



2019 - 2020

Delta GEMS

**Saginaw Alumnae Chapter
Participant Manual**





Delta Sigma Theta Sorority, Inc.

Saginaw Alumnae Chapter

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What Is A Delta GEM

Delta Sigma Theta Sorority, Incorporated is a non-profit international organization, whose purpose is to provide service and programs to promote human welfare.

The Delta GEMS Institute, formerly known as Del Sprites, is a youth community service program of the Saginaw Alumnae Chapter since 1979. In 2019, the program was renamed **Delta GEMS** (Developing Effective Leadership through Achieving, Growing, Empowering Myself Successfully), which is an extension of the Dr. Betty Shabazz Delta Academy program.

The Delta GEMS program's name and content were changed to become consistent with other teen programs sponsored by Delta Sigma Theta Sorority, Inc. The Delta GEMS primary focus is on teen girls between the ages of 14 -18 and/or in grades 9-12 to help them develop strong leadership skills.



Affirmation Statement

Psalms 23

The Lord is my Shepherd; I shall not want.
He maketh me to lie down in green pastures:
He leadeth me beside the still waters.
He restoreth my soul:
He leadeth me in the paths of righteousness for His name' sake.

Yea, though I walk through the valley of the shadow of death,
I will fear no evil: For thou art with me;
Thy rod and thy staff, they comfort me.
Thou preparest a table before me in the presence of mine
enemies;
Thou annointest my head with oil; My cup runneth over.

Surely goodness and mercy shall follow me all the
days of my life, and I will dwell in the
House of the Lord forever.



Delta GEMS PROGRAM GOALS

1. To promote positive societal interactions
2. To develop effective written and oral communication skills
3. To encourage self-confidence, self-motivation, and self-discipline
4. To foster meaningful public service, including mentoring and networking
5. To strive for intellectual enrichment
6. To assist with the exploration of various career paths and means for obtaining college and/or vocational skills training
7. To support talents in academics, technology, sports, and fine arts
8. To maintain moral values and personal pride while experiencing the crossroads of life



Delta GEMS Code of Conduct Statement

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) 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.
9. Assume full responsibility for all personal belongings. Please leave valuables at home.
10. Do not bring any weapons, cigarettes/drugs, alcohol, or anything illegal to any activity at any time.



Delta GEMS Sanctions for Violating Code of Conduct

- Bad Language/Abusive Teasing and Related Acts
 - 1st Time: Verbal warning, parent or guardian notified from this point forward
 - 2nd Time: Loss of privileges
 - 3rd Time: 1 week suspension from program
 - Next occurrence, youth is removed from the program
- Physical Violence and Other Misconduct
 - 1st Time: Removal from situation, loss of privileges, parent notified from this point forward
 - Next occurrence, youth is removed from the program
- Illegal Substances or Dangerous Weapons
 - Immediate removal from the program, the police will be notified as well.



DRESS CODE



One of the objectives of the Delta GEMS program is to help participants understand the impact that their attire will make in given situations. We want GEMS participants to recognize that judgment can be quickly made about one's attitude and self-image long before any words have been spoken. Unfortunately, a negative first impression can be very hard to erase from the minds of interviewers.

During business meetings, advisors remind Gems that there are different "uniforms" for varying occasions and it is important to develop good grooming and hygiene habits to convey the best image possible. At the end of the day, the first impression can be a lasting one!

"Suiting Up" for the Occasion will be communicated by the Delta GEMS Lead Advisor to the Gems and parents.



“Suiting Up” for the Occasion

Gems Relaxed

Definition: Comfortable clothes

Examples: Jeans with tennis shoes, jogging suits, etc.

Worn: Yard Work and Exercising

Gems Casual

Definition: A little more dressy than relaxed

Examples: Dress pants, nice top or blouse, skirts, shoes, etc.

Worn: School, **meetings**, dances

Gems Business

Definition: Dress clothes

Examples: Suit, skirt and blouse, pant suit, shoes, mid to low heeled pump

Worn: Business Meeting, Church, interview, dinner, work

Gems Semi-formal

Definition: Party attire

Examples: Party dress, long or short simple dress, dressy pant suit

Worn: Semi-formal party, homecoming, wedding reception, other Youth Groups' ball

Gems Formal

Definition: Dressiest Attire

Examples: Long dress (solid color), high heels, tuxedo (for men)

Worn: Prom, Cotillion, formal Ball

Gems Attire

Definition: Similar dressing

(1) Example: Black skirt or pants and white blouse

(2) Example: Gems T-Shirt with black pants or jeans

(3) Example: Gems business shirt with black pants or skirt

Worn: Service Projects and public presentations



PROGRAM OVERVIEW

The Delta GEMS program offers a roadmap for college and career planning. Gems activities provide opportunities for self-reflection and individual growth. The Delta GEMS Program Curriculum focuses on:

1. Self-awareness
2. Leadership development
3. Cultural enrichment
4. Educational and career exploration
5. Preparation and preparing participants for growth into womanhood

The following pages highlight the program and curriculum.



