



Delta Sigma Theta Sorority, Inc.
Saginaw Alumnae Chapter

Delta GEMS Advisor and Participant Manuals
 Listening Sessions – Monday, November 18, 2019 and Tuesday, November 19, 2019

Advisor Manual			
Page	Recommendation/Concern from Non-Committee Members	Committee Rationale	Committee Action 11/25/2019 Committee Meeting
6	Change GPA to a range 2.3 - 2.5	The overarching goal is to guide young ladies into womanhood with educational support and professional guidance that will teach them how to create opportunities for academic success, enhance their decision making and communication skills, develop their abilities and talents, compete in a global society, and become change agents in the transformation of their communities. (page 8 – GEMS manual).	No change
8	Align Etiquette (Sylvia)	Details Overlooked and alignment made	The Delta GEMS etiquette training is facilitated in a 2.5 hour training session. Training topics include: Communications: appropriate communications, networking and communication basics, proper online and face-to-face communication, eye contact, handshakes Dining: setting a table (American), napkin placement, tipping appropriately, ordering and communicating with your server, buffet, plated and family-styled meals Appearance: personal hygiene, name tag placement, confidence and leadership, cell phone usage

9	Is the banquet free to GEMS? If so, it should say so.	Per national governing documents, this is a chapter funded program and therefore, we will refer to those documents for financing events for GEMS. The banquet will not be mandatory and the chapter may have to charge for the cost of rental and food and therefore this administration does not have the authority to make future financial commitments. The decision will be made annually during the budget process.	No change
10	Too much detail, why do we need “Leaders”	<p>Risk Management Manual</p> <p>3.2 VOLUNTEERS</p> <p>A. Position Descriptions</p> <p>Although the individuals working with youth initiatives generally are volunteers,² Chapters shall have written position descriptions that describe the responsibilities, duties, and expectations of the officers, committee chairs, co-chairs, mentors, and any other individuals who work with youth initiatives.</p> <p>Written position descriptions will help Chapters function at their best and provide written guidelines to measure whether the objectives of the youth initiatives are being met. Detailed position descriptions will also help identify risk exposure and the appropriate risk management strategies needed to prevent (or at least minimize) abusive behavior and improper conduct. In addition to the position title, a good position description should include the following information:</p> <ul style="list-style-type: none"> • General: A description of the importance of the job and how it fits into the 	No change

		<ul style="list-style-type: none"> Overall successful completion of the missions of Delta; the Chapter; and the particular youth initiative. 	
12	Notifies Chapter President of advisors – why	<p>B. Volunteer Candidate Screening</p> <p>It shall be the responsibility of the Chapter President (or her designee) to screen all individuals who volunteer to assist with Delta’s youth initiatives, including conducting sufficient background screening to ensure, to the maximum extent possible, that volunteers have nothing in their background that would raise questions as to whether they should be entrusted to work with youth.</p>	No change
12	Year-end year should include all leaders input	The retreats will be used for this purpose, we don’t mandate this level of detail within other committees.	refer this to the chapter policies and procedures committee for all committees’ application
14	Advisors have to be 5 years older than the GEMS – we have taken the oath and they have all rights	We could potentially have a soror that was a part of the program, become a member of the chapter and become an advisor responsible for girls she once was in the group with. The committee consider this from a parent perspective. The soror could be on the committee but not function in the role as an advisor. We would create a position description is this ever occurred.	No change
14	Reword – should attend all meetings	In order to stay abreast the group dynamics and develop relationships with the young ladies, advisors should make every effort to attend all meetings and activities. When Gem discipline is necessary, it is important for all Advisors to have been exposed to the participants. When an Advisor has to fill in for another Advisor, it is important that we are aware of the personalities of the participants and that the Advisor can pick up were the previous advisor left off.	Change shall to should

