to others. Maintain social distance from other people. Members should keep their belongings separated. Sharing items is discouraged. If sharing is necessary, disinfect between uses.
	Face coverings are a must. Face coverings can help cut down on the spread of COVID-19 by people that have no or mild symptoms and that might be spreading the virus unknowingly. Continue to keep space between yourself and others.
	Everyone wash your hands and sanitize surfaces. Wash your hands often with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer. Regularly disinfect frequently touched surfaces.

Be considerate of sisters around you and the sensitivity that others may have regarding this pandemic. You may be unaware of their health or family members’/roommates’ health conditions.

We encourage our members to continue to educate themselves with the most updated information from the CDC, local health authorities, and their college or university.

Chapter Operations

The high-touch and densely populated environment typical of most college campuses is a high-risk factor for the transmission of COVID-19. Protecting our members is our top priority. Campuses are considering a range of options for the safety of their communities. These options range from in-person classes to virtual-only classes.

All chapters are expected to plan accordingly with this and future guidance from Omega Phi Alpha along with:

- CDC guidelines
- State or local regulatory agency policies
- College/university guidelines or policies

Omega Phi Alpha is monitoring campus return plans and is preparing chapters for three potential scenarios for Fall 2020:

1. In-person
2. Hybrid
3. Virtual

Omega Phi Alpha’s National Operational Leadership Team reserves the right to modify the available options for chapter operations based on the evolution of COVID-19 throughout the semester.

We recommend that each chapter survey its membership to understand the comfort level of individual members when it comes to attending in-person events.

We also recommend that chapters evaluate their events and activities calendar and carefully consider the following:

- Is this event necessary to create a meaningful experience for members?
 - If yes, why?
 - Can a meaningful experience be created virtually?
- Does this event promote friendship, leadership, and service inclusively?
 - If yes, how?
 - Can this event be held virtually and still promote inclusivity and our cardinal principles?
- Does this event or activity help our chapter retain members or grow?
 - If yes, how?

In-Person Events

This applies to chapters on campuses that will resume all classes as usual with no virtual classes.

Members may gather in person only if allowed by university and local guidelines, but must also implement the following precautions:

- Required masks (see above)
- Physical distancing: at least 6 feet of space apart at all times
- Cleaning precautions: sanitizing surfaces before and after events
- Hygiene: provide hand sanitizer at the entrance and exit of the room
- Capacity: individuals present must be less than 25% of the full capacity of the room

To accommodate members who are not comfortable attending events in person, attendance to in-person events cannot be mandatory.

It is strongly recommended that chapters maximize outdoor space when possible (campus lawn, patio, parking lot, park shelter) or move events to a virtual platform.

In-Person Event Checklist

All chapters are expected to follow state, local, university, and CDC guidelines and requirements for any in-person events. Unless wearing a mask creates a serious health hazard, members are required to wear a mask when:

- In an indoor space with more than one person
- You cannot maintain 6 feet of distance outdoors
- In a vehicle with two or more people

This list is not exhaustive of all scenarios. The CDC has [additional information](#) available on how to wear and wash your cloth mask. The chapter should purchase masks to pass out to individuals who do not have their own.

This checklist applies to any events or gatherings hosted by the chapter (official events). Please note that “event” also includes chapter or committee meetings, sisterhood events, workshops, study groups, etc. Omega Phi Alpha reserves the right to modify or change in part or whole the guidelines and checklist for in-person events.

