



CHAPTER OPERATING MANUAL

ALPHA BETA GAMMA®

75 Grasslands Road
Valhalla, New York 10595

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Welcome to Alpha Beta Gamma®!

Serving as a chapter adviser is a rewarding experience as you will work closely with some of the brightest and most enthusiastic students on your campus. As you mentor these students and hone their leadership skills you will find great personal satisfaction. The material found in this manual and on the website (www.abg.org) will hopefully provide all of the information you need to fulfill your duties and responsibilities to the students and to the organization.

Master copies of necessary forms are available online. Chapter advisers can log into the ABΓ® website to access the forms via the Resources section of the site and can print out additional forms as needed.

The National Office supplies chapters with materials needed for inviting, registering and inducting new members. Each member receives an ABΓ® pin, window decal, membership card, diploma seal, and an exquisite diploma certificate suitable for framing. These items are sent to the adviser for distribution.

If you need help or have questions not addressed in this manual or on the website, please feel free to contact the National Office at (914) 606-6554, FAX (914) 606-6331. We can also connect you to "seasoned" advisers who would be willing to offer suggestions and helpful tips. Any suggestions you have for improving this manual will be gratefully accepted.

The production of the Chapter Operating Manual is a continuing program for the National Office. As additional sections are ready, or new sections completed they will be added to the index.

What is Alpha Beta Gamma®?

Alpha Beta Gamma® is an International Business Honor Society established in 1970 to recognize and encourage scholarship among two-year college students in business and related curricula at degree granting institutions. To achieve their goal, ABΓ® provides leadership opportunities, forums for the exchange of ideas and the stimulation of interest in continuing academic excellence. Since its founding, over 65,500 business honor students from accredited community, junior and technical colleges have been initiated into the society.

Alpha Beta Gamma® International Business Honor Society is the sole business honor society for accredited junior, community and technical two year colleges. The society exists to recognize and reward academic excellence among business honor students and to recognize the contribution to learning and business of professionals. In 1998 the constitution was amended to accept business honor students from Mexico and Canada.

National Affiliations

Alpha Beta Gamma® is a member of the Association of College Honor Societies, and an affiliate member of both the American Association of Community Colleges (AACC) and The Association of Canadian Community Colleges (ACCC).

The society is a member of the Association of College Honor Societies (ACHS) , is a participating institute in the Association of Canadian Community College (ACCC) Affiliates Network (Membre participant au Réseau d'Affiliés Internationaux de L'ACCC, and educational affiliate of the American Association of Community Colleges (AACC). Alpha Beta Gamma is also a member of the Association of Small Foundations (ASF).

Alpha Beta Gamma is a member in good standing of The Association of College Honor Societies. The Association of College Honor Societies was organized October 2, 1925, by a group of college and university teachers, administrators, and representatives of a few well-established honor societies. Its object was then and is now to consider problems of mutual interest such as those arising from the confusion prevailing on college campuses concerning the character, function, standards of membership, multiplicity, and undesirable duplication of honor societies; to recommend action leading to appropriate classification, higher standards, reasonable cost of membership, consolidation or elimination; and to promote the highest interest of honor societies.

Chapters can use this affiliation in their marketing programs (see www.abg.org for more information).

Eligible Disciplines

Accounting	Entrepreneurship	Marketing Management
Advertising	Fashion	Medical Secretary
Agricultural Business	Fashion Merchandising	Mortuary Science
Arts Management	Finance	Office Technologies
Aviation Management	Graphic Design Technology	Operations Research
Banking	Health Information Technology	Paralegal
Broadcasting, Radio, TV	Health Insurance Claims Management	Personnel Administration
Business Administration	Health Services Administration	Postal Services Management
Business Economics	Hotel Management	Public Administration
Business Journalism	Human Resource Management	Public Relations
Business Management	Industrial Management	Range Management
Business Statistics	International Business	Recreational Management
Casino Management	International Public Relations	Restaurant Management
Communications	Industrial Public Relations	Secretarial Science
Communication Technology	Industrial Relations	Small Business Management
Computer Information Systems	International Public Relations	Systems Analyst
Computer Programming	Investments & Securities	Textile Engineering
Conservation & Regulation	Legal Secretary	Theatre Management
Culinary Management	Management Information Systems	Trade Management
Dairy Management	Management Science	Transportation Management
Data Processing	Market Research	Travel & Tourism
Environmental Design		Wildlife Management
Economics		Word Processing

*Colleges which offer degree and certificate programs in these disciplines are eligible to be affiliated with Alpha Beta Gamma. If your college has a program which is not listed, please contact the National Office.

Constitution

The Alpha Beta Gamma constitution and bylaws can be obtained by logging into the ABΓ® website as a chapter adviser and downloading the file from the Resources section, or by clicking the link below.

<http://www.abg.org/documents/resources/constitution.pdf>

Financial Requirements

New Chapter Application Fee: The application fee to initiate a chapter is currently set at \$500.00.

