



## ALTRUISTIC CHAIRMAN DUTIES AND REPORTING GUIDELINES

(reporting period of March 1, 2022 –February 28, 2023)

In order to have a complete reporting of Alpha Delta Kappa altruistic giving by all members, State/Province/Nation (S/P/N) Altruistic Chairmen and Chapter Altruistic Chairmen are requested to submit an online altruistic report. The guidelines printed below address both state/province/nation and chapter altruistic reporting. Please read this information carefully and follow the instructions to complete the online JotForm. Hard copies will NOT be accepted at Headquarters. Both S/P/N and chapter altruistic reports are due on or before March 15, 2023.

### S/P/N ALTRUISTIC CHAIRMAN DUTIES AND REPORTING GUIDELINES

- Make sure you have a list of all your state chapters and each chapter's chairman name and email address.
- Contact each chapter chair by email or by phone to let them know the following:
  1. Your email address and contact phone number.
  2. You are available for help if they need it, especially at the time of reporting if they have reporting issues.
  3. Explain that their report must be completed online any time after February 28, 2023 (at the end of the reporting period).
  4. Remind them of what region their S/P/N is in.
  5. The altruistic report is due no later than March 15, 2023 to receive a pearl of achievement for the chapter.
- Gather the following data for your report:

There are five reporting numbers you need to gather for your state report. Three of those come from your state sustaining members. S/P/N chairmen are to contact SUSTAINING MEMBERS and request the following information:

- Number of volunteer hours in the name of Alpha Delta Kappa
- Total dollar amount donated in the name of Alpha Delta Kappa
- Total dollar amount of non-monetary gifts donated in the name of Alpha Delta Kappa

The other two state reporting numbers are:

- Total dollar amount allocated by the S/P/N for altruistic projects
- Total dollar amount given in S/P/N scholarships

**Record only whole numbers. For numbers 0.5 or greater, round up; for less than 0.5, round down.**

After gathering these five totals, record this information on the S/P/N JotForm at ALPHA DELTA KAPPA>MEMBERS ONLY>RESOURCE LIBRARY>SPN OFFICERS>S/P/N DOCUMENTS AND FORMS>SPN ALTRUISTIC REPORT FORM.

Once the report has been submitted online, you will receive an email copy of the completed state altruistic form. When you receive your email confirmation from Headquarters, check the figures that are on it for accuracy. If you see any errors, there will be a link at the top of the email that says EDIT SUBMISSION. Click on EDIT SUBMISSION and it will take you back to the Jotform for you to make your corrections. Do not resubmit your form online but use the edit feature in the email confirmation. The regional chair will also get a copy of your report.

## CHAPTER ALTRUISTIC CHAIRMAN DUTIES AND AND REPORTING GUIDELINES

The chapter altruistic reporting period will cover activities from **March 1, 2022 through February 28, 2023**. These dates were established to enable the S/P/N Altruistic Chairman to compile accurate information in preparing reports for her S/P/N convention in even years and reporting information to the Regional Altruistic Chairman each year.

**Please wait until the reporting period ends on February 28, 2023 to begin submitting your Jotform to Headquarters.**

**The chapter report needs to be completed online by March 15, 2023. for your chapter to receive a pearl of achievement.**

Gather the following data for your report:

There are seven reporting numbers you need to gather for your chapter report. Three of those come from your chapter members:

- Number of volunteer hours in the name of Alpha Delta Kappa
- Total dollar amount donated in the name of Alpha Delta Kappa
- Total dollar amount of non-monetary gifts donated in the name of Alpha Delta Kappa

The other four chapter reporting numbers are:

- Total dollar amount allocated by your chapter to complete altruistic projects
- \$1 per member given to the Foundation (comes from International dues)
- \$20 per chapter given to ITE fund (this is billed to the chapter from Headquarters)
- Total dollar amount given in chapter scholarships

**Record only whole numbers. For numbers 0.5 or greater, round up; for less than 0.5, round down.**

After gathering these seven totals, record this information on the online chapter JotForm at ALPHA DELTA KAPPA>MEMBERS ONLY>RESOURCE LIBRARY>CHAPTER OFFICERS>CHAPTER DOCUMENTS AND FORMS>CHAPTER ALTRUISTIC REPORT FORM.