- Review college/university guidelines and protocol for events and meetings
- Review local government guidelines (check your city, county, and state mandates) when considering event size
- Read and review the current Omega Phi Alpha COVID-19 protocol [here](#)
- Review [current CDC guidelines](#) and the [CDC events and gatherings planning tool](#)
- Send out a survey to your chapter members to gauge their interest level in attending an in-person event (if less than 50% interested, make the event virtual)
- Request a space with enough tables and seating to provide adequate space between each attendee
 - All in-person events or meetings are required to allow for minimum 6ft social distancing
 - The space requested must be at less than 25% of full capacity when all attendees are present
- All members are spaced 6' apart and wearing face masks in photos
- Budget for and provide [sanitizing supplies](#) to clean areas before and after use
- Share the event-specific protocol with all attendees before the event
- Require all members complete the COVID-19 Acknowledgement of Personal Responsibility
- Require all attendees to wear a mask and stay 6ft apart during all activities
- Require all attendees to complete [individual wellness check](#) before entering event space
- Have hand sanitizer available upon entering and exiting the event space

Guidelines for Food at Events

- Consider hosting events outside of mealtimes to limit the need to provide food
- Provide individually pre-packaged food or boxed meals and drinks
- Ensure there are ways for members to wash and/or sanitize their hands before and after eating
- Ensure there are no common-source utensils
- NO self-serve or buffet-style food options are allowed

Hybrid Events

This applies to chapters on campuses that will hold a mix of in-person and online courses, and campuses with health guidelines that prohibit gatherings that are larger than the current active membership of the chapter.

Members may gather in person only if allowed by university and local guidelines and must implement the following precautions:

- Required masks (see above)
- Physical distancing: at least 6 feet of space apart at all times
- Cleaning precautions: sanitizing surfaces before and after events
- Hygiene: provide hand sanitizer at the entrance and exit of rooms

- Capacity: individuals present must be less than 25% of the full capacity of the room
- Follow the provided [In-person Event Checklist](#)

Consider using staggered-shift groups for in-person gatherings to adhere to campus, local, and state distancing guidelines and capacity limits. You can also consider hosting the same event at different locations at the same time or repeat the event over multiple days or multiple times a day.

Virtual Events

This applies to chapters on campuses that will only/predominantly hold online classes and campuses with health guidelines that prohibit meetings and events of any kind or size.

Members must meet completely online and no sorority functions or events may be held in person.

Additional Actions

Event Cancellations

As a national organization, we are asking all chapters regardless of state, local, and university guidelines to cancel the following events for the fall 2020 semester:

- Formal
- In-person fundraisers
- Sisterhood retreats

If any of these are a requirement in your local constitution and bylaws, chapters must make an exception and waive the requirement.

Personal Responsibility Acknowledgement

All Active members are required to electronically complete & sign the [COVID-19 Acknowledgement of Personal Responsibilities and Expectations](#) and return it via email to their [Chapter Risk Manager](#). By completing the acknowledgment, Active members agree to follow public health guidelines and take responsibility for their own health and actions during the coronavirus pandemic.

Wellness Checks

Members must take personal responsibility in following the recommended Centers for Disease Control and Prevention (CDC) COVID-19 guidelines. It is critical for members to understand and be aware of COVID-19 symptoms.

When holding in-person events that are within state, local, and university guidelines, each attendee must complete a [wellness check](#). The wellness check should be completed no more than 2 hours before EVERY in-person event.

If a person answers “yes” to any of the questions (and there is not a separate known cause, e.g., asthma, allergies, etc.), they will not be allowed to attend the event.

Chapter Risk Manager

We recommend that each chapter designate a Risk Manager for COVID-19. The President or Vice President is encouraged to serve in this role.

This person should be responsible for:

- Checking state, local, university, and CDC guidelines regarding events and gatherings
- Enforcing OPA policies and guidelines for in-person events as detailed above
- Ensuring that any member who tests positive follows university guidelines for reporting
 - Due to federal law (HIPAA), it is extremely important that you never share health information of another member with anyone.

Section 2: Finances

National Budget

The 2019 Convention delegation authorized expenses totaling \$239,325 in the 2020-2021 budget. Due to the impacts of COVID-19, the Board of Directors has reviewed the national budget ensuring that all fixed standard operating expenses will be met. Additionally, we have taken the extra step to identify financial commitments that can either be shifted to meet current needs or frozen to accommodate anticipated financial impacts.