Reactivate a Chapter Fee: A chapter which has been inactive for more than two years is required to pay a \$200.00 chapter reactivation fee.

Lifetime Student Initiation Fee: Each Alpha Beta Gamma® initiate is required to pay a one-time life membership fee to the national organization before initiation. This fee is currently set at \$37.00. The local chapter collects initiate fees and mails one check to the national covering all initiates for that period.

Local Chapter Dues: Local chapters can require a local chapter fee used to offset chapter expenses. This fee cannot exceed the national fee.

Honorary Member Fee: Faculty Advisers are automatically initiated as members of the society. There is no fee for Honorary Members, send the recommendation in with your regular initiate listing. The adviser should subtract \$37.00 for each Honorary member from the auto invoice when it is received. See "Honorary Members" in this manual.

Local Checking Accounts: Chapters are authorized to initiate a local checking account if this is permitted by the academic institution. A faculty adviser must be one of the signatures.

Tax Exempt Organization: Alpha Beta Gamma® has received exempt status from federal income tax under section 501(c) (3) of the Internal Revenue Code. Our exempt number is 23-7126834. Please provide your college financial officer with this number.

Financial Reports to National: Each chapter must complete the Chapter Annual Report which requires certain financial data. See "Chapter Annual Reports" in this manual.

Honors Journal

The Honors Journal is the official publication of Alpha Beta Gamma®. An effort is made to highlight as many chapters as possible in each edition (Fall and Spring). Please send in any information, updates, photos, articles, etc about your chapter for inclusion in the upcoming editions of the Honors Journal. This is a great way for Alpha Beta Gammas to learn more about each other and improve communication.

Assigning the task of submitting news of your chapter activities to one of your officers is a great way to be sure to be included in each and every edition.

Reminder: The Joseph Perry Creativity Award is available to an adviser or a student who makes a significant contribution to the Honors Journal.

Send your news and/or submissions to Gaye.Andersen@davenport.edu

Chapter Advisers

Each chapter is required to have an official chapter adviser who is approved by the college administration and the national office. A chapter can have only one (1) officially designated adviser, although some chapters have multiple advisers, representing different disciplines in Business who share the duties and responsibilities. Chapter advisers are usually faculty but may also be administrators, business counselors or other academic staff members.

Chapter advisers are automatically initiated as members of the society.

Chapter advisers are authorized to wear the Faculty Adviser Stole and the Pope Adviser Medallion at chapter and graduation ceremonies.

Chapter advisers serve as chief financial officers of the respective chapter's funds. When club checking accounts are permitted by the academic institution, faculty advisers must be signatures on chapter checking accounts.

Chapter advisers who attend the annual meeting are entitled to the annual meeting stipend which is established each year to offset meeting expenses. The stipend amount is announced each year with the conference informational materials and helps to cover hotel, meal and convention registration expenses. Only one adviser per chapter is entitled to reimbursement to the National Convention.

Chapter advisers conduct the Initiation Ceremonies for chapters.

Chapter advisers complete the Chapter Annual Report.

Chapter advisers are eligible to serve as national officers and may serve on national committees.

Chapter Officers

The National Constitution designates the following chapter officers: Chapter President, Chapter Vice President, Chapter Secretary and Chapter Treasurer. These officers are elected by the members each academic year. In some chapters, a resolution has been passed which permits the Chapter Adviser to appoint the chapter officers.

Chapters may, with permission of the chapter adviser, add additional officers.

In Honorific Chapters, these offices are nominal and honorific.

Chapter Officers are asked to refer to the Constitution for additional details concerning their roles. Any initiated member of Alpha Beta Gamma® may serve as a chapter officer.

HINT: Have an effective "training" session for new officers. Hold a transition meeting to allow retiring officers and incoming officers to meet and discuss effective strategies for chapter operations. Keep a manual of requirements of each officer (could include notes on what worked/what did not from each retiring officer) that is passed on to new officers. Establish a Chapter Website where local chapter procedures can be saved for the new chapter officers.

Chapter Activities

Although there is no proscribed agenda or format for chapter meetings the following suggestions might help you to decide what is best for your chapter.

Meeting Types

- To elect and or install chapter officers
- Planning for the National Leadership Conference (pre attendance/post attendance)
- Strictly social (provide lunch or snacks and allow members to get acquainted)
- Presentation of Chapters awards and Scholarship awards earned at National Leadership Conference
- Field trips

Informational Meetings (Breakfast or Brown Bag Lunch meetings)

- Guest speakers
- Topics of educational interest (class selection, study skills, raising your GPA, applying to 4 year colleges, etc)
- Panel discussions on current events or significant topics
- Film series
- Student led discussions on social issues, campus issues, etc

Campus Service Projects

- Tutoring/Mentoring for freshmen
- Honors banquet
- Book sales—donations for college library
- Scholarships to chapter members
- Outstanding Business Professor Awards
- Contests (photography, art, etc)