14	Can we require GEMS to be on a committee	Participant's Code of Conduct- Number 8 - Cooperate and participate in organized activities.	No change
15	Wants to know about all concerns	The committee report will be used to communicate with the entire chapter and concerns will be documented as needed.	No change
15	Support – second sentence	This is in keeping with the Risk Management Manual – Item reworded	<ul style="list-style-type: none"> Support: Provide and accept constructive feedback knowing it is important for growth. Understand that conflict amongst the leadership teams is inevitable. Be committed to work through all internal conflicts within the group when possible.
15	Confidentially – if warranted	Risk Management – on a as need to know basis as determined by the Chapter President, Delta GEM Committee Chair and Risk Management Coordinator	<p>No change</p> <p>Refer to policies and procedures committee for broad application to all youth initiatives</p>
16	Advisor removed from the committee, who has authority to remove a member from a committee	Due to Risk Management requirements, all committee members will have written responsibilities. If they don't function in their role, it could put the chapter at risk. We must take our roles serious and be accountable.	Refer to chapter policies and procedures committee – determine when members can be removed from committees for lack of participation or other acts that do not promote the Chapter Management best practices.
	1 st Vice President responsibilities	Placed on page 12	<ul style="list-style-type: none"> Notifies the 1st Vice President, if needed, of the Advisors' needs and recommendations for the GEMS program
17	Contract Signing	The committee members agreed that since participants and parents have to sign agreements, that advisors will sign an agreement.	No change
24	Take out – Dress Code for Advisors	The language will be replaced with chapter meeting attire. The committee has to set the example that they want the participants to follow.	Advisors shall wear attire that would be appropriate for chapter meeting to all Delta GEMS business meetings (example: no sports wears, hats, shorts, etc.). Advisors shall wear attire that would be appropriate for committee meetings to all Delta GEMS

			committee meetings, when GEMS and/or parents are in attendance (business casual).
25	A 2 nd is needed for nominations from the floor	Per Roberts Rules of Order – Nominations don't have to be seconded, but it's not out of order for members to second a nomination to signate their endorsement	No Change Needed

Participant Manual

7	Compare to Risk Management Code of Conduct – the Code of Conduct in Risk Management cannot be changed	<ol style="list-style-type: none"> 1. I will cooperate with all adults in charge. 2. I will be sensitive to the needs of each participant. 3. I will respect the people and places with which I come in contact. 4. I will adhere to the Delta GEMS dress code. 5. I will participate in required activities and discussions, be on time for all scheduled activities, and be open to new ideas. If I must miss an event, I will follow the excused absence procedure. Should an emergency occur, I will contact the Delta GEMS Chair at least 24 hours prior to the activity. 6. I understand that obscene language and the use of alcohol, tobacco, illegal or unauthorized drugs, and fighting will not be tolerated. Such usage during the activity may result in immediate dismissal from the program. 7. I will remember that I am a member of a program sponsored by the women of the Saginaw Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated and I must abide by a high standard of conduct. My behavior will reflect the values and expectations for conduct described in this Code of Conduct and lady-like etiquette. 	<ol style="list-style-type: none"> 1. Respect all participants (other youth and adult volunteers) by not using foul, hurtful or obscene language or engaging in physical violence, bullying (including cyber-bullying)¹ or other aggressive behaviors that threaten the safety of others. 2. Respect the property rights of others. This means do not damage or deface the building or property within the building where chapter activities are held; do not damage or take the personal property of any other participant or volunteer; and do not use Delta's name or any symbol or logo (Delta's intellectual property) on any clothing, books, bags, or other items. 3. Return supplies to their proper place after using them. 4. Clean up all work areas properly. 5. Listen carefully to directions and when someone else is talking. 6. Respect designated quiet areas, such as homework/reading area. 7. Stay within the program's designated areas within the building. 8. Cooperate and participate in organized activities.
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9	Uniforms – change word because GEMS cannot wear uniforms	The reference doesn't refer to the GEMS wearing uniforms	No Change Needed
10	Rubber soled shoes and taking shoes off – expectations are too high. Some girls may only have rubber soled shoes.	Committee to clarify	“Suit Up” Dressing for the occasion to be used and the Delta GEMS Committee Chair will determine which attire is required based on the meeting agenda and/or event

