

We know that Founders' Day is one of the most reflective events that connects collegians and alumnae. It's a time to celebrate with each other as well as honor the sisterhood and Founders that brought us together. This year, we recommend all chapters celebrate virtually to help prevent the spread of COVID-19. We still want to make this day special for all alumnae chapters and members celebrating.

Use the following tips and tricks to determine how to celebrate together virtually:

Technology for Founders' Day

Technology for Founders' Day is one of the most important pieces to figure out ahead of time for a smooth Founders' Day celebration. Below are guidelines for chapters based on the expected number of virtual attendees.

In order to adequately prepare technology for the virtual celebration, ensure you know how many attendees will be participating. We recommend sending a virtual invite with an RSVP link at least two weeks in advance to gauge interest. Consider using Evite, Paperless Post or another form of virtual invite and using Google forms, Microsoft forms, Doodle, etc. for RSVPs to collect information from potential attendees. Use these responses to send out the call information for the video platform that the event will be hosted on.

Tip: Set a deadline to RSVP by at least five days before the event to ensure you still have plenty of time to finalize all details surrounding the number of attendees on the video platform you choose.

Guidelines for chapters with <100 attendees:

1. Use the chapter Zoom account, Google Meet or similar platform to set up the Founders' Day celebration date and time.
 - a. An upgraded Zoom account, Basic Account, can be purchased for \$14.99 a month.
 - i. Reference the [Zoom 101](#) resource for helpful Zoom tips and links.
 - b. An upgraded G-Suite Essentials account allows up to 150 participants and is \$10 a month.
2. Ensure that you have email addresses for all alumnae from your chapter of initiation, alumnae in the area and the closest alumnae chapter to send them virtual invites.
 - a. This may be information you already have. If not, complete the [Alumnae Directory Order Form](#) and an NHQ staff member will fulfill the alumnae directory request for you.
3. Share the call information with all chapter members and all alumnae that are attending the virtual Founders' Day festivities.

Guidelines for chapters with <250 attendees:

1. Use the chapter Zoom account, Google Meet or similar platform to set up the Founders' Day celebration date and time.
 - a. An upgraded Zoom account, Basic Account, can be purchased for \$14.99 a month.
 - i. Reference the [Zoom 101](#) resource for helpful Zoom tips and links.
 - b. An upgraded G-Suite Essentials account allows up to 150 participants and is \$10 a month.
2. Ensure that you have email addresses for all alumnae from your chapter of initiation, alumnae in the area and the closest alumnae chapter to send them virtual invites.
 - a. This may be information you already have. If not, complete the [Alumnae Directory Order Form](#) and an NHQ staff member will fulfill the alumnae directory request for you.
3. Share the call information with all chapter members and all alumnae that are attending the virtual Founders' Day festivities.

Guidelines for chapters with 300+ attendees:

You will need to work with your vice president of finance (VPF) and advisory board supervisor (ABS) to discuss potential options for hosting the Founders' Day celebration over multiple Zoom accounts or staggering the times when chapter members and alumnae attend the festivities

1. We recommend that multiple accounts are purchased in order to ensure everyone can participate.
 - i. Reference the [Zoom 101](#) resource for helpful Zoom tips and links.

Otherwise, follow the same guidelines as the "Guidelines for chapters with <250 attendees."

Founders' Day Gift

If you are planning to send Founders' Day gifts through the mail, make sure you have enough time to do so and take your budget into consideration.

Tip: Decide this in advance so you can include a question in the RSVP asking for the attendees' mailing addresses. This saves you having to send another email.

Consider the following options:

- Order items from [Shop Sigma Kappa](#) to send to chapter members and alumnae
- Write and send letters to alumnae
- Send apparel from past events and years