Community Service Projects

- Reality Stores for local elementary and middle schools
- Contributions to local hospital
- Contributions to organizations (Diabetes Foundation, Cystic Fibrosis, Cancer Society, etc)
- Volunteering for Habitat for Humanity or local help projects
- Awards/scholarship funds for local High School scholars
- Adopt a Highway

Chapter Annual Report

Once a year, just before the Annual Meeting, each Chapter is required to submit a Chapter Annual Report. The form can be obtained by logging into the ABΓ® website as a chapter adviser and downloading it from the Resources section, or by clicking the link below. The adviser of the Chapter completes this report. The completed report will then be posted on Blackboard for consideration by the Scholarship Committee.

http://www.abg.org/documents/resources/ABG_report_form.doc

Chapters which wish to be considered for the Awards which are announced at the Annual Meeting must return the report by the due date published on the ABΓ® website. If a chapter does not wish to be considered for awards, the report is then submitted by the last day of the semester at the local college. Chapters which need an extension to submit an annual report should contact the Chief Executive Officer at ceo@abg.org

Chapters which do not submit annual reports are precluded from initiating members the following semester. Should any chapter need a time extension, call the National Office will suffice to arrange for the extension.

The Annual Report was kept as simple as possible. It asks for information on the Chapter Officers, a financial summary, and a brief description of Chapter Activities and services to the community. The report asks for information on chapter scholarships and Honorary Members. Any special activities and programs of the chapter should be listed.

The information on the report is needed by the National Organization as we attempt to obtain more scholarships from four-year colleges and outside funding. Your cooperation is very much appreciated.

HINT: Know the submission dates and requirements for annual reports and competitive essays. Submit National Leadership conference fees and other items on time and in the correct format.

Chapter Banners

Authorized Chapters can order the Official Chapter Banners. Beautifully manufactured by one of the nation's finest banner companies, the banners are constructed of felt – 36 inches by 72 inches in the colors of the society, Sapphire Blue and Gold, the colors of our society. The key is embossed on the banner which is extremely beautiful and impressive. See sample below.

The banners are ordered directly from the manufacturer. Send your order form to: The Nixon Company, 161 Main Street, Indian Orchard, MA 01151. Phone 413-543-3701 or 543-3110. The Nixon Company is a wonderful firm to do business with, highly professional producers of quality products. Our society is pleased to have them as our banner manufacturer.

The price is approximately \$200.00 depending on the number of letters in your chapter name and college name. You will be asked to send your check with your order. Most chapters use the banners at their initiation ceremony and other college functions. Chapters usually hang their banners at the college graduation ceremony. Displaying the banner on campus serves as another visual reminder and helps to "advertise" your chapter.



Alumni Chapters

Chapters are authorized to form Alumni Chapters in accordance with the provision of the National Constitution. Please refer to the National Constitution which is included in this manual. Additional questions can be answered at the National Office. Chapters which have alumni chapters are asked to share ideas with the National Office. The Chapter Adviser serves as adviser to the alumni chapter, unless another adviser is designated and approved by the adviser of the regular chapter.

Initiated Alpha Beta Gammans are members for life. Alumni can retain membership in the chapter and should be invited to maintain contact with the chapter by speaking at meetings, mentoring, and providing networking opportunities for current members. Chapter alumni can be an excellent source of funds.

HINT: Keeping alumni active can be a great resource (networking opportunities, speakers, funding, mentoring) for your chapter. Remember, your members' names are saved on the national database and you can download them for alumni mailings, etc.

Recruiting New Members

Advisers may download information on recruiting from the Resources section of the ABΓ® website. It is also available from the link below. Here you will find a wealth of information on how to increase membership for your chapter and also view some of the recruitment materials available from the National Office.

The link will provide you with detailed information on various successful recruitment methods including

Basic Method: Letters (samples provided) are sent to students from a list provided by your College Registrar of all business students who have earned 12 credits and have at least a 3.0 cumulative GPA. You might also include any/all of the recruitment materials listed below, available from the National Office.

Campus Newspapers: Provide news articles to your campus newspaper to correspond to your mailing dates. These articles might provide background information on Alpha Beta Gamma®, advantages of membership, news and activities of your chapter. You might also consider taking out an ad in the campus newspaper announcing that Alpha Beta Gamma® letters of nomination/invitation are being mailed (and perhaps, congratulating those approved for membership).

Classroom Visits: Ask business professors if they will allow classroom visits (which can be done by Chapter officers). ABΓ® materials can be passed out, a power point presentation (available on the www.abg.org site) can be used, and the advantages of ABΓ® membership can be personally addressed.

Distribute Materials to Business Professors: Give all business professors materials to distribute in their classes. Professors can explain the advantages of honor society membership to their students. Your chapter might consider making Business professors honorary members of the chapter.

Informational Table in Lobby/Student Lounge: Make informational materials available wherever business students gather. Participate in campus club days and other functions to make your chapter visible.

Chapter Website: Many chapters have local websites which are very effective marketing and informational tools. Samples of chapter websites can be found at www.abg.org. Our National Webmaster will help with technical assistance and information on the requirements.

