

DELTA CHI

FRATERNITY

60 DAY CHECKLIST: PHILANTHROPY CHAIR

Congratulations on your role as the Philanthropy Chair! Thank you for your commitment to Delta Chi and the success of your chapter/provisional chapter. This is not an exhaustive list to govern your entire term, but it will help you get started during your first 60 days in office - typically from your election until chapter/provisional chapter's representatives attend their Regional Leadership Academy event.

IMPORTANT DATES

In addition to all of the Delta Chi [Operational Dates and Deadlines](#), here are some items to get added to your calendar now, as they will be your responsibility as the Philanthropy Chair to ensure the chapter is aware and follows:

- January 15 - April 15: V Foundation Delta Chi [Bracket Challenge](#) Open
- October 13 - October 14: Founders Day 1,890 Minutes of Giving

GETTING STARTED

As you transition into your officer role, here's a few checklist items you will need to complete:

- Learn more about Delta Chi's partnership with the [V Foundation for Cancer Research](#).
- Ensure you have administrative user access to manage the chapter/provisional chapter's [CrowdChange](#) account.
- Complete the Preparing to be an Officer and Cultural Competency Onboarding modules, found in the MyDCHI Learning Management System.
- Schedule a transition meeting with the outgoing Philanthropy Chair.
- Introduce yourself to important contacts, such as: ABT Philanthropy and Service Advisor, your [Regent](#), International Headquarters Staff ([including your chapter coach](#)), Fraternity/Sorority Life Advisor, and Interfraternity Council (IFC) Community Relations Officer.
- Review the Delta Chi Risk Management Policy, Delta Chi Law, and the Philanthropy Chair officer resources and BRIEFs.
- Get updated copies of institutional policies (including a Code of Conduct), campus academic and activity calendars, and student organization expectations - especially those related to fundraising reporting or requesting funding to support student organization events.
- Review your local chapter/provisional chapter Constitution and Bylaws, membership roster, Membership Experience Survey report, action plans and goals, budget, and calendar.