ATTENDANCE POLICY

Excused absences are allowed. For an absence to be excused an Absence Notice needs to be submitted in advance . The Absence Notice can be found at <http://bit.ly/GemsAbsence> and in the weekly newsletter. Excused absences require the signature of a parent/guardian.

- 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



PROGRAM COMMUNICATIONS

Communication is key to ensuring GEMS participants, parents and advisors/mentors are able to keep track of all GEMS activities. The Delta GEMS program uses several methods to communicate with GEMS, their parents, and program advisors/mentors. This Week in Delta GEMS (TWiDG), is the weekly newsletter sent to program participants, parents, and advisors/mentors. TWiDG, includes upcoming program activities, youth employment opportunities, scholarship details, and local youth events. GEMS participants, parents, and advisors can submit content at http://bit.ly/_TWiDG.

In addition to the weekly newsletter, the Delta GEMS program also utilizes GroupMe™, a mobile group messaging app, for time sensitive communication with the Delta GEMS participants and advisors/mentors. The GroupMe app can be downloaded in the App Store for both iOS and Android devices. To be added to the GEMS GroupMe, the Gem must contact their assigned advisor/mentor.

TRANSPORTATION

Parents/Guardians of GEMS participants are responsible for arranging transportation for their child to and from GEMS meetings, community service, and/or sisterhood outings. The Saginaw Alumnae Chapter of Delta Sigma Theta Sorority, Incorporated does not provide transportation and is not responsible for travel to or from the Delta GEMS program. No GEMS Advisor/Mentor may transport any participant in her car or any other motor vehicle unless the appropriate Risk Management forms are signed and on file with the Risk Management Coordinator.



MENTOR/MENTEE

1. GEMS participants will be divided by grade level and partnered with designated mentors/advisors.
2. The mentor/advisor will lead mentoring sessions that are linked to the book titled *7 Habits of Highly Effective Teens* by Sean Covey.
3. Mentors will partner with Gems to help them meet program requirements, including committing the Affirmation statement to memory.

SELF AND PEER EVALUATIONS

1. This evaluation is for the GEMS Executive Board Peer assessment/self-assessment, whereby the Executive Board grades project work based on advisors' benchmarks.
2. Evaluation outcomes may or may not be shared with Gems, but are primarily used to identify trends or program gaps.



COMMITTEES

Each GEMS member is required to serve on one committee per year. Each committee will plan a activity or facilitates a presentation for the Delta GEMS group during the year, while assisting in content creation for the annual “Youth Symposium” that is held at the end of the program year. The subject matter expert committees and examples of topics, activities, and responsibilities are listed below.

Community Gems

1. Plans and implements programs related to the following topics:
 1. Leadership Development through Service Advocacy and Disaster Preparedness
2. Plans and implements community service projects

C.R.E.A.M.

1. Plans and implements programs related to:
 1. Financial Preparation
 2. Financial Achievement
2. Works with Advisors to develop program/activity budget

Let's Talk

1. Photograph business meetings and activities as appropriate
2. Creates a newsletter each semester
3. Publicizes GEMS programs/activities



Gem to Gem

1. Set out refreshments, plans and implements mandatory social activities
2. Sends thank you notes as appropriate.
3. Lead planning committee for Holiday Social and Youth Summit.

To Be Young Gifted and Black

1. Plans and implements programs related to the following topics
 1. The Aha! Moments
 2. Skills for Success
 3. Educational Preparation
 4. Career Preparation.