Chapter Brochure: Some chapters have designed custom brochures using materials from our website. Chapters must submit custom brochures to the National Office for approval before publication and distribution.

Sponsor Campus Events: One very effective event is the Power Breakfast (see details in the resources section). The more your chapter participates in campus and community events the more visible (and popular) it becomes, making recruitment easy.

Welcome Banner: One chapter had a gigantic banner made "Alpha Beta Gamma® Welcomes the Class of 20XX" and displayed the Banner at Orientation, and in the business building for a week afterwards. This is an effective way of letting incoming freshmen know about Alpha Beta Gamma®. Another chapter offered to help at Orientation and other chapter events (wearing ABΓ® apparel) to increase visibility.

Alpha Beta Gamma® listing in the College Catalog: Colleges that have chapters of Alpha Beta Gamma® are required to promulgate the existence of the society on their campus through the college catalog. Work with your college public relations department to obtain a listing.

Formal Printed Invitations: Some chapters print formal invitations which are sent to prospective members (see sample in resource section).

Ballooning New Members: With permission of Business professors, one chapter had its officers carry balloons (in ABΓ® colors) to new members in one of their classes. This "event" was eagerly anticipated as new members appreciated the attention and recognition, and this helped to increase membership.

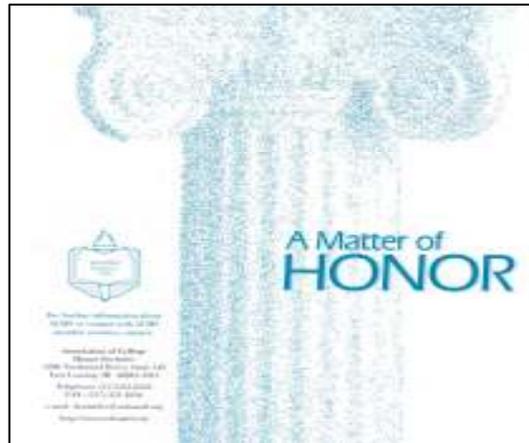
Personal Phone Calls: Have Chapter Officers call prospective members from your office/your chapter office after letters of invitation have gone out to personally congratulate prospective members and encourage membership.

<http://www.abg.org/documents/resources/recruiting.doc>

Recruiting Materials

The following materials are available by emailing Brenda Bogren bbogren@abg.org with your request.

"Honors" booklet from the Association of College Honor Societies (ACHS). This publication explains the purpose and function of honor societies. A listing of all accredited honor societies can be found in the booklet. These are available without charge to chapter advisers.



ABG® White Card: "What is Alpha Beta Gamma®?" These promotional cards are very effective ways to promulgate the mission of the society. They are available without charge to chapter advisers.

Alpha Beta Gamma™
International Business Honor Society
of Two-Year Colleges

What is ABG™?
Alpha Beta Gamma™ is an International Business Honor Society established in 1970 to recognize and encourage scholarship among two-year college students in business and related disciplines as degree-seeking academic institutions. To achieve their goals, ABG provides leadership opportunities, forums for the exchange of ideas and the stimulation of interest in continuing academic excellence. Since its founding, over 30,000 business honor students from accredited community, junior and technical colleges have been inducted into the society.

Scholarship
To be eligible for membership in ABG, a student must be enrolled in a business curriculum and must have completed 15 academic credit hours in courses leading to a degree recognized by their institution. In addition, the student must have demonstrated academic excellence by obtaining a 3.0 GPA or its equivalent in business courses as well as a 3.0 overall cumulative average.

Source of the Benefits to Students
Recognition of merit-based academic achievement and the receipt of a distinctive membership diploma.
Leadership opportunities through chapter officeships.
Exchange of ideas on local chapter functions as well as at the annual international leadership conferences.
Over \$200,000 in scholarships at four-year colleges.
Networking opportunities.
Opportunities to visit to international study opportunities.
Scholarship award special graduation honor stoles, banners and other academic regalia.
Use of ABG Rooms Forum.

ABG™
President of the
Alpha Beta Gamma™
Constitution

That academic excellence among two-year college students enrolled in business curricula may be nurtured, their opportunity may be provided for leadership training and an international climate for ideas and ideas be fostered; and that scholars may be induced with desire for continuing education, we dedicate ourselves as members of Alpha Beta Gamma. Among us, membership is a privilege earned by qualifications, honor, and service. In conduct of our activities, truth shall be our quest, diligence our staff, and achievement our purpose.

For further information contact
your college chapter adviser.

or
Professor John D. Christensen
Chief Executive Officer
33 Grandlands Road
Valhalla, New York 10595
(914) 345-6810 • FAX 914 352-6861

<http://www.abg.org>
E-mail: ceo@abg.org

Member of the Association of
College Honor Societies
International Office of A.A.C.C.
Participating Institution in the ACCC International
Affiliates Network (Division of ACHES)
(International de l'ACCUC)

Alpha Beta Gamma® Bookmarks. These bookmarks are available without charge and are usually included in any recruitment mailings. They are also very functional when left on the counter in the Library or placed in business texts in the bookstore. Available without charge to chapter advisers.