Operating Expenses

Omega Phi Alpha, a non-profit organization, has standard operating expenses like all businesses. Some of these operating expenses include but are not limited to:

- Communications tools
- Insurance
- Administrative costs
- Membership pins (new member, active, & alumnae)
- Supporting chapters on suspension with items on their action plan
- Legal services to retain our status as a non-profit organization
- Accounting services for tax filings (which are required for all chapters and national organizations)

Essential Operations

Essential operations have been designated as the priority for this fiscal year and include at a minimum:

- Insurance coverage that is required for chapters to operate on most campuses
- Accounting and tax services
- Developing diversity and inclusion resources
- Chapter support functions
- Paying our 2 part-time staff members

Frozen Expenses

The Board of Directors is acutely aware of the potential for a revenue shortfall due to COVID-19 and has taken steps to put a spending freeze on the majority of non-essential spending. The Board of Directors has already frozen over \$50,000 in expenses including:

- All BoD meetings
- In-person meeting for the Operational Leadership Team
- Digging for Diamonds
- In-person District Summits
- Chevron expenses

Investments

The Board of Directors sees travel expenses for leadership meetings, District Summits, and in-person chapter assistance as the easiest area to cut spending. Typically, we believe covering some travel expenses to be necessary, as we do not want a lack of resources to prevent a sister from serving at a national level. As safety is the main concern, some travel expenses can be cut in their entirety and others (in particular the Spring BoD meeting) have been reallocated to other key projects and initiatives.

Funds that would have otherwise been used to cover travel expenses have been reallocated toward other initiatives which we believe are essential to the future operation of our sorority such as:

- Engaging a Diversity and Inclusion consultant
- [GreekTrack](#), a centralized web-based database, and operations system to streamline communication to and from chapters and the membership as a whole.

Our Pledge to You

As it is our duty as the Board of Directors to be fiscally responsible, the budget passed at convention was already very limited. We will continue to work to find areas to cut back, and are here to assist our chapters as they're considering scaling back their budgets.

Membership Dues

To add clarity, membership dues are made up of two distinct sets of dues:

1. National Dues
2. Local/Chapter Dues

The differences between these dues is outlined below.

National Dues

Active membership national dues are approved at Convention by a delegation of active and alumnae members. They are paid each semester until a member graduates or becomes an alumna. Paying dues is a requirement of membership and doing so along with completing other requirements grants you lifetime membership in the sorority. **Omega Phi Alpha operates solely on the revenue of national dues and without dues, the organization cannot operate.**

Active member dues are currently \$75 per semester and a member who is current on dues will enjoy the benefits of membership in the sorority.

Those benefits include tangible items such as:

- District and national events
- Executive Director and Office Assistant for organizational continuity
- Member pins & certificates
- [Greektrack - See Section 6](#)
- Expansions
- National programming - Leadership development training

Dues also cover intangible items such as:

- General Liability Insurance - covers chapters and the national organization in the case of accidents
- Official non-profit status (tax exemption)
- Fellowship and a national network of members
 - Some alumnae programming is supported by the national budget

Local (Chapter) Dues

Local (Chapter) dues are set by the chapter. The amount of these dues should be approved (voted on) by the chapter membership and reviewed each year. These dues are any amount above the \$75 national dues.

We recommend that chapters evaluate their budget and determine the following:

- What ongoing expenses does your chapter incur that are fixed? (For example, chapter storage unit, online design tool)
- What expenses will you incur to complete virtual recruitment, virtual sisterhood, and virtual service events? (For example, premium Zoom plan, online ads, materials for distanced service projects)
- Will the chapter still have expenses related to items or events typically covered by local dues this semester? (For example, if dues cover the costs of event t-shirts, sisterhood retreats, formal tickets)

When you've determined the total amount of fixed expenses your chapter will be responsible for this semester and consider the following:

- Do you need to collect local dues to pay those expenses or do you have enough money in your bank account to cover them?
- If you need to collect dues, can you do so at a lower amount?
- Do you have any money in your national or local savings account that you can use this semester?