Building Bridges

1. Plans and implements programs relating to the following topics:
 1. Socialization
 2. Healthy Lifestyle Habits
 3. Self-Awareness



GEMS CURRICULUM

THE 7 HABITS OF HIGHLY EFFECTIVE TEENS

The 7 Habits of Highly Effective Teens provides engaging activities to help teens understand and apply the power of the 7 Habits. Sean Covey's *The 7 Habits of Highly Effective Teens* has helped countless teens make better decisions and improve their sense of self-worth. The 7 Habits of Highly Effective Teens allows GEMS participants to build on the principles of the seven habits through various thought-provoking exercises. These exercises also provide in-depth tools to improve self-esteem, build friendships, resist peer pressure, achieve goals, get along with parents, and strengthen themselves in many other areas.



The Delta GEMS etiquette training is a facilitated, 2.5 hour session.

1. We look forward to engaging to ensure well-rounded and well- prepared female leaders of the future.
2. We value interactivity and hands-on learning and will utilize unique opportunities to ensure that participants are engaged and later empowered to utilize the information.
3. We also practice, modern, real world training ensuring that participants will be able to apply lessons to situations that they encounter presently.
 1. Communications: appropriate communications, networking and communication basics, proper online and face-to-face communication, eye contact, handshakes
 2. Dining: setting a table (American), napkin placement, tipping appropriately, ordering and communicating with your server, buffet, plated and family-styled meals
 3. Appearance: personal hygiene, name tag placement, confidence and leadership, cell phone usage



HEALTHY RELATIONSHIPS

Sexuality education, training and consulting services workshop is a highly engaging 2.5-hour workshop on healthy relationships. Topics include open discussions on sexually transmitted diseases (STDs) and healthy relationships. The goal of each session is to provide young women with information that will equip them with accurate knowledge and skills to discern the difference between healthy and unhealthy relationships.

LEADERSHIP RETREAT

Executive Board members are required to attend two leadership retreat sessions within the GEMS' calendar year. The first session is held in October and uses presentations and interactive activities to teach participants how to identify their personality traits, leadership and personal values. Participants also participate in a session that covers their expectations, roles, responsibilities, and planning for the year. The second retreat, held mid-year, serves as a check-in point to determine what has worked well and assess opportunities for growth. The second session covers bonding, personal boundaries, a review of leadership values, self/peer evaluations, as well as assessment of expectations, roles, and responsibilities.



GEMS CLOSING BANQUET

The GEMS Closing Banquet is an opportunity for GEMS participants to celebrate each other and bid farewell to the graduating seniors. The closing banquet includes a presentation from the outgoing senior class, sisterhood awards, and an announcement of the new GEMS Executive Board for the next program year.



GEMS LEADERSHIP ROLES and RESPONSIBILITIES

In the March/April timeframe, Gems will nominate and subsequently elect peer leaders for the upcoming Delta GEMS year. Current-year freshman, sophomores and juniors are eligible for the offices listed below. Nominations are conducted electronically and Gems must accept their nomination before being added to the ballot. Nominations from the floor are allowed prior to elections (See Appendix 3)

PRESIDENT

1. Open and close monthly meetings and preside over executive board meetings
2. Present agenda and introduce guest speakers at business meetings and activities as appropriate
3. Consistently communicate with the Gems executive board and class representatives
4. Consistently communicate with the chairs of the Scholarship and Socialization committees; should be aware of committees' activities at all times; serves as an ex-officio member of those committees
5. Ensure that all officers and co-chairs of the designated committees are fulfilling duties as expected
6. Serve as a member of the Gems executive board Propose/implement ideas to increase the effectiveness of the program
7. Work to maintain high levels of participation and attendance at meetings, activities, and events Perform other services as needed by the program



VICE PRESIDENT

1. Assume the duties of the president in her absence
2. Monitors the progress of all committees and reports committee status during e-board meetings.
3. Consistently communicate with the president
4. Consistently communicate with committee chairs; should be aware of committees' activities at all times; serves as an ex-officio member of those committees
5. Ensure that co-chairs of the designated committees are fulfilling duties as expected
6. Prepare, maintain and update the Gems calendar of events as needed Serve as a member of the Gems executive board Propose/implement ideas to increase the effectiveness of the program
7. Work to maintain high levels of participation and attendance at meetings, activities, and events Perform other duties as needed by the program.