Items to Consider and Plan Ahead of Founders' Day

1. Event Link
 - a. Make sure to send the event link at least 48 hours in advance with specific instructions on how to log in to the respective video platform. Remember that people with various levels of technology experience will hopefully be participating in your Founders' Day celebration.
2. Zoom backgrounds
 - a. When using Zoom for festivities, encourage members to use a fun Zoom background. [Sigma Kappa released backgrounds](#) that can be used or challenge every member to find a background related to Founders' Day.
 - b. View [these instructions](#) on how to change your Zoom background.
3. Décor
 - a. Depending on the chapter budget, other décor could be identified that members can wear or have displayed during the celebration.
4. T-shirts or other coordinated outfits
 - a. Just because you are virtual does not mean your chapter cannot still order t-shirts or wear coordinated outfits! Consider creating a t-shirt link that each individual member can use to buy their Founder' Day shirt and have it shipped directly to them. Otherwise, consider putting together a few different clothing options that they can wear.
 - i. *Tip: If you plan on coordinating outfits, give chapter members a variety of options for attire to allow them to show their individual style and feel their most confident for the event.*
5. Playlist
 - a. Put a member, or small group of members, in charge of creating a Founders' Day playlist to have playing in the background during the event. The member designated to manage the playlist should be prepared to stream music through her video on Zoom. [Here](#) is a quick how-to for further instructions!
 - i. Consider sharing the link to the playlist so members can listen along as they get ready for the fun!
6. Which Founder Are You Quiz
 - a. Consider including the [Which Founder are you most like quiz](#) in your RSVP! Once you have your answer, each attendee can read more about their Founder in the [Fascinating Founder Facts](#) resource.
7. Prizes
 - a. If you are planning on hosting games during your celebration, evaluate if your budget will allow you to send prizes such as gift cards to winners.
 - i. *Tip: Most companies offer E-gift cards that can be sent directly to an individual's email. Consider this as an option to avoid having to send physical mail.*

8. Welcoming Alumnae – Hype video & PowerPoints

a. Create a hype video and/or a welcome video

- i. This can be similar to a virtual recruitment video and can be done by something as simple as splicing together TikTok videos. Feel free to get creative here!
- ii. The video should be shown when the alumnae have joined the Zoom meeting.
- iii. The following are additional options to show attendees:
 1. [For a Lifetime video](#)
 2. 2020 video recorded by the national president
 - a. *Note: This will not be shared with membership until Founders' Day and will be available on social media and YouTube. Members will also receive this message in their email.*
 3. Re-visit a video recorded by a past national president.
 - a. One example can be found [here](#).
 4. Consider planning ahead and show a recently recorded chapter facility tour as well, if applicable.

b. A PowerPoint could also serve as a welcome for alumnae.

- i. If interested in doing introductions in this format, consider creating slides and personalizing them!
 1. If the chapter president is introducing herself, allow her the opportunity to create her own slide.
- ii. Consider using this [Founders' Day themed PowerPoint template](#). This PowerPoint celebrates Sigma Kappa's past, present and future.

9. Snapchat Geo Filter

- a. If the majority of chapter members are on or nearby campus, consider creating and setting up a Snapchat filter that everyone will be able to use, even in their respective homes. Encourage alumnae that live nearby to use the filter as well!

10. Thank Alumnae for Attending

- a. You should always thank alumnae for attending an event! Consider sending a personalized thank you email to each alumna that attended the celebration.
 - i. *Tip: Use your identified breakout room leads to assist in sending these thank you emails. They should make note of the alumnae in attendance in their breakout rooms. The thank you emails should reference some of the information that was shared by the alumna during the breakout for a personalized touch.*

Agenda for Founders' Day

1. Welcome & Introductions
2. Founders' Day Ceremony
3. Founders' Day Activity
4. Founders' Day Ceremony/Founders' Day Activity
5. Wrap-Up

Breakdown of What to Do

1. Welcome & Introductions
 - Everyone joins the meeting/call.
 - Vice president of alumnae relations (VPAR) should give a welcome to Founders' Day celebration and provide an overview of the events.
 - *Tip: Have all chapter members and alumnae put their first/last name and where they're calling from in the chat!*
 - Provide an opportunity for the chapter president to give a brief introduction
 - Consider using a PowerPoint for introductions.
 - *Tip: This is a great time for the chapter president to highlight any chapter accomplishments during the past year and provide a basic overview of what the fall 2020 sorority experience has been like for your chapter (i.e. virtual recruitment, chapter meetings in Zoom, virtual ritual ceremonies, etc.). The virtual Sigma Kappa experience is unique and something alumnae may be interested in hearing about!*
2. Founders' Day Ceremony
 - [Sigma Kappa Past, Present and Future](#)
 - [Carry on the Light](#)
 - [To Our Founders](#)
3. Founders' Day Activity
 - Breakout Rooms
 - Split chapter members and alumnae in even groups determined by chapter size and determine a time limit for the breakouts to conclude.
 - Give clear directions to breakout rooms. We highly recommend identifying leads for each room to guide the conversation and serve as the "hype woman." This can be members that have volunteered to assist in Founders' Day execution or general members identified for the role.
 - Different ideas for breakout rooms can be found under virtual ice breakers and games below:
 - *Tip: Chapter members and alumnae should begin with introductions in each breakout room.*
 - *Note: You should do as many activities as you feel are appropriate.*