12	Doesn't like the entire page; should be able to file an excused absence the day before the event. Girls should not be put out due to absences, those are the girls that we need to help.	The GEM program isn't for every young lady. Some will have week day and weekend responsibilities that will provide them with leadership, education and community service opportunities. In order for us to make an impact, we invite young ladies who have the time to receive what we've taken the time to prepare.	<ul style="list-style-type: none"> • After 2 absences the advisor will call the parent to determine the cause of the absences and to remind them of the attendance policy. • 70% attendance is required. • All participants will have to write an "Intent to Return" letter. • If a participant has under 70% attendance, their letter of intent has to include the following: address the reasons for the absences and changes that will be made in the upcoming year • Once the 70% attendance requirement has not been met the subsequent year, the participant will be asked to leave the group and will not be invited back. • 80% attendance is required in order to be considered for GEM Leadership
	Put the sanctions for violating the code of conduct into the manual	Committee will include the language	<p>1. Sanctions for Violating <i>Code of Conduct</i></p> <p>Bad Language/Abusive Teasing and Related Acts:</p> <p>1st Time: Verbal warning, <i>parent or guardian notified from this point forward</i> 2nd Time: Loss of privileges 3rd Time: 1-week suspension from program <i>Next occurrence youth is removed from the program.</i></p> <p>Physical Violence and Other Misconduct:</p> <p>1st Time: Removal from situation, loss of privileges, <i>guardian notified from this point</i></p>

			<p><i>forward Next occurrence youth is removed from the program.</i></p> <p>Illegal Substances or Dangerous Weapons</p>
	Committee's recommendation	Come up with catchy names for committees – work in progress	See manuals for changes
	<p>I strongly feel that we don't need two more manuals to add to Risk Management Document, the National Delta GEMS Document (which has everything we need) and out Policy and Procedures. It just adds another unnecessary layer to make sure that we are in compliance with can be done.</p>	<p>Risk Management</p> <p>3.2 VOLUNTEERS</p> <p>A. Position Descriptions</p> <p>Although the individuals working with youth initiatives generally are volunteers,² Chapters shall have written position descriptions that describe the responsibilities, duties, and expectations of the officers, committee chairs, co-chairs, mentors, and any other individuals who work with youth initiatives.</p> <p>Written position descriptions will help Chapters function at their best and provide written guidelines to measure whether the objectives of the youth initiatives are being met. Detailed position descriptions will also help identify risk exposure and the appropriate risk management strategies needed to prevent (or at least minimize) abusive behavior and improper conduct. In addition to the position title, a good position description should include the following information:</p> <ul style="list-style-type: none"> • General: A description of the importance of the job and how it fits into the • Overall successful completion of the missions of Delta; the Chapter; and the 	No change

particular youth initiative.

While these policies are addressed mainly to the volunteers who implement Delta's youth initiatives, the policies also govern the conduct and behavior of any and all employees assigned to work with youth, such as the staff liaison to the Program Planning and Development Committee. As used in this Manual and its Appendices, the term "volunteers" includes member and non-member volunteers.

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- Responsibilities: A listing of the specific responsibilities of the position.
- Qualifications: A listing of the essential and desirable skills needed to perform the job well.
- Time Commitment: An estimate of the amount of time a volunteer will need to spend in the position to fulfill the responsibilities. Time can be projected on an hourly, weekly or monthly basis.
- Measure of Success: An explanation of how progress will be evaluated and how the successful completion of the specific responsibilities of the position will be measured.
- Benefits: A statement of the benefits volunteers can expect to gain by participating in the program (*i.e.*, new skills; networking opportunities; leadership recognition; the ability to motivate and help direct youth).

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