We understand that dues amounts are usually approved and sometimes written into your chapter bylaws. Please make an exception this semester based on what's best for the membership of your chapter and the income you need to meet your financial obligations as a chapter.

If you're struggling to finalize your budget and estimate the cost of dues, reach out to your Chapter Success Coordinator.

Dues Waivers

The Dues Waiver Procedure was recently updated and can be found [here](#).

All Chapter Executive Boards and Standards Boards must familiarize themselves with this new procedure as it will be in force for the Fall 2020 semester.

In short, local active member dues, national active member dues, new member dues, new member activation fees, and colonization fees may be considered for waiver. Previously, local chapters were able to grant waivers for both local dues and national dues.

Under the new process, only local dues waivers will be granted at the discretion of the local chapter while all waivers for national dues and fees including active dues, new member dues, new member activation fees, and

colonization fees will be granted at the discretion of the national organization. For national dues and fees waivers to be considered at the national level, members must have been granted a local dues waiver.

Updated Dues Payment Process

As a reminder, national dues for Active Members are \$75 and will be due on October 1st. New Member dues are \$75 plus a refundable activation fee of \$50 due on November 1st.

With the implementation of GreekTrack, all members (both active and new members) will be billed individually for national dues. Each member will receive an invoice in GreekTrack and can pay national dues directly in the system. The national finance team will no longer send group invoices for the chapter to pay national dues on behalf of all members so local chapters will only be responsible for collecting local dues.

Chapters should also use GreekTrack to bill members for local dues. The GreekTrack system offers the ability to set up due dates, payment plans, and even late fees to remove the hassle of constant tracking and follow up from the chapter treasurer and standards board.

Convention Prepayment

We know that finding money for delegates to attend our national convention can be challenging. To simplify the financial aspect for chapters, the Board of Directors agreed on a plan for chapters to prepay a portion of the cost. As such, chapters can expect to receive an invoice for a convention prepayment in the amount of \$300 per semester for the next two semesters starting in Fall 2020.

The money will be used as a down payment for each chapter to send two delegates to Convention 2021 in Ft. Worth, TX. It will not be used to cover travel to/from Ft. Worth. The charges are due at the same time as active member dues (October 1) and will be invoiced on GreekTrack.

Benefits of Convention Prepayment

- Eliminates a large one-time payment by spreading the cost over two semesters
- No personal funds have to be used by members for registration or hotel
- The national finance team will keep track of the balance for each chapter

Section 3: Virtual Service Guide

*Note: this is a condensed version of the full [Virtual Service Guide](#).

Fall 2020 Service Requirements

Individuals and chapters are expected to meet the minimum national requirements as outlined in Article VII of the National Bylaws. This mandates that:

- Sisters log a minimum of 10 individual service hours in chapter planned projects; and
- All chapters complete at least one project in each of the six areas of service with 60% of the active chapter participating.

Considerations for Requirements

If your chapter constitution or bylaws has a higher individual service hour requirement (more than 10 total individual service hours), we encourage you to make an exception for the fall semester and lower those hours to meet the national requirement.

At this time, each chapter will still be required to plan at least one service project in each of the six areas of service with 60% participation.

Umbrella Projects

We recommend chapters offer several umbrella projects to ensure they meet the 60% participation requirement.

An umbrella project is a project that has multiple dates, times, and/or locations. Umbrella projects allow the chapter to increase the percent of participation and give sisters the opportunity to attend more than once. These projects also allow for sisters to participate in a hybrid service model. For example, if the chapter decides to volunteer at a soup kitchen several times throughout the semester or some sisters wish to volunteer in person while others prefer to volunteer remotely, all hours and participation could be counted towards the one project rather than many individual projects.

Virtual Service

Virtual service allows you to share your time and talents as members away from any physical project site. It is a great way to expand your reach and create positive change from afar in a time of physical distancing. The spirit of service that our sorority is founded on is not limited to in-person interaction and can be adapted and changed to a more virtual environment to fit the needs of the chapter, campus, community, and cause.