ALPHA BETA GAMMA® POSTERS: Posters can be printed from the website, or advisers can order copies from the National Office. Please specify which poster you wish to use. Available without charge to chapter advisers.

Registering New Student Members and Honorary Members

All new student members must be registered online using the new initiate processing form. Advisers can access the form by logging into the ABΓ® website:

http://www.abg.org/help/help_member.html

Log on in lower right corner, enter your username and password (click on forgot password if you don't know it and it will be immediately emailed).

Go to process new initiates (please wait until you have at least 5 new members before processing the registrants). An informative and helpful video is available-- view the video for detailed instructions on registering your new members.

Registration hints: Use upper and lower case letters, for example: John A. McCabe, not JOHN A MCCABE. We have the ability to include some language accent marks, indicate if these are needed. Diplomas will be printed EXACTLY as entered.

After you approve your new members, you will be emailed an auto-invoice instructing you how much and where to send your check. Currently the student initiation dues are \$37.00. The check should be made payable to Alpha Beta Gamma®. There is no charge for Honorary Members. Faculty advisers are automatically initiated as members of the society.

Chapters should print copies for their alumni files since the national file space is limited.

The fee for a replacement diploma is \$15.00. Allow 5 weeks for delivery.

Sometimes we can request rush service if the manufacturer is not swamped with orders. However, the more lead time you provide the more likely your diplomas will arrive in time for your Initiation Ceremony (See *Initiation Ceremony*). Add \$30.00 for Federal Express next day delivery.

Honorary Membership

In addition to the recognition of business honor students, Alpha Beta Gamma® exists to recognize outstanding contributors to the world of business and business education. Student officers in conjunction with the support of the chapter advisers recommend distinguished scholars, administrators, public servants and business professors for initiation into the Society of Alpha Beta Gamma®.

The recipient of Honorary Membership will receive an Alpha Beta Gamma® National Honorary Membership diploma, a membership card, lapel pin and window decal.

1. Officers vote on nominations upon approval of the chapter adviser.
2. An article concerning the honorary member should be included for publication in the Honors Journal (include photo if possible).
3. There is no charge for the regular honorary diploma.
4. Honorary membership is a distinct privilege which should be meritorious.
5. Honorary Members are entitled to all rights and privileges of the society including the wearing of society regalia. They must partake in the regular initiation ceremony along with students, or be initiated with a special ceremony.

Initiation Ceremony

The original ceremony ritual was written in 1970 by Dr. Robert Litro, Chief Executive Officer,

revised in 1996 by Professor Pat Edwards, Martin Community College and

edited by Patricia Horton, Westchester Community College ,
Revised August 18, 1996.

All members of Alpha Beta Gamma®, including Honorary Members are initiated into our society utilizing this initiation ritual. Chapters may not alter this ritual without permission of the Executive Committee.

Most chapters have a formal ceremony for this initiation, which includes either a formal lunch or dinner as part of the ceremony.

The ritual requires the assistance of the Chapter Adviser and Chapter President. Other officers of the chapter and college faculty and administrators may participate in the ceremony. Usually the college president is present and participates in some manner.

The room should contain some flowers ,and red, white and gold candles which are mentioned and used in the ceremony.

The official diplomas are usually distributed after the student is initiated. A citation of achievement is usually read for each honorary member.

A copy of the current Initiation Ceremony Ritual can be obtained by logging into the ABΓ® website as a chapter advisor and downloading it from the Resources section, or by clicking the link below.

<http://www.abg.org/documents/resources/initiation.doc>

Requirements:

- ABΓ® Chapter Banner
- A Red, Gold and White Candle
- Flowers
- Printouts of Initiate Responses
- Initiates Diplomas, and Diplomas for Honorary Members

HINT: Hold the initiation ceremony at a time and place that will accommodate and encourage attendance of faculty and family members. You might send a special congratulatory note and invitation to parents of the students who will be inducted. Ask students to invite a faculty member who had a special impact on them to attend as an honored guest. Invite the College President to attend and participate.

National Leadership Meeting

Each year the national office of Alpha Beta Gamma® sponsors a National Leadership Meeting. Chapter Advisers and chapter student leaders join to share ideas, develop leadership skills and plan chapter and national activities. Symposia, lectures as well as cultural experiences enhance the goals of the society. The executive committee, the scholarship committee and the faculty meet at this event. Student elections take place at this meeting. Local chapters help to coordinate the event.

The National Leadership Conference is held each year in the Spring. We choose our conference location to provide a venue that offers cultural and historical attractions. The conference begins on a Thursday evening with registration and a get acquainted event generally hosted by the National Officers. The Scholarship Committee also meets on Thursday evening. Generally workshops and presentations are held Friday and Saturday. Friday evening and Saturday afternoon are usually left free for sightseeing group activities. The conference culminates with the Awards Banquet held on Saturday evening where chapter awards and essay competition winners are announced. Please refer to the ABΓ® website for a current listing of awards and scholarships.

