

To Be Authentic

**Sigma Sigma Sigma
2010
Founders Day Program**

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<i>To Be Authentic</i>	

Founders Day Chairman Instructions / Checklist

At LEAST one month in advance of event

- Select time and place for luncheon or banquet. Choose a date as near as possible to April 20. Clear the date with the chapter calendar and local alumnae chapter calendar.
- Reserve a facility to hold the event.
- Set up a meeting with a local caterer or the caterer with the facility to discuss menu options for the event. This will be important in order to set the price of the event if you are charging attendees.
- Set up committee and distribute their instruction sheets. Members of the committee include Invitation Chairman, Hospitality Chairman, Program Chairman and Decorations Chairman.
- Select a toastmistress (traditionally the past Chapter President) and three speakers for the Founders Day program.
- Send out invitations. Local alumnae and campus dignitaries need **at least** one month's notice.
- Send press release to campus and local newspaper(s).
- Announce date at the chapter meeting and remind all members and new members that they are expected to attend.
- Compile list of local awards to be announced.

Two weeks before Founders Day

- Check progress of committees, including:
 - Decorations – include three white candles and candle holders.
 - Printed programs – ordered or received from printer.
- Check on room arrangements.
- Check on menu and give number of attendees to the banquet facility.
- Practice singing *Tri Sigma Grace* and *Stately and Royal* with Music Chairman leading chapter members. Rehearse until all members know tempo and words. Refer to printed music if chapter is unfamiliar with these songs.
- Meet with the toastmistress and five speakers to review the Founders Day program.

Last chapter meeting before Founders Day

- Remind everyone to wear purple and white ribbons under their badge and distribute ribbons to those who need them.
- Practice *Tri Sigma Grace* and *Stately and Royal*.
- Rehearse speeches.
- Assign hostesses and escorts for special guests, alumnae and parents and a hostess for each table.

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- After meeting, rehearse entire program with all who have speaking parts.

Immediately following Founders Day

- Send Founders Day gift form and chapter check made payable to Sigma Sigma Sigma Foundation and forward any individual checks to: Sigma Sigma Sigma Foundation, 225 North Muhlenberg, Woodstock, VA 22664.
- Send thank you notes to all special guests and alumnae who attended the event as well as guests who made donations to the Sigma Sigma Sigma Foundation.

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Invitations and Hospitality Committee Instructions

Send invitations and the press release at least four weeks before the event. Include a chapter member's name, phone number and return address on the invitation.

Invitations to Alumnae

All chapter and area alumnae should be invited to the Founders Day Celebration. Send individual invitations or an invitation to an alumnae chapter to ask all members to attend. State the price of the meal, to whom they should make reservations, and by what date they should reserve. Ask for the money to be sent in with the reservations. Be prepared to handle unregistered guests on the day of the event. The chapter is not expected to pay for alumnae (meals/tickets). As expressions of appreciation for Sigma services, the chapter may wish to compliment the (meals/tickets) of National Officers, Alumnae Advisory Board or Housing Board Members who attend, and certainly special guests invited by the chapter.

Invitations to Non-member Guests

Parents and other guests may be invited. Check with the Chapter President, Chapter Advisor, and Faculty Advisor concerning any special invitations. Special guests may include the Dean of Students, Panhellenic Advisor, Vice President of Student Affairs, and College President. When the guest list is complete, be sure reservations are made for all special guests who have confirmed their attendance.

Press release

The press release can serve as another way to alert local alumnae that your chapter is hosting a Founders Day event. It is also good publicity for your chapter. A sample is included in this packet.

Hospitality for Guests

Make guests feel welcome when they arrive. A hostess should be assigned to each special guest. Introduce guests to others and ensure they are not left alone. Escort special guests to their places at the table. Place cards for special guests help escorts know where to seat them. Be available when guests depart. Wait to gather candles and decorations until after the event so that you may be a gracious hostess to the end.

Hospitality for Alumnae

Assign a greeter(s) at the door so alumnae and collegiate guests are greeted upon arrival and are made to feel welcome. A hostess should be assigned to each alumna, if possible. After the luncheon and formal program, the alumnae may enjoy an informal get-together with the collegiate members and other alumnae. Extending an invitation to return to your suite, house, lodge or chapter room or even to remain in the banquet room is common courtesy.

Like Homecoming, the return for Founders Day is a special occasion for alumnae. Often it is the only chance they have to renew old Sigma acquaintances and reminisce about “their day.” Schedule some time for alumnae members to visit/socialize after the event.

Publicity

In order to put forth your positive image in your community, you may wish to send a press release to the local newspaper prior to your Founders Day celebration. Please substitute your chapter’s specific information.