Benefits of Virtual Service

- **Flexibility** - Virtual service projects are flexible and suit many individual needs or interests.
- **Availability** - Virtual service projects can be done from anywhere, even from your couch in your pajamas!
- **Variety** - Virtual service projects allow engagement with a variety of industries.

How to Utilize Virtual Service

Your chapter can offer virtual service opportunities that can be done simultaneously or individually as part of a chapter planned project. For example, you can schedule a virtual project where you all tune into a web conferencing platform at the same time and complete the project 'together' from afar. Many projects on the list below can be done this way. You can also have projects such as a pop tab collection for Ronald McDonald house that is done individually by many members of the organization on their own time to count as a group project.

Determine in advance how each project will count towards service hour requirements. For example, if you're writing letters to residents of a nursing facility, a minimum number of letters could equal 1 service hour.

Have members complete service projects and submit proof of project completion via GreekTrack. The officer in charge of approving service hours and requirements should let the member know the number of hours they will be receiving.

The list below is intended to be a resource and starting place for virtual projects. There are databases of online-only ideas such as:

- [Catchafire](#)
- [VolunteerMatch](#)
- [United Nations e-Volunteering](#)
- [Do-It](#)

Virtual Service Project Ideas

The national service team has put together a list of projects that can be completed virtually only, mostly virtual with a small in-person component, and in small, physically distant settings.

Service to the University Community

- Socially distanced campus clean up
- Organize appreciation weeks with other student organizations to thank university staff (especially the custodial or infirmary staff or campus bus drivers) by sending thank you notes for care packages
- Donating to your university's food pantry if your chapter chooses another way to participate in the President's Project
- Take nominations for best "virtual professor" and award the winner with a certificate
- Write appreciation emails to your favorite instructors/professors on campus
- Random Acts of Kindness (Example: The [Rock Project](#))
- Virtual Voter Registration Campaign

Service to the Community-at-large

- Letters to nursing home residents
- Random Acts of Kindness (Example: The [Rock Project](#))
- Can/Pop Tab or Box Top collection
- Read a book to a virtual class

- Donate books with diverse characters to a local school
- Mask donation drives for local homeless shelters
- Donate backpacks with school supplies to local schools

Service to the Members of the Sorority

- Letters to Sisters/Colonists
- Teach-A-Sister
- Partner with other local nonprofits to host educational workshops
- Sister Safety Crew (sisters can create resources like floor markers and come to event spaces early to mark off 6 feet spaces- different sisters could sign up to help with different events. Virtually sisters can help make the markers)
- Complete an OPA Leadership Development module as a chapter

Service to the Nations of the World

- [Operation Gratitude](#)
- [Free Rice](#)
- [Charity Miles](#)
- [Amnesty Decoders](#)
- [Be My Eyes](#)
- [Missing Maps](#)
- [The Smithsonian](#) digital transcription

Mental Health

- Virtual [NAMI](#) event
- Stress Relief Day
- [More Love Letters](#)

President's Project - Food Insecurity: Hunger in America

Read [National President Jan Titsworth's article](#) to gain perspective on why she's chosen Food Insecurity as the 2020-2021 President's Project.

When planning service projects for this area of service, consider projects that create lasting impact and change. Some examples of projects include:

- Organize a food drive in support of a local food pantry
- Volunteer to sort food at a food bank/pantry
- Distribute food at a mobile pantry in various sections of the community (ex. Meals on Wheels)
- Establish a community garden or work with one already established in your community
- Work with or establish a food pantry at your college/university for underserved students

Section 4: Recruitment

Hosting Recruitment

All recruitment activities for the fall semester are **optional**. Any chapter wishing to host recruitment must abide by their **state, local, college/university guidelines, and OPA requirements** for events.

Please review the [Options for Recruitment during COVID-19](#) document for guidelines on how to handle recruitment this semester.

New Member Engagement and OPA 101

Sustaining growth and keeping new members engaged during this time is critical. We recognize that a virtual new member experience is not ideal and can prevent the connections that our active members made before the current COVID-19 pandemic and we are working to provide resources that will make this process seamless.