Once the report has been submitted online, the chapter and state altruistic chairs will receive an email copy of the completed chapter altruistic form. When you receive your email confirmation from headquarters, check the figures that are on it for accuracy. If you see any errors, there will be a link at the top of the email that says EDIT SUBMISSION. Click on EDIT SUBMISSION and it will take you back to the Jotform for you to make your corrections. Do not resubmit your form online but use the edit feature in the email confirmation.

Here are some suggestions for you to follow during the year:

- At your monthly meeting review the types of activities/projects and volunteer hours a member can count toward altruism. Remind members to keep a monthly record either on their personal calendars, datebooks or a shared electronic chapter report form.
- At your monthly meetings remind members of current and past projects. Additionally, at monthly meetings, ask members to record on the chapter report form what they have donated or contributed to a project. If it is a non-monetary amount, remind them to record the estimated value of the donated items.
- It is important for you to keep accurate records for your chapter.
- MOST IMPORTANTLY IS THAT MEMBERS VOLUNTEER THEIR HOURS AND GIVE THEIR GIFTS - WHETHER MONETARY OR NON-MONETARY - IN THE NAME OF ALPHA DELTA KAPPA.

To help you complete the chapter altruistic report here is a **quick** guideline sheet to follow; these are types of activities (not comprehensive) which should and should not be reported on the Chapter Altruistic Form; please go over these guidelines with your chapter members. (This could be printed and given to members.)



### Quick Guidelines for Alpha Delta Kappa Altruism

Altruism is basically “the good and kindhearted things we do for others.” We do not ask members to sign in or provide receipts related to their hours and donations. We take their word for it.	“Reporting altruism is not a contest. We merely want to report back to the organization that we are altruistic in nature and contribute many hours and dollars to various charitable concerns.” Sue Pelchat
Acceptable	Not Acceptable
<p>Education: (some examples)</p> <ul style="list-style-type: none"> <li>● volunteer tutoring</li> <li>● working with English Language learners</li> <li>● supply materials to teachers that benefit children or enable educational enrichment</li> </ul>	<p>Education:</p> <p>Consider your motivation for doing the activity. Is it because you are an AΔK member or because you are working for family or other motivation?</p>
<p>Volunteering: (some examples)</p> <ul style="list-style-type: none"> <li>● hospital – non-family member</li> <li>● Habitat for Humanity – as civic duty</li> <li>● singing group</li> <li>● nursing homes – non-family member</li> <li>● community ushering, not at church</li> <li>● animal shelter</li> </ul>	<p>Volunteering: (not comprehensive)</p> <ul style="list-style-type: none"> <li>● hospital – family member</li> <li>● Habitat for Humanity – church function</li> <li>● singing group – church choir</li> <li>● nursing home- family member</li> <li>● time and talent specifically or primarily for your own family</li> </ul>
<p>AΔK Membership:</p> <ul style="list-style-type: none"> <li>● activities outside normal requirements of office or membership</li> <li>● AΔK fundraisers: e.g. book raffle chances, game day entry, St. Jude, Longest Day</li> </ul>	<p>AΔK Membership:</p> <ul style="list-style-type: none"> <li>● regular duties of chapter or state office</li> <li>● hostess duties for AΔK meetings or committee work</li> </ul>
<p>Monetary Gifts:</p> <ul style="list-style-type: none"> <li>● donations for charitable organizations brought to your attention through AΔK meetings or functions</li> <li>● donations to other charitable organizations due to your desire to be altruistic as a member of AΔK</li> <li>● scholarships</li> </ul>	<p>Monetary Gifts:</p> <ul style="list-style-type: none"> <li>● charitable donations for church or church-supported organizations (this is stewardship)</li> </ul>

*On the next page is an example of an individual member altruistic tracking record form.*