Each year depending on the financial status of the national, a stipend is provided for one faculty adviser per chapter and one student delegate. This stipend helps to offset the cost of meals, hotels, and convention expenses. Alpha Beta Gamma® is the only society to offer annual meeting stipends.

Each year the Chief Financial Officer notifies chapters concerning the ability to continue the stipend policy.

Presentations (both student and faculty) are the focus of the conference. Delegates present on a wide range of topics of interest to members and advisers. We encourage chapters to make presentations at the conference. Please refer to the website for presentation registration rules and requirements.

Student recipients of stipends are required to attend all official workshops and meetings (evidenced by signed attendance sheets) and complete the necessary stipend reimbursement form. This form must be approved by the chapter adviser.

Faculty recipients of stipends are required to attend the faculty meeting as well as other meetings and social events.

HINT: Attendance at the conference is a wonderful experience for our members. They will return to campus full of enthusiasm and excitement. Harness this energy and use it to recruit new members—invite everyone to your post conference meeting.

Annual Awards

Alpha Beta Gamma® offers ample opportunity for chapters and individual members to vie for honors awarded at the Annual Leadership Conference each year.

Chapter awards are based on the annual reports submitted by each chapter. Chapters may request to be considered for any of the awards and provide ancillary materials along with the required annual report. The awards encourage outstanding performance in a variety of areas such as recruitment, financial excellence, campus service and community service.

Attendance at the National Leadership Conference is encouraged. This is an excellent opportunity for networking and for chapters to share successes. Advisers and student members help to provide exciting and informative programs by presenting at the conference. Awards are presented for the best Adviser and the best student presentations.

Please become familiar with the various chapter awards by logging on the website and referring to the Chapter Awards section. Advisers can choose to honor officers and other chapter members by nomination for awards also listed in this section.

Student entries for the essay competitions are listed on the website. The essays are judged by the Scholarship Committee and the winners are announced at the Awards Banquet at the culmination of the conference. Entries for the essay competitions **must be received** before the Leadership Conference deadline and **must be accompanied** by a submission form. Click the title of each essay competition to download the submission form. Please email completed forms and essays to webmaster@abg.org

All essays are published in the Honors Journal after the conference.

HINT: Several awards require adviser nominations (see Professor Steve Graham Award, The Eva Bobrow Medallion of Excellence Award, The Cerrone Award, The Zagara Competitor's Award, the Excellence in Administration Award). Be sure to nominate worthy candidates.

National Student Officers

RESPONSIBILITIES OF ALPHA BETA GAMMA® NATIONAL OFFICERS

PRESIDENT

1. Assemble national officers in virtual monthly meetings
 - a. Meet with the national officer advisor a week prior to the meeting and provide a tentative agenda
 - b. Email all chapter presidents and advisers points of action and interest resulting from the national officers' monthly meeting within two weeks of meeting
2. Work with other officers to determine official national community service project
 - a. Clear the project with the national officer advisor
 - b. Meet the project deadline of August 1
3. Attend National Leadership Conference in year following election
 - a. Must provide \$200 deposit by January 15th that will be returned after the conference if they attend and fulfill duties
 - b. Deliver ten minute welcome and update
 - c. Email national advisor the 10 minute speech 3 weeks prior to the conference
 - d. Include results by chapter of the national community service project
 - e. Attend all workshops and greet members
 - f. Preside over new officer elections
 - g. Prepare ballots
 - h. Serve on the Scholarship Committee
4. Vote on special resolutions
5. Submit one 250 – 500 word article to the Honors' Journal. Topic must be submitted to the National Officer Adviser by October 1 and April 1. Article must be submitted by November 1 and May 1

VICE PRESIDENT

1. Support the president and promote national ABΓ® activities.
2. Vote on special resolutions
3. Work with other officers to determine official national community service project: Deadline August 1
4. Submit one 250 – 500 word article to the Honors' Journal. Topic must be submitted to the National Officer Adviser by October 1 and April 1. Article must be submitted by November 1 and May 1
5. Assume responsibilities of president if the president is unable to serve
6. Attend the national leadership conference if the president is unable to attend

EXECUTIVE BOARD

1. Support the president and promote national ABΓ® activities
2. Vote on special resolutions
3. Work with other officers to determine official national community service project: Deadline August 1
4. Submit one 250 – 500 word article to the Honors' Journal. Topic must be submitted to the National Officer Adviser by October 1 and April 1. Article must be submitted by November 1 and May 1
5. Assume responsibilities of president if the president is unable to serve
6. Attend the national leadership conference if the president and vice president are unable to attend

Failure to attend three (3) meetings will result in automatic termination of your title and position as a national officer. The officer must then remove this from his/her resume or curriculum vitae. The officer's name will also be removed from the Alpha Beta Gamma® national Web site.

Professor Kathy Moreno is the Student Officer Liaison.