The Collegiate Membership Team is creating virtual OPA 101 modules and quizzes, virtual activation guidelines, a sample calendar and timeline of the new member process, and other resources for chapters. These resources will be distributed to chapters **no later than August 15th**.

The national team is committed to assisting chapters with recruitment and the new member process as it will look different than the typical process.

If you have questions, email Jenna Zielinski at membership@omegaphialpha.org.

Section 5: District & National Events

District Summit

Due to the COVID-19 pandemic and its economic impact on the sorority, all district summits will be held virtually. The operational leadership and national event team are currently discussing virtual options for leadership development, fellowship, and service events.

Virtual summits provide the opportunity for more members to attend, both at the national and local levels, as well as create connections between leaders throughout the organization.

Please have your ADO connect with Catie Field, Summit Coordinator, by emailing summit@omegaphialpha.org.

More information will be communicated in early Fall 2020. If you have any questions, you can email events@omegaphialpha.org.

Convention

Convention is currently scheduled to take place July 15th-18th, 2021 in Ft. Worth, TX at the [Springhill Suites Fort Worth/Stockyards](#).

The cost for registration for active delegates and active attendees is \$130.00 per delegate. Hotel accommodations, based on quad occupancy, for 4 nights is \$170.00.00 per person. This brings the total estimated cost to attend convention to \$300.00 per active delegate or active attendee. This does not include the cost to travel to Fort Worth or the cost of meals. However, breakfast is included in your hotel costs.

To prepare each chapter for the costs of convention, those chapters with \$600 or more in their chapter savings account will have \$300 withdrawn from it to cover the cost of sending one delegate to the convention during the Fall Semester and \$300 in the Spring to cover the 2nd delegate. Chapters having less than \$600 in their chapter savings account should reach out to events@omegaphialpha.org for fundraising ideas to help cover the costs of sending two delegates to the Convention.

A final decision regarding the Convention will be made in Spring 2021 based on the status of the virus, case numbers, and state and university guidelines regarding events. If convention is canceled, fees will be refunded back to each chapter's national savings account or chapter within 7 days of the official cancellation.

Section 6: GreekTrack

We are in the process of implementing the GreekTrack system for the organization and anticipate it will be live by mid-to-end of August.

What is GreekTrack?

GreekTrack is an online software dedicated to helping fraternities and sororities manage their membership, events, finances, and more. It provides streamlined tools that address the exact needs of each Omega Phi Alpha chapter. Each member, from new member, to active and alumnae, will have an individual login to GreekTrack and will be able to view exactly what they need.

For chapter officers, this means you'll be able to collect local dues directly in the system from each member, plan service events, track service project attendance and service hours, membership numbers, and new member progress. You can mass text or email your entire chapter and service project reminders are automatic. This software will also create a simple way for chapters and members to connect with the national organization. All forms will be digitized within GreekTrack.

What is included in GreekTrack?

The Omega Phi Alpha GreekTrack system will include the following modules:

- Empower Module
 - Provides chapter, colony, and alumni groups both public and private websites to manage their members
 - Allows local sites to post events, track involvement, and collect local dues
 - Increase retention with awards, unlockable achievements, and leaderboards
- Manage Module
 - Your organization's membership database
 - Chapter and member profiles with unlimited custom fields
 - View national membership statistics and trends as well as details reports
- Collect Module
 - Automatic membership invoicing as well as manual chapter or member invoicing options
 - Collect payments online and auto-track transactions
 - Visualize your financial standing with an online ledger of both online and offline transactions
- Educate Module
 - Store files online and assign access privileges
 - Deliver resources directly to chapter officers through Role Folders
 - View statistics on your resources to see who opened them across which chapters

- **Connect Module**
 - Send bulk emails or SMS text messages using advanced filtering
 - Track email delivery and open rates as well as SMS delivery rates
 - Record a history of communication sent by your national staff
- **Meet Module**
 - In-person conference manager & website
 - Easy registration and fee collection
 - Mobile friendly workshop schedules and presenter bios

Section 7: FAQ

Membership Status

Can you remain active if all your classes are online and you are not planning to move back to campus this semester?