You may also want to send a press release following the event in order to include award information or special activities that occurred at your celebration. Try to include pictures of the event and identify all people in the picture. If University personnel are present, take a picture with them and chapter officers or National Officers.

Sample Press Release

(to be sent on Sigma Sigma Sigma letterhead)

FOR IMMEDIATE RELEASE
Date

Contact: Susie Sigma
314-275-7053
sss@aol.com

Sigma Sigma Sigma Celebrates its 112th Anniversary

City, State - Members of the (Your chapter name) chapter of Sigma Sigma Sigma, a National Panhellenic Conference Sorority at (your university or town) will hold a luncheon at (name the location) to celebrate the Sorority's 112th anniversary. The event will be held on (date) beginning at (time) with a (type) luncheon followed by the annual Founders Day Program.

Founders Day Program Chairman (her name) is taking reservations at (her phone and/or email). All area Tri Sigma collegians and alumnae are encouraged to attend.

####

Sigma Sigma Sigma was founded in 1898 at Longwood College in Farmville, VA. Tri Sigma strives to prepare women for life after college by advocating bonds of friendship, developing strong character in its members, and advocating the highest standards of conduct. Currently, there are over 95,000 members and over 200 alumnae and collegiate chapters. The Sorority supports play therapy for hospitalized children and assists in providing playrooms for hospitalized children in Chapel Hill, NC and Dallas, TX through funds contributed to the Sigma Sigma Sigma Foundation.

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Program Committee Instructions

The printed program is a listing of the program's events. It can be prepared in booklet form with a cover and one or several pages, or as one page with the design, date and location of the banquet on one side and the listing of program events on the other. The latter is best if done on card stock.

Cover Page – A copy of the Founders Day Program cover page could be used as is or reduced to a half page. You should add the date and location of your banquet to the cover page.

Program Listing – There is a sample printed program below. You may choose to list all or any events in your program depending on how elaborate you choose to make it.

Menu – If you choose to include a menu page, ask the Founders Day Chairman for the menu and arrange it attractively, in order, on a separate page, with one course per line. Or, you may choose to list it on the “event” page where the menu occurs, with each course separated by commas rather than on separate lines.

Music – All songs for group singing may be included in the program itself or copied separately and inserted in the program. *Tri Sigma Grace* and *Stately and Royal* are printed on the following page. Ensure that chapter members and new members have practiced and can gracefully sing these songs.

You may want to select appropriate background music to play while guests are arriving and departing the event as well as during the meal. This provides nice atmosphere for all guests and attendees.

Sample Printed Program

Remembering Our Purpose
Sigma Sigma Sigma Founders Day
Date of the Event

TOASTMISTRESS.....(Name of Presenter)

Tri Sigma Grace..... Unison

LUNCHEON (Menu may be listed here or on a separate sheet)

AWARDS (in a non-Convention year)(Name of Presenter)

"To Be Authentic" (Names of Presenters)

Stately and Royal..... Unison

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Tri Sigma Grace

By Edna Von Berge and Herman Von Berge

*For thy love and for thy care,
For the food thou didst prepare,
For thy goodness everywhere,
Father in heaven we thank thee. Amen.*

Stately and Royal

Music by Edwyl Redding, Sigma (1936)

Words by Alpha Chapter (1903)

*Stately and royal, Sigma stands a queen so fair,
Faithful and loyal, we her daughters swear;
To protect her ever, e'er to wave her colors high,
To forsake her never, faithful till we die.*

CHORUS

*Dear steadfast mother, we would gather at thy feet,
Loving each other learn thy teachings sweet;
Learn thy mystic meaning, tread thy paths of virtue bright,
Harvest reaping, gleaning, in the fields of right.*

CHORUS

*Go onward Sigma, ever strive to higher rise,
No stain or stigma on thy fair name lies;
Let each daughter ever strive to do her best for thee,
That no stain may ever on thy fair name be.*

CHORUS

CHORUS:

*Sigma, Sigma, Sigma, ever true to thee we'll be,
Sisters to each other, daughters good to thee.*

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Decorations Committee Instructions

Table Decorations – Your selections of color scheme will dictate the table decorations. White candles in glass candleholders or floating candles may make appropriate centerpieces. A floral display of ferns (or other greenery), with baby's breath is inexpensive. The greenery can be placed around the candles for a beautiful presentation. Purple violets are also appropriate centerpieces.

Purple and white ribbons can be placed across the tables. Purple foil confetti may be sprinkled on the tables. Helium balloons to match your color scheme are also effective decorations. Be creative in making a classy and inviting environment for all guests and attendees.

Place Cards – Use at head table, to conveniently seat your program speakers and assistants. For simplicity, a small folded piece of white card stock with the lettering printed in purple can be used.