Guidelines for Annual Leadership Conference Presentations

You should email your proposed workshop title, description, and time needed to present the workshop to Tim Cooper at tcooper@martincc.edu and Gaye Andersen at gaye.andersen@davenport.edu for approval. Please include in the email subject line "ABG Conference 200X."

For your presentations, we will have 1 Laptop Computer and projector.

The laptops will have a CD/DVD R/W combo drive, and USB2 compatible slot.

Software installed will be:

Microsoft Office XP (Word, Excel, Access, PowerPoint, FrontPage)

We ask that presenters bring two (2) copies of their presentations on CD and/or USB Flash memory. One copy will kept by ABG® for our archives.

If you require specific versions of software or need other software, please direct inquiries to webmaster@abg.org

Resume Forms

The National Office provides reasonable quantities of resume forms which indicate that the writer has been initiated into Alpha Beta Gamma®.

The logo & letters of the society appear on the resume forms.

To obtain copies of the resume form:

FAX to 914 606-6331

Please do not call, use fax only for these forms

Send Resume form package to:

Adviser _____

Chapter _____

College _____

Street Address

City _____ State ____ Zip _____

Publicizing Your Chapter

Name recognition is important to your chapter and Alpha Beta Gamma®. The more our name is recognized, the easier it is to recruit new members, solicit funds and scholarship donations.

Increase your name recognition and publicize your chapter using techniques such as these:

- ALWAYS invite college personnel and local politicians and other dignitaries to chapter activities
- ALWAYS invite local and/or campus newspaper reporters to cover your events. Or, at a minimum, send press releases on all activities. Assign one of your officers (or another member) to send a picture and the press release for every event.
- Take out an ad in the college yearbook
- Make sure your organizations is listed in your college catalog
- Hand out Alpha Beta Gamma® materials at Admissions events, college days, job workshops, and other college events—have Alpha beta Gamma® members offer to help man these events
- Do regular chapter activities as often as possible—make you chapter VISIBLE to students, the college and the community
- Participate in community and college sponsored events (such as Relay for Life and other walks) in ABΓ® gear—split up so that members participate in at least one event. People will get used to seeing Alpha Beta Gamma® participating in everything and having each of your members chose at least ONE activity can make you very visible!

Compose some standard press releases so that you can “fill in the blank” and get the information out to the press quickly and effortlessly.

- Induction Ceremony press release—be sure to list the names and hometowns of inducted members
- Award/Honors/Scholarship winners press releases
- National Leadership Conference attendance press release

If you have copies of standard press releases, please send them to the National Office so that we can start a bank of forms available to all advisers.

Shop ABΓ®

Do your shopping online and help Alpha Beta Gamma®! Enter the Internet's Largest and Easiest Online Shopping Mall. With over 1000 stores to choose from, you are sure to find what you're looking for. It's fast, easy, handy and fun. A percentage of every purchase you make is sent to help support our programs. It doesn't cost you anything extra and your privacy is always protected! You can access the "mall" through the ABΓ® website under "Shop ABΓ®". Complete the donor recognition form so we can get "credit" for your purchases.

Under the "Shop ABΓ®" tab you will also be able to order stoles and regalia and other ABΓ® branded merchandise items.

Initiated members of Alpha Beta Gamma® are entitled to wear the regalia of the society. Graduate Supply House in Jackson, MS is the society's official jeweler. An order form and photos of ABΓ® regalia are available for your convenience on the website.

Alpha Beta Gamma® clothing and gifts are available from The Connecticut Shirt Man in Watertown, CT. Order form and photos of available items can be found on the website.

Fundraising Ideas

Managing chapter funds provides officers with practical financial experience. Here are fundraising ideas collected from chapters over the years. Select those ideas which will work best on your campus. Solicit help from your college's fund-raisers. Get local business people involved either with advice or with donated prizes. Check your college's rules and regulations concerning fundraising. Raising funds for chapter or national scholarship funds, for attendance at the Annual Leadership Meeting, or for a local charity are examples of how funds can be used.

Student Government Funds: Since Alpha Beta Gamma® is a student organization, most colleges offer some support from student government funds. When chapters are active on campus by offering lectures, symposia, field trips, it is usually easier to petition student government for assistance. One chapter co-sponsors a POWER BREAKFAST in conjunction with the Student Government. Student Government provides a continental breakfast.

Beef Raffle: The Beta Chapter at Lincoln Land Community College has an annual Beef Raffle. They raise more than \$3,000.00 each year. The chapter uses these funds to send representatives to the Annual Meeting, to sponsor chapter scholarships and to make an annual donation to United Cerebral Palsy.

College Trustees: College trustees can be very helpful in finding financial resources for your chapter. Trustees can be initiated as Honorary Members of Alpha Beta Gamma® in appreciation of their assistance.

Refreshments: Many functions take place on a college campus, festivals, carnivals, school fairs, lectures, sports functions. Get your college's permission to sell soft drinks and edible goodies.