SECRETARY

1. Take minutes during monthly meetings and executive board meetings
2. Distribute meeting minutes to Gems and advisors via e-mail no later than one week after each meeting
3. Consistently communicate with the chairs of the Finance and Heritage and Archives committee; should be aware of committees' activities at all times: serves as an ex-officio member of those committees
4. Provide a brief recap of minutes from the previous executive board meeting at the beginning of each executive board meeting
5. Serve as a member of the Gems executive board Propose/implement ideas to increase the effectiveness of the office of secretary
6. Work to maintain high levels of participation and attendance at meetings, activities, and events



CLASS REPRESENTATIVES

1. Foster sisterhood by checking in with fellow classmates
2. Act as a liaison between the respective class and GEMS leadership, executive board, GEMS Advisors, GEMS Committee Chairs and Saginaw Alumnae Chapter leadership
3. Ensure that the class is properly represented and completely informed
4. Add all calendar events to class groups on GroupMe or chat platform
5. Create paper plate awards/content for each classmate (presented at the closing event) Freshman Representatives will be selected four months after program year begins

COMMITTEE CO-CHAIRS

1. Act in a leadership role for the “subject- matter” team
 2. Act as a liaison between the respective committee and GEMS leadership, executive board, GEMS advisors, GEMS and Saginaw Alumnae Chapter leadership
 3. Ensure that the committee is properly prepared for the committee presentation
- *Appointed position



APPENDIX 3

OFFICER NOMINATIONS

Gems participants elect officers in the spring of each year by a vote of the current membership. Nominations are submitted to the membership soliciting Gems to serve in executive board positions. Gems must accept the nomination before the provisional ballot is submitted to membership.

NOMINATIONS FROM THE FLOOR

Members may make nominations from the floor prior to voting. The process of making floor nominations is subject to the following rules:

Advisor or E-board member will ask the body for nominations for each open position. Nominations don't have to be seconded, but it's not out of order for members to second a nomination to signal their endorsement. A member shouldn't offer more than one nomination to a position if there are several seats for the same office — such as for nominees to a board or a committee — until all other members have had the opportunity to make nominations.

Motions to close nominations are usually unnecessary because the nomination process simply continues until no one wishes to make further nominations. When the nominations stop, the chairperson declares nominations closed after making sure that no more nominations are forthcoming. Customarily (although it's not required), the chairperson accomplishes this by calling three times for more nominations.



CONDUCTING ELECTIONS

Nominations for all offices conclude before any balloting begins. A Gem can be nominated for and elected to more than one office. If a person is elected to two different positions, she can either choose which office to accept or serve in more than one position.

DETERMINING THE WINNER

Elections are decided by majority vote. When it comes to ballot elections, the election isn't complete until a position is filled, and a position is never filled until a candidate receives the threshold number of votes required for election. In most cases, the threshold is a majority of the votes cast. If there are only two candidates and the vote is a tie, balloting will be repeated until one candidate receives a majority.



| Date | | Meeting Type | Location | Time |
|--|----------|-------------------------------|--------------|------------------|
| 12/7/2019 | 1 | 2019 GEMS Annual Kick Off | | 4 p.m. – 6 p.m. |
| 12/21/2019 | SERVICE | Holiday Event | | |
| 1/4/2020 | 2 | GEMS Monthly Meeting | | 4 p.m. – 6 p.m. |
| 1/5/2020 | ACTIVITY | Jubilee Day | 3 p.m. | 3 p.m. - 5 p.m. |
| 1/13/2020 | ACTIVITY | MLW Walk | | |
| 2/1/2020 | 3 | GEMS Monthly Meeting | | 4 p.m. – 6 p.m. |
| 2/15/2020 | ACTIVITY | Etiquette 101 | | |
| 3/7/2020 | 4 | GEMS Monthly Meeting | | 4 p.m. – 6 p.m. |
| | ACTIVITY | Southfield GEMS Summit | | |
| SPRING BREAK – MARCH 30, 2020 – APRIL 3, 2020 | | | | |
| 4/2/2020 | ACTIVITY | Real Talk 2020 | Saginaw High | 10 a.m. – 6 p.m. |
| 4/11/2020 | 5 | GEMS Monthly Meeting | | 4 p.m. – 6 p.m. |
| 4/18/2020 | SERVICE | TBD | | |
| 5/2/2020 | 6 | GEMS Monthly Meeting | | 4 p.m. – 6 p.m. |
| MOTHER’S DAY – MAY 10, 2020 | | | | |
| 5/13/2020 | ACTIVITY | Delta GEMS New Member Welcome | | |
| 5/16/2020 | SERVICE | Miss Delta Doll Pageant | | |
| 6/6/2020 | 7 | GEMS Monthly Meeting | | 4 p.m. – 6 p.m. |
| 6/6/2020 | ACTIVITY | Delta GEMS Banquet | | |





Delta GEMS
Discover the Brilliance