Nametags – Alumnae guests appreciate nametags at Founders Day celebrations. Coordinate nametags with the program theme if possible. Always have extra blank nametags available.

Envelopes – Distribute small white envelopes to members before the event and have extras for those who need them or place envelopes at each place setting.

Collection Basket – A small basket can be decorated for receiving Founders Day gifts. If multiple collegiate or alumnae chapters are in attendance, multiple baskets may be used to collect envelopes for each chapter treasurer separately. The form to send to the Sigma Sigma Sigma Foundation is included in this packet. Members are asked to contribute \$1 for every year of membership.

Founders Day Celebration Gift Form

TO: Chapter Treasurers
FROM: Jan Horner, Foundation Board Chairman

Collect gifts from members and total the amount of the gifts.

Please send the form below to the Sigma Sigma Sigma Foundation along with a check made payable to **Sigma Sigma Sigma Foundation. *Do not send cash.***

Your gift will be considered a contribution from your chapter and will be recorded as such. If an individual wants to make a personal gift, make sure she includes her name (including maiden name), chapter, and address.

Send check and form to:

Sigma Sigma Sigma Foundation
225 North Muhlenberg
Woodstock, VA 22664

Thank you for your support.

Chapter _____	Amount of Gift _____
If Collegiate Chapter, name of University or College _____	
Name of Chapter Treasurer _____	
Address of Chapter Treasurer _____	
City _____	State _____ Zip _____
Phone Number _____	
Email Address _____	Date _____

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Toastmistress Instructions

The Founders Day Chairman is responsible for the mechanics of this program, but the SPIRIT of the occasion is up to you. Preparation is essential for you to do your best.

Prepare ahead to practice the speaking parts with the other participants in the program. During the luncheon, wait until the room is quiet to begin. If there is a controllable noise distraction, ask someone to take care of it and wait until it is done.

The program begins with a welcome to Founders Day. You will lead *Tri Sigma Grace* and *Stately and Royal*. If you are unable to lead the singing, assign a member who sings and/or can read music to lead.

Present a warm and relaxed tone in your words of welcome. Introductions are usually best made immediately following the meal. If there are small tables, a hostess may be assigned to each and she may introduce guests at her table. Be sure to introduce special guests such as the University President, Dean of Students, Panhellenic Advisor, past and present National Officers, Alumnae Advisory Board and Housing Board Members. It is not necessary to ask each of them to say a few words however; you might ask one to speak.

If parents are present, you may wish to thank them for coming rather than trying to introduce them all. It is a gracious gesture to ask all alumnae to stand at their places while you thank them for coming to share the occasion with the chapter.

If you have several guests, a short reception time before the luncheon might be the best way to welcome them.

Since this is a Convention year for Tri Sigma, you should only announce Local awards during the Founders Day celebration.

When planning the Founders Day program, you will need to choose **three special Tri Sigma members to be involved within the ceremony of the program**. These members can be collegiate or alumnae women who exemplify Tri Sigma in their everyday actions. These women will be asked to read the prepared section of the program. During the ceremony portion of the program, each woman will be asked to stand during her speaking part. If a podium and microphone are utilized during the program, the three women may stand behind the toastmistress from the beginning of the program until it is their turn to speak.

This is your chapter's Founders Day!! Make it a celebration. Keep the program beautiful and gracious.

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To Be Authentic 2010 Founders Day Program

(Before the toastmistress begins, background music should be turned off temporarily.)

Toastmistress:

(The welcome begins before food and drink are served.)

Good afternoon, my name is _____, and I will serve as the toastmistress for our program today.

Today we celebrate Sigma Sigma Sigma and reflect on what our eight Founders began 112 years ago. I am excited to welcome you in celebrating today and understanding what it means to be a Tri Sigma and *to be authentic*.

Please stand and join me in singing *Tri Sigma Grace* (Toastmistress or an assigned member leads the group in Grace).

Tri Sigma Grace

By Edna Von Berge and Herman Von Berge

*For thy love and for thy care,
For the food thou didst prepare,
For thy goodness everywhere,
Father in heaven we thank thee. Amen.*

Toastmistress:

I invite you, now, to join us for today's luncheon portion of our program. Please enjoy your meal.

(Soft background music may be played during this time.)

Meal

(The program continues after the meal has been finished.)

Toastmistress:

(Introduce special guests in attendance.)

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Founders Day Gift

Toastmistress:

One of the time-honored traditions, at Founders Day celebrations, is giving something back, financially, to the Sorority. In years past, we were asked to give pennies to the Mabel Lee Walton House, our National Headquarters. Today we ask our members to consider a gift of one dollar for every year of our membership in Sigma Sigma Sigma. These gifts will support the Tri Sigma Foundation and promote educational and leadership skills of women, provide scholarships and grants to students, and support play therapy programs for hospitalized children.