Sponsor A Business Trip: Initiate and organize a trip to a local business, factory, bank, etc. Add a surcharge which goes into the chapter funds. Take reservations. While you are at the business firm, ask for assistance with chapter activities. Often, the business firm will provide luncheon for the visitors.

Sell Bumper Stickers: You've seen the bumper sticker, Virginia is for Lovers...Well, how about "Virginia is for Scholars". Or use your college name. Or use Alpha Beta Gamma®. Most local printers can supply these quite inexpensively.

Form A Parent's Fundraising Committee: Parents like to get involved and help. Explore needs of the chapter and ask for parents to have fund-raisers for your chapter.

College Foundations Can Help: If your college has a foundation which generates revenues for college programs, your chapter might be one of them. Business people like to help business students. Talk to the President of your Foundation.

Bartering Student Services: Students could volunteer their services to local stores with payment going to your chapter. And it could be a tax deduction for the business firms.

Alumni Can Help: One chapter send 800 letters out to alumni lists. Over \$1,000 was raised with just one letter. But better still, get Alumni involved with your chapter. Form an Alumni Chapter. (See Constitution)

Neighboring Four Year Transfer Colleges Can Help: Schools which accept many of your college's transfer students are often very pleased to contribute to chapter functions or sponsor chapter events.

Initiation Banquet Journal: If your chapter has an annual Initiation Banquet, sell Journal Ads. In addition to businesses, companies which provide the college with services, parents are happy to place ads congratulating their children. Booster Ads can raise even more funds.

Cake Sales: Cake sales, cookie sales, are quick and easy ways to raise funds. If there is a food management program at your campus, work with them. Ask local bakeries to donate goodies.

Fraternal Organizations Will Donate: Fraternal organizations such as Lions, Kiwanis, Veterans Groups, usually have educational funds for students and chapters.

Chamber Of Commerce Assistance: The local chamber can find dozens of business firms to help your chapter. They can co-sponsor events such as "Starting Your Own Small Business" for which a small fee can be charged.

Sponsor a Lecture: Find a great speaker, charge an admission fee explaining that the proceeds help business honor students. Sometimes you can co-sponsor this with another club on campus such as Phi Theta Kappa.

Publish an ABF® Spiral Cookbook: Chapters have in the past used Cookbooks very successfully. Local companies exist in every community, but there are also national companies. This company was advertised in Gourmet Magazine. 1 800 445 6621 - Cookbooks by Morris Press, Box 2110 Kearney NE 68848.

Raffle Football and Other Sports Tickets: Tickets can be donated by local stadiums or teams or by businesses. Raffle them off for chapter funds. Be sure you check college regulations in this area.

Coin Toss: Students holding large bed sheets at entrances to college campuses (with permission of college security people) can have signs telling about the Coin Toss. As students slow down (security people help with this) drivers toss coins into the sheets. Be sure to get college permission for this event.

Have Newspaper Stand: Chapters in the past set up newsstands from 7:30 to 9:30 on campus selling newspapers to faculty, staff, students and visitors. Be sure you have a long time commitment from volunteers to run this event.

Flowers: Sell roses on Valentine's Day, Mums around Thanksgiving, Poinsettias around Christmas. Flower sales can generate huge profits for your chapter. Work with a local flower wholesaler.

Sponsor Talent Show: Put posters up all around the college. Give prize to best talent. Charge moderate admissions price. Get the theater club to co-sponsor this and share revenues.

Car Washes: Car washes raise lots of money fast! Get college permission to use a local car wash facility. Sometimes a local car wash in town will donate their shop for a day--Get lots of signs if that happens.

Book Sales: Ask faculty members to donate books they are not using and have a Book Sale. Libraries often donate excess books.

Casino Night: Some states permit this type of fundraising. Ask a local church group to help find resources for this.

Auctions: Solicit donations from local businesses, members and faculty. Auction these items either as a silent auction or a regular auction. This is a no cost fundraiser!

Baskets: have members each donate an item (most of us have some new items we would like to "re-gift" around the house). "Theme" these items and place them in a beautifully decorated basket or box and raffle off. This is a no cost fundraiser!

50/50 Raffle: Check with your college regulations first....50/50 raffles split the "pot" with the winner. This is a no cost fundraiser.

Celebrity Autographs: Write letters to movie stars, TV personalities, politicians, etc asking for an autographed photo to auction for a good cause (Diabetes Foundation, etc). Once you have collected these photos you can have a silent auction and watch the dollars roll in.

Treasure Chest: Gamma Gamma chapter purchased a pirates chest and lock. You can order as many opening/non opening keys as you wish. Local Businesses donated gift certificates and give away items. Each prize was recorded on an index card and placed in a plain envelope which was then put in the chest. Keys were sold for \$1.00 each. Winning key holders were able to draw an envelope which designated the prize that they won. Collect all keys (winners and losers) and you can use this over again with no cost after the initial investment.

SHARE YOUR IDEAS: Chapters draw strength from each other. Why not share your successful fundraising ideas with all the other chapters across the nation.