- If a member is enrolled as a full-time student and in good standing with the college or university, they are considered active.

Can you remain active if you are not returning to school due to COVID this semester?

- If a member is no longer enrolled as a full-time student at their chapter's college or university, they are considered an alumna. If this member re-enrolls as a full-time student in the future, they can contact the chapter to become active again.

Can you hold an officer position if you are not physically on campus this semester?

- This is at the discretion of each chapter.

What if a member has already been granted the maximum number of Leave of Absence semesters but is requesting an additional semester due to COVID-19?

- According to the National Constitution Article III, Section 3, Clause 3: A member may have up to two chapter-granted leave of absence terms. After two leave of absence terms, a sister must petition the National Standards Board by contacting the National Standards Board chair for any additional leave of absence terms. All petitions must be filed by September 15 for the fall semester and February 15 for the spring semester.
- According to the National Constitution Article IV, Section 6, Clause 2: The Chapter Standards Board may grant a member an emergency leave of absence for the remainder of the term at any point during the semester. This status does not relieve the member from financial obligations owed the chapter before the emergency leave of absence being granted.
- If a member is ill and unable to request LOA status herself, a chapter may automatically grant leave of absence to the member in question

Individual Requirements

How does a member meet national individual requirements if not returning campus because all classes are online?

- All national individual service hour requirements can be met virtually this semester.

How will I meet my service hour requirements if I can't attend in person service projects?

- The national service team has compiled a list of virtual service project ideas in each area of service. The minimum service hour requirement for this semester (Fall 2020) is 10 hours per member, regardless of local requirements.

Are national and local dues still a requirement this semester?

- **National dues** are required this semester to ensure the continuity of the organization. See [Section 2: Finance](#) for more information on national dues and what they are used for.
- **Local dues** are at the discretion of each chapter; however, the national organization recommends that local dues be significantly reduced based on local programming and fixed expenses only.

What if a member attempts to meet the requirements but we cannot? How will this impact our membership status?

- If a member has an emergency, the member can apply for Emergency LOA status. If a member does not modify their membership status and fails to meet requirements, they can choose to voluntarily disassociate, or the chapter can begin disassociation procedures.

What happens if someone hosts an “unofficial” event in the name of Omega Phi Alpha?

- An Omega Phi Alpha event is defined in the Policies section of the National Constitution, Article III, Section 1, Clause 2:
 - A: An OPA new member or active event is defined as an event, project, meeting, or gathering that has been officially coordinated, sponsored, or promoted by a chapter, an active, new member, or colonist as a part of sorority activities.
 - B: An OPA new member or active event is also defined as any outing, meeting, or gathering that is discussed or planned 1) at another OPA new member or active project, meeting, or gathering, or 2) through official means of active chapter communication, including but not limited to sorority email, email lists, or social media groups.
 - C: When an OPA new member or active event ends, or an individual active, alumna, new member, or colonist leaves the event with the intent of not returning, attendees are subject to federal, state, local, and university laws and regulations.
- Policy Violations are outlined in the National Constitution, Article III, Section 5:
 - Clause 1. In the event there is a violation of sections 1-3, the active, alumna, new member or colonist found in violation, or the chapter if the event, meeting, or gathering is coordinated, sponsored, and promoted by the chapter, shall be responsible for any and all damages and/or repercussions caused by such violation.
 - Clause 2. In the event there is a violation of sections 1-3, neither the national organization of OPA nor the Board of Directors, individually or jointly, shall be responsible for any damages caused by a violation of this policy by a chapter, active, alumna, new member or colonist.
 - Clause 3. In the event there is a violation of sections 1-3, collegiate chapters found in violation will be placed on suspension.
 - Clause 4. In the event there is a violation of sections 1-3, actives, alumnae, new members or colonists found in violation will be subject to the following steps:
 - A. Their names will be given to the National Standards Board.
 - B. For the first offense, actives, alumnae, new members, or colonists found in violation will be subject to a consequence set by the National Standards Board. Consequences may range from a fine to automatic disassociation, depending on the severity of the violation.