***Note:** If your chapter has received an RPM grant, or a member has received a scholarship, you may want to mention that here. Example: Our chapter was privileged to receive (name award such as Highest giving per capita or recognition received) from the Foundation. We raised funds for the Foundation by (name event(s)).*

Toastmistress:

We invite each of you to join with us today by making a gift recognizing your years of Sisterhood in Tri Sigma. Envelopes have been placed at your table and at the end of the program will be collected. **Please write your name and chapter name on the envelope. Checks should be made payable to Sigma Sigma Sigma Foundation.**

Awards

At this time, we would like to recognize those Tri Sigma Sisters who have earned special honors and awards. *(At this point local awards may be presented. Prepare notes in advance for the local award winners and practice script.)*

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To Be Authentic

Toastmistress:

"Just as a compass points toward a magnetic field, your True North pulls you toward the purpose of your leadership. When you follow your internal compass, your leadership will be authentic. Although others may guide or influence you, your truth is derived from your life story and only you can determine what it should be."

Taken from *True North* by Bill George

Leadership is a journey to our authentic self. It's grounded in our values and guiding principles. Events, both positive and negative, influence our journey and make us who we are.

Speaker 1:

"Life is a journey, not a destination - we determine our destiny by the direction we take."

Anonymous

Have you ever been on a long trip and heard the all-annoying, "Are we there yet?" Often in life, we focus on the destination - getting the job promotion or the good grade. However, it's the work and effort that go into reaching that destination that builds character and shapes you as a person and a leader.

Tri-Sigma is part of your life journey. Being a part of this organization has influenced your course and helped you along on your search for your true north.

Speaker 2:

"I may not have gone where I intended to go, but I think I have ended up where I intended to be."

Douglas Adams

Life is a constant journey, and every decision can lead you in a different direction. Keep your compass close and don't worry when you have to do a little "off-roading". Life may not always follow the plan you've laid out for yourself, but everything works out the way it's supposed to. All you can do is enjoy the ride.

Reconnect with Tri-Sigma, and you may be surprised where you end up.

Speaker 3:

"Do not follow where the path may lead. Go instead where there is no path and leave a trail. Only those who will risk going too far can possibly find out how far one can go."

TS Eliot

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Strive to live an exceptional life rather than a mediocre one. By trying new things and setting higher standards for yourself, you will be surprised at all you're able to achieve. Living your life this way will translate to those around you and inspire them to stretch and leave the trail. Forging your own path and following your own trail is what makes you authentic. Lead by example.

Tri-Sigma can give you ample opportunity to try a path you've never taken. Take a chance and get involved.

Toastmistress:

As we close for today, think about the life path you're on.

- Have you done any "off-roading" lately?
- Are you stretching yourself in search of your own brand of authenticity?
- How does your path compare to the path our Founders took?

I challenge you to always include Tri-Sigma in the search for your true north. Our Founders laid a path for us to follow, to emulate in order to be the best we can be. Tri-Sigma is here to help us *all* become better women - not just through four years of college but for a **lifetime**.

Toastmistress:

Together, we continue to strive through our everyday actions to live out the purpose of Tri Sigma.

As we celebrate this important event in our history, let us take a moment to reflect and *to be authentic* today as Sigma Sigma Sigma.

(Pause for about 10-15 seconds before closing with Stately and Royal)

I invite all Tri Sigma Sisters present today to form a circle and join in singing *Stately and Royal*.

(Assist members in creating a circle within the room as non-members stay seated. Tri Sigmas should join hands. Once a circle has been formed, the toastmistress and/or assigned members will begin singing of Stately and Royal.)

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Stately and Royal

Music by Edwyl Redding, Sigma (1936)
Words by Alpha Chapter (1903)

*Stately and royal, Sigma stands a queen so fair,
Faithful and loyal, we her daughters swear;
To protect her ever, e'er to wave her colors high,
To forsake her never, faithful till we die.*

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*Dear steadfast mother, we would gather at thy feet,
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Learn thy mystic meaning, tread thy paths of virtue bright,
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*Go onward Sigma, ever strive to higher rise,
No stain or stigma on thy fair name lies;
Let each daughter ever strive to do her best for thee,
That no stain may ever on thy fair name be.*

CHORUS

CHORUS:

*Sigma, Sigma, Sigma, ever true to thee we'll be,
Sisters to each other, daughters good to thee.*

(The program will end at the conclusion of Stately and Royal. At this time, guests and attendees can mingle and depart. Soft background music can be played during this time for atmosphere.)