- Consider utilizing breakout rooms several times in order for alumnae to meet as many members of the chapter as possible without overwhelming them.
 - Size Recommendations:
 - 1-50 attendees (4-6 women per breakout room)
 - 50-150 attendees (6-10 women per breakout room)
 - 150-250 attendees (10-16 women per breakout room)
 - 250-350 attendees (16-20 women per breakout room)
 - Before leaving the breakout room, coordinate a group photo of everyone to remember who you got to know on Founders' Day!
 - Consider holding up signs and taking a photo that spells out something relevant to Founders' Day. [Here](#) is an example!
 - We encourage you to invite all attendees to print out [Founders' Day Photo Booth Props](#) ahead of the celebration to use those for a photo opportunity.
4. Return to the main Zoom meeting
 - Ask each lead to share commonalities in their groups and fun facts that group members learned about one another. Alternatively, if a game or competition has taken place amongst the groups, this is a great opportunity to share results.
 5. Founders' Day Ceremony/Other Founders' Day Activity
 - Consider including another Founders' Day Ceremony (options listed above) or Founders' Day Activity (options listed below) here.
 6. Give information on any upcoming events or information all attendees need to know.
 7. End Founders' Day event with a final "hype" song and say goodbyes.

List of Ideas for Virtual Ice Breakers and Games:

Note: Try to incorporate Founders' Day aspects into at least one of the activities you plan to include in the event.

1. Honor the past. Celebrate the present. Plan for the future.
 - a. Use the [Founders' Day Table Topics](#) resource.
2. Banner Competition
 - a. Come up with your best Founders' Day themed banner on a piece of paper and everyone votes on their favorite from the group.
3. Bingo
 - a. Come up with a fun Founders' Day themed Bingo card that encourages team and sisterhood bonding!
 - b. Put members in breakout rooms and the first group to come up with a Bingo wins!
 - c. Use the chat feature to communicate to the breakout rooms.

4. Sharing highs for the week
 - a. Each person in the group shares what the “high” of their week was. Encourage members to keep their “highs” to a few sentences to allow everyone the chance to share.
5. This or That game
 - a. *Note: This game could also be used as a way to sort attendees into breakout rooms.*
 - b. Offer up two opposed topics/brands/activities (ex. Dunkin’ or Starbucks, Disney World or Universal Studios, beach or mountains, Coke or Pepsi, etc.). Based on the answers, one group is separated into one breakout room and the other goes to another breakout room. Or you can simply play this game together in breakout rooms and report out the commonalities learned.
6. Find your unique commonalities
 - a. Each breakout room comes up with a list of the most unique commonalities they all have with one another.
 - i. This can easily be held as a competition with other breakout rooms to find the most unique commonalities.
 - Example: We all have one sibling, we all have been in an airplane, we all like cheese, we all played a sport in high school, etc.
7. I Spy
 - a. Find something purple, maroon, lavender, with Sigma Kappa letters or symbols on it, etc. in an attendee’s room or location.
 - i. Bonus: If the attendee tells a story, it becomes show & tell with a twist!
8. Show & Tell
 - a. Have sisters and alumnae share their most treasured Sigma Kappa item
 - i. Example: A t-shirt from a past event, Big/little gift, scrapbook, etc.
9. Play a Kahoot game with a Founders’ Day twist
 - a. [Kahoot Instructions](#)
10. Jamboard
 - a. [Google Jamboard](#) is a collaborative program designed to mimic a whiteboard! Consider using this program to create slides with different questions that attendees can answer with sticky notes or have attendees sort Sigma Kappa events in timeline order.