- C. In the event there is a subsequent violation, actives or alumnae found in violation will be disassociated; new members or colonists found in violation will be dropped from the new member class or colonization process, respectively.

Chapter Requirements

What do we do if our chapter requires 25 hours of service each semester and we don't think that's possible to do virtually?

- We ask that chapters an exception to their requirements this semester. All members are expected to satisfy the minimum national requirement of 10 service hours.

Is hosting a Big/Little function still a national requirement this semester?

- The national organization is waiving this national requirement for Fall 2020.

Is hosting a New Member/Active function still a national requirement this semester?

- The national organization is waiving this requirement for Fall 2020, however, we encourage new members to participate in active meetings and functions.

Other

Can you be a Big if you are not returning to campus this semester?

- If a member is not physically returning to campus but is still enrolled in classes and is an active member of the chapter, the member can serve as a Big for a new member. All members must abide by state, local, college/university guidelines, and OPA requirements for events and for serving as Big.

Can you apply for a national dues waiver if your chapter does not collect local dues this semester?

- Yes, if a chapter waives local dues for the fall 2020 semester, members may apply for a national dues waiver for the fall 2020 semester.
- The member and chapter should follow the Dues Waiver Procedure.

If we are virtual only, how does a chapter continue to have chapter meetings?

- See [Section 1: COVID-19](#) and the [Virtual Chapter Operations Guide](#) for more information and assistance with virtual meetings.

What if a member tests positive for COVID-19?

- If a member becomes ill and tests positive for COVID-19, follow your college or university protocol for reporting.

Section 8: Additional Resources

National Calendar

Use the below for reference as to important due dates for the Fall 2020 semester.

Due Date	Item Due	Due to
August	Selective and Non-Selective Recruitment Plan *due at least 2 weeks before recruitment begins	GreekTrack
September	Selective & Non-Selective Recruitment Event Rosters *due at the end of recruitment week BEFORE bid day	GreekTrack
September	Selective & Non-Selective Recruitment Bid Summary Form *due within 24 hrs. of new member pinning	GreekTrack
Sept. 1	Update Chapter Officers	GreekTrack
Sept. 15	Submit List of 6 Planned Required Service Projects for Approval	service@omegaphialpha.org
Sept. 15	Submit a Copy of Your Chapter's Current Constitution & Bylaws	GreekTrack
Sept. 15	Alumna Petitions/First Semester LOA Petitions Due	GreekTrack
October	New Member Semester Plan within 3 weeks of Bid Day	GreekTrack
Oct. 1	Chapter Development Award Form Due	office@omegaphialpha.org
Oct. 1	New Member Roster Due	GreekTrack
Oct. 1	Membership Status Updates Due	GreekTrack
Oct. 1	Active Membership Dues Deadline	GreekTrack
Nov. 1	New Member Fees Deadline	GreekTrack
Nov./Dec.	New Member Summary Due 2 Weeks Before Activation	GreekTrack
Dec. 15	Midyear Report Due	GreekTrack
Dec. 15	Fall Service Project Report Form (SPRF) Due	GreekTrack
Dec. 15	Update Chapter Officers	GreekTrack

Resource Guides and Paperwork

- [Individual Wellness Check](#)
- [COVID-19 Acknowledgement of Personal Responsibilities and Expectations](#)
- [Virtual Chapter Operations Guide](#)
- [Virtual Service Guide](#)
- [Virtual Leadership Ideas](#)
- [Virtual Sisterhood Ideas](#)
- [Calendar Planning Guide](#)
- [Sample Semester Calendar](#)
- [Holmes and Murphy Insurance Resources](#)
- [COVID-19 Risk Assessment Tool](#)
- [Options for Recruitment during COVID-19](#)
- [Dues Waiver Procedure](#)